



City Council Meeting Agenda

Tuesday, September 22, 2026

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

General order of Business

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

City Council

Julia Mates, Mayor
Cathy Jordan, Vice Mayor
Robin Pang-Maganaris, Councilmember
Gina Latimerlo, Councilmember
Tom McCune, Councilmember
Anais Martinez Aquino, Administrative Service Director

Staff

Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Ken Stenquist, Police Chief
Grace Castaneda, Finance Director
Kevin Kobayashi, Parks and Recreation Director
Edric Kwan, Public Works Director
Jozi Plut, City Clerk

MEETING ATTENDANCE:

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

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

PUBLIC COMMENT:

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

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

To submit a written public comment:

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

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

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

LEVINE ACT:

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

ACCESSIBILITY

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

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

City of Belmont
City Council Regular Meeting Agenda
September 22, 2026
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

NOTICE REGARDING MEETING SCHEDULE

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

1. CALL TO ORDER

2. ROLL CALL

3. ITEMS BEFORE 7:00 PM - none

A. CLOSED SESSION

B. STUDY SESSION

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

C. SPECIAL SESSION/OTHER TOPICS

ITEMS STARTING AT 7:00 PM

4. PLEDGE OF ALLEGIANCE

5. REPORT FROM CLOSED SESSION - none

6. SPECIAL PRESENTATIONS

A. Girl Scout Troop 61541 Belmont Centennial Anniversary Bronze Award Presentation

B. Proclamation Observing National Hispanic Heritage Month from September 15 to October 15, 2026

C. Proclamation Designation Fire Prevention Week October 4 to October 10, 2026

D. Centennial Planning Update

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. Monthly Financials June-July 2026

Attachments:

[Monthly Financial Report for June 2026](#)

[Monthly Financial Report for July 2026](#)

B. 2026 Conflict of Interest Code Biannual Update

Recommendation: Adopt a resolution amending the Appendix of Designated Employees to the City's Conflict of Interest Code.

Attachments:

[Staff Report](#)

[Resolution](#)

C. Purchase of Police Patrol Vehicles

Recommendation: Adopt a resolution authorizing 1) the City Manager to execute contracts for the acquisition of three Police patrol vehicles and associated equipment for a total amount not to exceed \$199,338, and 2) authorizing a budget appropriation of \$74,446 from the Fleet and Equipment Management Fund for the purchase of replacement vehicles and associated equipment.

Attachments:

[Staff Report](#)

[Resolution](#)

10. PUBLIC HEARINGS

A. Review Solid Waste Rate Application and Revise Maximum Rates for Collection Services for 2027

Recommendation: Adopt a resolution stating the City of Belmont's intent to revise the maximum rates that may be charged for solid waste, recyclable materials, and organic materials collection services effective January 1, 2027, and set a Public Hearing date for November 24, 2026.

Attachments:

[Staff Report](#)

[Resolution](#)

[Belmont Rate Application 2027](#)

[HDR Inc. Report](#)

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. Modernization and Comprehensive Update to City Fees

Recommendation: Adopt a resolution approving proposed revisions to various types of City fees and directing the City Manager to compile the revisions into the Master Revenue Schedule.

Attachments:

[Staff Report](#)

[Resolution](#)

[Presentation](#)

[Comprehensive User Fee Study Report](#)

[Proposed Master Revenue Schedule](#)

B. Citywide Naming and Donor Recognition Policy and Establish a Framework for Philanthropic Recognition

Recommendation: 1. Adopt the attached Resolution approving the Citywide Naming and Donor Recognition Policy.

2. Authorize the City Manager to establish and maintain administrative procedures, naming opportunity schedules, recognition standards, and standard agreement templates consistent with the Policy.

3. Authorize the City Manager to work with qualified nonprofit or philanthropic partners, as appropriate, to support fundraising and donor stewardship for City capital projects and programs.

Attachments:

[Staff Report](#)

[Resolution](#)

[Donor Recognition Package](#)

[Naming Policy Presentation](#)

C. Amendments to the Employment Agreements between the City of Belmont and Afshin Oskoui, and the City of Belmont and Scott M. Rennie

Recommendation: Adopt resolutions establishing the compensation for the City Manager and City Attorney, updating the Master Employee Pay Schedule, and authorizing the Mayor to sign amendments to the City Manager's and City Attorney's employment agreements.

Attachments:

[Staff Report](#)

[Resolution CM](#)

[Resolution CA](#)

[Master Pay Schedule 2026](#)

[Fourth Amendment to the Employment Agreement CM](#)

[Third Amendment to the Employment Agreement CA](#)

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

ADA Notice: If you require assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413 in advance so reasonable accommodations can be arranged.

Agenda Materials: Meeting materials are available at www.belmont.gov. Documents distributed to a majority of the City Council, District Board, or Commission regarding agenda items will be available at the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the meeting.



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Belmont Fire Protection District
- Sewer Collection System
- Fleet & Equipment Management

Notable Fund Balance Decrease compared to prior YTD:

- Measure W

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above \$50,000

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

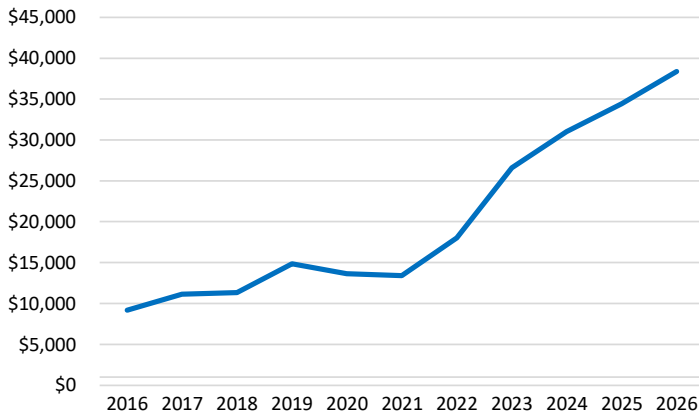
These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to financedept@belmont.gov or for additional information regarding the City's financial activities, including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



City of Belmont
Performance at a Glance
Results for the Period Ended June 30, 2026
 (000's)



General Fund Balance Trend
 (in thousands)

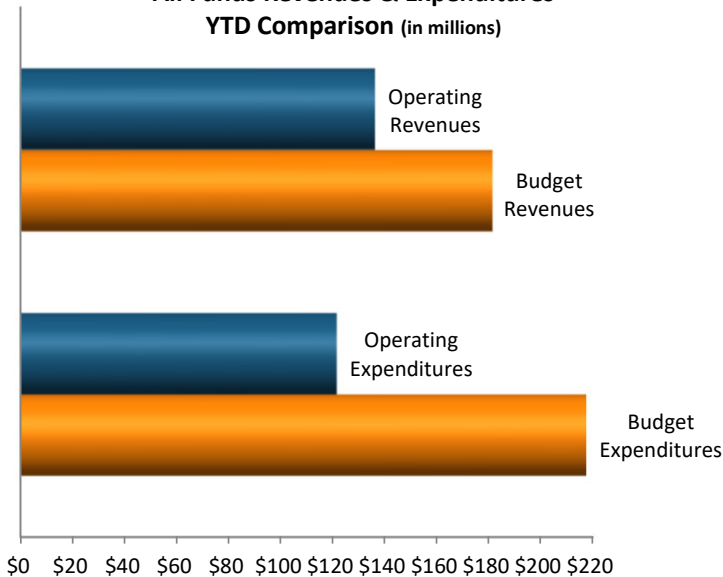


General Fund Balance Trend*

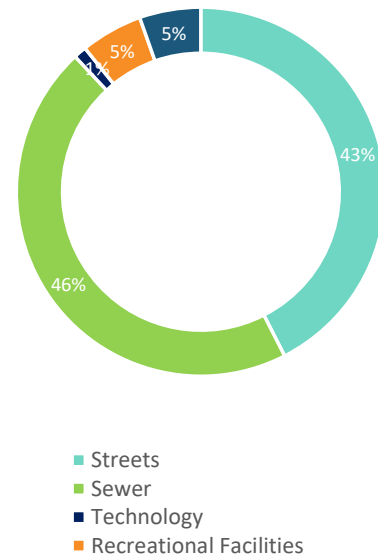
6/30/2016	2016	\$9,177	Audited
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
6/30/2025	2025	\$34,416	Audited
6/30/2026	2026	\$38,400	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
 YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is \$38.4 million, an increase of \$4.0 million compared to the amount at the prior fiscal year end. The increase compared to the 6/30/25 balance was primarily due to the \$1.2 million VLF backfill from FY 2023-24, one-time business license revenue collected from prior fiscal year after tax calculation review, and ongoing cost management on expenditures.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) Recreation Fund deficits was eliminated with the transfer from the General Fund as part of year-end closing activities.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended June 30, 2026
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/25 (1)	Revenues					Expenditures					Unaudited Fund Balance 06/30/26 (1)+(2)-(3)	PY YTD Fund Balance 6/30/2025	
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance Under (Over)	%	PY YTD Actual			
GENERAL FUND															
101	General	34,416	34,186	35,197	1,011	103%	32,549	34,589	31,213	3,376	90%	29,136	38,400	34,416	
102	Measure I	3,599	2,504	2,541	37	101%	2,408	7,559	1,792	5,767	24%	3,273	4,348	3,599	
SPECIAL REVENUE FUNDS															
205	Recreation	609	4,221	3,934	(286)	93%	4,109	4,284	3,986	298	93%	3,897	557	609	
206	Library Maintenance & Operation	211	647	618	(29)	96%	343	610	523	87	86%	910	305	211	
207	Athletic Field Maintenance	446	187	202	15	108%	210	344	138	206	40%	155	510	446	
208	City Tree	230	15	13	(2)	90%	21	109	47	62	43%	43	197	230	
209	Senior Services Donation	105	13	10	(4)	72%	14	16	2	14	11%	5	113	105	
210	Development Services	2,814	6,735	6,276	(459)	93%	7,602	7,054	6,502	552	92%	6,808	2,589	2,814	
212	General Plan Maintenance	854	1,257	1,281	24	102%	606	1,798	1,277	521	71%	1,243	858	854	
223	Belmont Fire Protection District	31,502	20,023	19,879	(144)	99%	19,307	15,840	15,312	528	97%	13,687	36,069	31,502	
225	Police Grants and Donations	35	1	1	(0)	87%	5	25	7	18	28%	5	30	35	
227	Supplemental Law Enforcement	166	191	207	16	109%	199	216	207	9	96%	104	167	166	
231	Street Maintenance	1,988	2,906	2,662	(244)	92%	2,977	3,050	2,745	305	90%	2,355	1,905	1,988	
232	RMRA Street Project	798	756	807	51	107%	786	1,519	789	730	52%	486	816	798	
233	Measure W	2,618	513	518	5	101%	510	3,100	2,600	500	84%	186	536	2,618	
234	Street Improvements	3,210	1,119	1,165	46	104%	1,114	3,412	359	3,053	11%	839	4,016	3,210	
237	Traffic Impact	511	164	202	38	123%	411	0	0	0	N/A	0	713	511	
239	Public Art	438	47	270	224	577%	18	260	2	258	1%	0	706	438	
275	Affordable Housing Successor	4,034	664	332	(332)	50%	(684)	1,961	344	1,617	18%	1,339	4,022	4,034	
277	Inclusionary Housing	3,541	42	166	124	392%	287	0	0	0	N/A	0	3,707	3,541	
	Total Special Revenue	54,111	39,500	38,543	(957)	98%	37,835	43,598	34,839	8,758	80%	32,061	57,815	54,111	
CAPITAL PROJECT FUNDS															
308	General Facilities	581	24	21	(3)	88%	25	604	62	543	10%	65	540	581	
310	Infrastructure	2,383	264	256	(8)	97%	96	2,475	830	1,645	34%	3	1,809	2,383	
312	Comcast PEG Program	364	64	82	19	129%	17	46	0	46	0%	74	446	364	
341	Planned Park	482	427	312	(115)	73%	70	695	668	27	96%	672	127	482	
342	Park Impact	1,083	59	106	47	179%	423	1,091	321	770	29%	20	868	1,083	
343	Open Space	54	4	2	(2)	56%	3	111	0	111	0%	53	57	54	
399	Capital Improvement Projects	2,705	56,453	12,594	(43,859)	22%	11,143	60,191	13,485	46,706	22%	11,730	1,814	2,705	
704	Special Assessment Districts	341	13	13	(0)	97%	14	0	0		N/A	0	354	341	
	Total Capital Projects	7,995	57,307	13,386	(43,922)	23%	11,792	65,214	15,365	49,849	24%	12,617	6,015	7,995	
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	346	714	705	(9)	99%	708	978	979	(1)	100%	682	71	346	
501-505	Sewer Collection System	48,625	23,230	22,666	(564)	98%	24,418	38,876	15,945	22,932	41%	16,099	55,346	48,625	
507	Sewer Treatment	30,304	6,547	6,557	10	100%	3,762	7,455	6,661	794	89%	2,292	30,200	30,304	
525	Storm Drainage Enterprise	879	3,102	2,172	(930)	70%	1,837	3,321	2,541	780	77%	2,365	510	879	
530	Solid Waste Management	2,370	776	790	15	102%	777	650	512	138	79%	517	2,648	2,370	
570	Worker's Compensation	1,940	1,149	1,131	(18)	98%	1,006	935	704	231	75%	902	2,367	1,940	
571	Liability Insurance	3,233	1,841	1,841	(0)	100%	955	1,440	1,389	52	96%	1,046	3,685	3,233	
573	Fleet & Equipment Management	9,239	5,817	5,942	125	102%	5,360	7,192	4,917	2,274	68%	4,362	10,263	9,239	
574	Facilities Management	925	3,227	3,304	77	102%	3,162	3,987	2,686	1,301	67%	2,604	1,542	925	
575	Benefit Prefunding	1,627	1,602	1,502	(100)	94%	2,007	1,805	1,949	(145)	108%	1,692	1,180	1,627	
	Total Debt & Other	99,489	48,006	46,610	(1,396)	97%	43,993	66,638	38,284	25,355	57%	32,561	107,814	99,489	
	Total All Funds	\$199,609	\$181,503	\$136,276	(\$45,227)	75%	\$128,577	\$217,597	\$121,493	\$93,105	56%	\$109,649	\$214,392	\$199,609	

Fund Types:

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

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

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

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

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended June 30, 2026
(000's)



	General Fund					All Other Funds				
	Budget	Year to Date (YTD)		%	Annual	Budget	Year to Date (YTD)		%	Annual
		Actual	Variance		Budget		Actual	Variance		Budget
REVENUES										
Taxes	24,584	25,396	812	103%	24,584	23,630	23,742	23,738	(4)	100%
Licenses and permits	1,227	2,262	1,034	184%	1,227	1,164	2,839	3,137	298	111%
Intergovernmental	420	369	(51)	88%	420	434	12,917	2,911	(10,007)	23% c
Charge for services	4,714	4,579	(135)	97% a	4,714	4,276	41,360	41,755	395	101%
Fines and forfeits	93	101	9	109%	93	112	-	-	-	N/A
Use of money and property	1,934	2,104	171	109%	1,934	2,480	6,447	5,890	(558)	91% d
Miscellaneous	321	386	65	120%	321	453	1,825	1,602	(223)	88% e
Transfers in	894	-	(894)	0% b	894	-	58,187	22,040	(36,146)	38% b
Total Revenues	34,186	35,197	1,011	103%	34,186	32,549	147,317	101,079	(46,238)	69%
EXPENDITURES										
General Government	8,359	7,688	(670)	92%	8,359	7,497	9,188	7,904	(1,284)	86%
Public Safety	17,425	16,660	(766)	96%	17,425	15,443	15,228	15,025	(203)	99%
Streets and Utilities	-	-	-	N/A	0	0	76,501	30,686	(45,816)	40%
Culture and Recreation	3,105	2,865	(240)	92%	3,105	2,796	11,828	7,715	(4,113)	65%
Urban Redevelopment	-	-	-	N/A	0	0	8,640	6,089	(2,551)	70%
Non Departmental	-	-	-	N/A	0	0	2,277	1,104	(1,174)	48%
Debt Service	-	-	-	N/A	0	0	5,965	3,718	(2,247)	62%
Transfers out	5,700	4,000	(1,700)	70%	5,700	3,400	53,381	18,040	(35,341)	34%
Total Expenditures	34,589	31,213	(3,376)	90%	34,589	29,136	183,009	90,280	(92,729)	49%
EXCESS OF REVENUES OVER/										
(UNDER) EXPENDITURES	(\$403)	\$3,984			(\$403)	\$3,413	(\$35,691)	\$10,799		(\$35,691)
										\$15,514

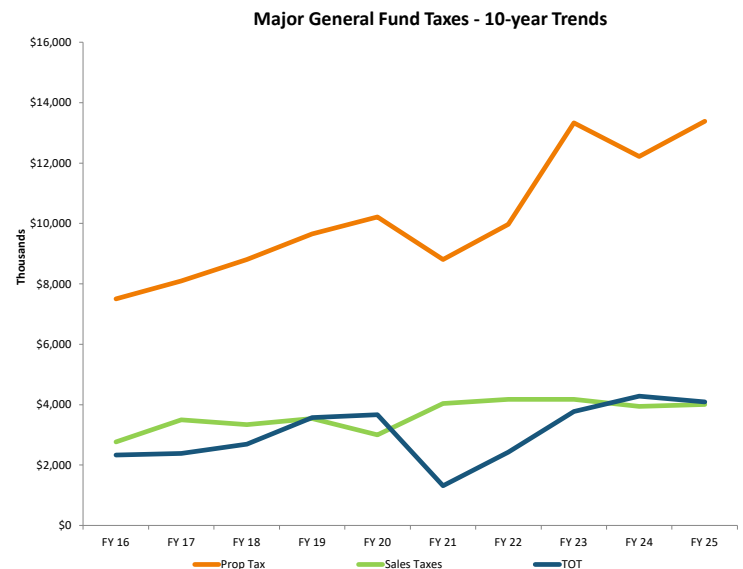
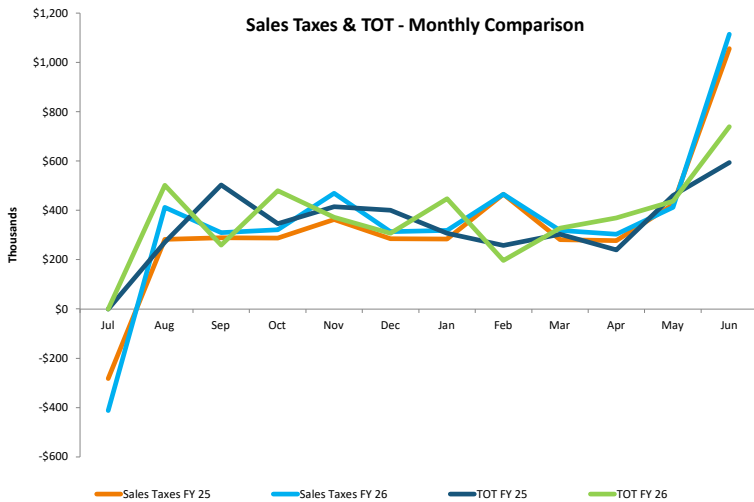
Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

Revenues

- a) **Charges for Services** - The budget variance is primarily due to lower fire prevention and public safety administration charges resulting from staff vacancies throughout the year.
- b) **Transfers In** - Transfer amount was budgeted based on full CIP commitments. Actual expenditures and CIP transfers are recorded as the project progresses, and any remaining budget will be carried forward to the next fiscal year or released back to the funding source upon project completion.
- c) **Intergovernmental** - Grant revenue related to Capital Improvement Plan (CIP) projects will be received as expenditures incurred and reported in a future reporting period.
- d) **Use of Money and Property** - The variance is primarily due to a fair market value accounting adjustment made annually in July and yield activity in the City's investment portfolio.
- e) **Miscellaneous** - Contribution to Capital Improvement Plan (CIP) projects will be received as expenditures incurred and reported in a future reporting period.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended June 30, 2026



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
ADP TAX PPE 06/06/26	ADP TAX PPE 06/06/26	6/11/26	DAJ000010646	117,470.37
ADP TAX PPE 06/20/26	ADP TAX PPE 06/20/26	6/25/26	DAJ000010650	124,817.00
ADP WAGE PPE 06/06/26	ADP WAGE PPE 06/06/26	6/11/26	DAJ000010643	510,450.54
ADP WAGE PPE 06/20/26	ADP WAGE PPE 06/20/26	6/25/26	DAJ000010647	561,511.08
BUILDCORP INC	APRIL 2026	6/5/26	EFT00042486	262,371.00
CALPERS	HEALTH PREMIUMS-JUNE	6/8/26	DAJ000010604	255,023.64
CALPERS	COB CONTRIBUTION PPE 06/26/26	6/25/26	DAJ000010583	147,903.40
CALPERS	COB CONTRIBUTION PPE 06/12/26	6/17/26	DAJ000010591	148,669.06
CALPERS	COB CONTRIBUTION PPE 5/29/26	6/3/26	DAJ000010608	149,071.17
GHILOTTI BROS INC	MAY 25 - MAY 26	6/5/26	EFT00042479	81,072.16
MISSION SQUARE	ACCT#302442	6/15/26	DAJ000010594	57,670.41
MISSION SQUARE	ACCT#302442 DEF COMP	6/1/26	DAJ000010609	57,215.26
MISSION SQUARE	DEF COMP ACCT#302442	6/29/26	DAJ000010616	57,846.51
O'GRADY PAVING INC.	FEB 2026 - JUNE 2026	6/5/26	EFT00042496	367,852.31
O'GRADY PAVING INC.	6/1/26 - 6/23/26	6/26/26	EFT00042740	141,831.93
REVERSE CHECKS DIT MAY 26	REVERSE CHECKS DIT MAY 26	6/1/26	IAJ000010630	58,668.91
SILICON VALLEY CLEAN WATER	COB JULY CONTRIBUTION	6/5/26	EFT00042460	343,026.00
Total Disbursements in Excess of \$50,000				\$ 3,442,470.75
Total Count				17

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

Vendor	Description	Date	No.	Amount
TANNER PACIFIC INC	SAN JUAN PUMP ST & FORCE RE	6/9/26	26 00123	1,265,000.00
KIMLEY-HORN & ASSOC., INC.	COB TRANSPORTATION MASTER P	6/25/26	27 00010	755,586.98
KIMLEY-HORN & ASSOC., INC.	RALSTON AVE CORR IMPRV SEG	6/9/26	26 00125	250,978.00
SCHAAF & WHEELER CONSULTING	TO#1-A&E ISLAND PARK LEVEE	6/25/26	27 00005	208,787.00
GOOD CITY COMPANY	TO# 16 - 815 BELMONT AVE	6/25/26	27 00007	57,240.00
Total Purchase Orders Issued in Excess of \$50,000				\$ 2,537,591.98
Total Count				5

CITY OF BELMONT TREASURER'S REPORT June 30, 2026



Agency Receipts and Disbursements Summary

	Beginning Balance May 31, 2026		Receipts		Disbursements		Ending Balance June 30, 2026
City of Belmont	\$147,926,883.51	\$	2,999,408.85	\$	(4,385,011.49)	\$	146,541,280.87
Belmont Fire Protection District	36,087,797.54		352,084.25		(369,532.94)	\$	36,070,348.85
Total	\$ 184,014,681.05	\$	3,351,493.10	\$	(4,754,544.43)	\$	182,611,629.72

Balance Summary

	Deposit		Investments		Pool Total
City of Belmont & Belmont Fire Protection District	\$ 794,449.58	\$	181,817,180.14	\$	182,611,629.72

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

Respectfully Submitted,

s/b Grace Castaneda

Grace Castaneda

City Treasurer

Outstanding check balance revised as of 08.31.2026

CITY OF BELMONT

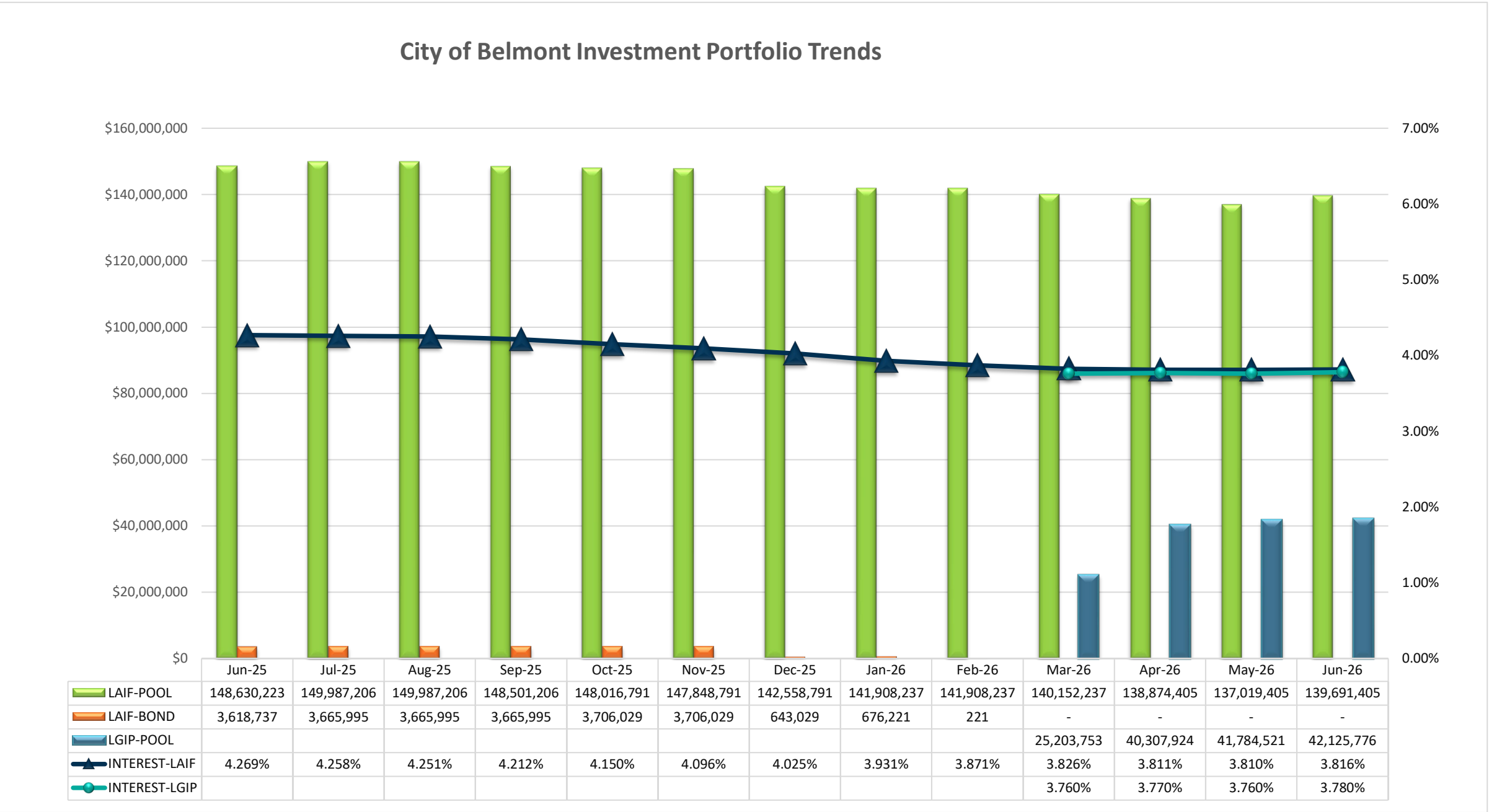
TREASURER'S REPORT

June 30, 2026



Investment Detail

Investment Type	Issuer	Fund Documents	Par Amount	Current Market Value*	Interest Total	Maximum Weighted Average Maturity/Life	Rate
Deposit							
General Account	Wells Fargo		\$ 794,449.58	\$ 794,449.58			
Investments:**							
L.A.I.F.-POOL	https://www.treasurer.ca.gov/pmia-laif/pmia/index.asp		139,691,404.52	139,533,885.98	444,218.67	18 months	3.816%
L.G.I.P. -POOL	https://www.calfitfund.com/document-center/		42,125,775.62	42,120,960.29	132,696.19	90 days	3.780%
Total			\$ 182,611,629.72	\$ 182,449,295.85	\$ 576,914.86		



*Fair Market Value ratios for LAIF are based on a quarterly basis, while LGIP is on a monthly basis.
**The LAIF-BOND account has withdrawn all of its funds as of the end of March 2026.



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Belmont Fire Protection District
- Street Improvements
- Sewer Collection System

Notable Fund Balance Decrease compared to prior YTD:

- Measure W
- Capital Improvement Projects

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above \$50,000

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

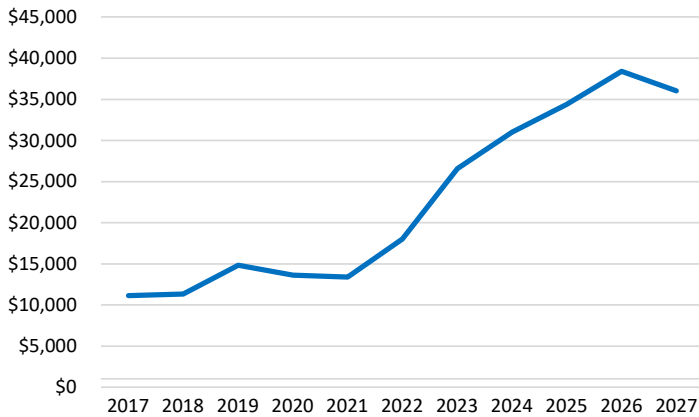
These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to financedept@belmont.gov or for additional information regarding the City's financial activities, including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



City of Belmont
Performance at a Glance
Results for the Period Ended July 31, 2026
(000's)



General Fund Balance Trend
(in thousands)

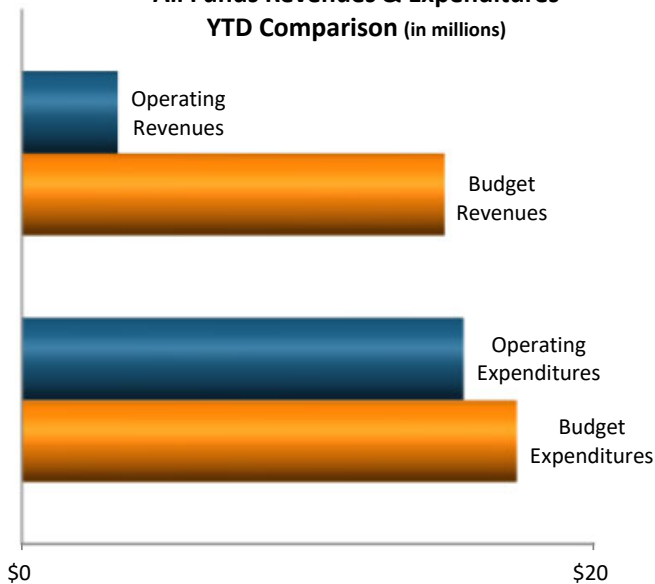


General Fund Balance Trend*

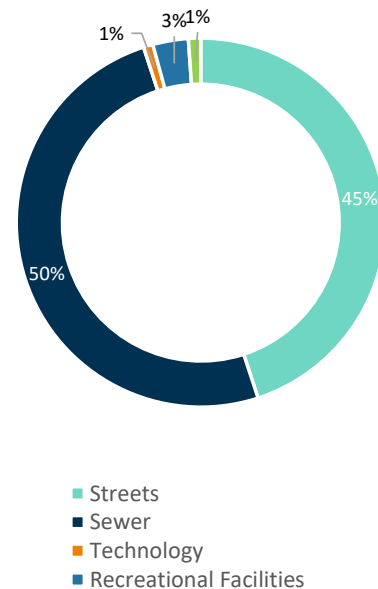
6/30/2017	2017	\$11,128	Audited
6/30/2018	2018	\$11,325	Audited
6/30/2019	2019	\$14,846	Audited
6/30/2020	2020	\$13,637	Audited
6/30/2021	2021	\$13,398	Audited
6/30/2022	2022	\$18,013	Audited
6/30/2023	2023	\$26,586	Audited
6/30/2024	2024	\$31,003	Audited
6/30/2025	2025	\$34,416	Audited
6/30/2026	2026	\$38,400	Unaudited
7/31/2026	2027	\$36,051	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is \$36.1 million, a decrease of \$2.3 million compared to the amount at the prior fiscal year end primarily due to annual insurance premiums and pension contributions that were made in the beginning of the fiscal year.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) Library Bond Debt Service Fund has deficits and is expected to be eliminated in a future period.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended July 31, 2026
(000's)



Fund	Fund Name	Unaudited Fund Balance 06/30/26 (1)	Revenues					Expenditures					Unaudited Fund Balance 07/31/26 (1)+(2)-(3)	PY YTD Fund Balance 7/31/2025	
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance Under (Over)	%	PY YTD Actual			
GENERAL FUND															
101	General	38,400	2,969	27	(2,942)	1%	(214)	3,019	2,375	643	79%	1,952	36,051	32,250	
102	Measure I	4,348	214	(229)	(443)	-107%	(215)	669	0	669	0%	0	4,119	3,384	
SPECIAL REVENUE FUNDS															
205	Recreation	557	366	153	(213)	42%	106	364	514	(151)	141%	439	195	276	
206	Library Maintenance & Operation	305	27	0	(27)	0%	(2)	49	20	29	41%	17	286	192	
207	Athletic Field Maintenance	510	15	27	12	184%	25	31	6	25	18%	7	531	464	
208	City Tree	197	1	1	(1)	53%	1	4	3	1	81%	3	194	228	
209	Senior Services Donation	113	1	1	0	148%	0	0	0	0	0%	0	114	105	
210	Development Services	2,589	575	310	(265)	54%	505	587	430	158	73%	385	2,469	2,935	
212	General Plan Maintenance	858	82	22	(60)	27%	40	121	38	83	32%	46	841	849	
223	Belmont Fire Protection District	36,069	1,755	85	(1,670)	5%	(88)	1,343	5,277	(3,934)	393%	2,542	30,877	28,873	
225	Police Grants and Donations	30	0	0	(0)	0%	(0)	2	0	2	0%	0	30	35	
227	Supplemental Law Enforcement	167	17	0	(17)	0%	(0)	18	17	1	95%	17	150	150	
231	Street Maintenance	1,905	228	0	(228)	0%	5	275	230	45	84%	177	1,675	1,816	
232	RMRA Street Project	816	68	0	(68)	0%	(0)	123	0	123	0%	2	816	796	
233	Measure W	536	42	(49)	(91)	-116%	(33)	86	0	86	0%	0	487	2,585	
234	Street Improvements	4,016	96	747	651	782%	(0)	406	3	403	1%	3	4,759	3,206	
237	Traffic Impact	713	43	3	(40)	8%	5	11	0	11	0%	0	716	516	
239	Public Art	706	2	0	(2)	0%	110	36	0	36	0%	0	706	548	
275	Affordable Housing Successor	4,022	276	1	(275)	0%	2	201	13	188	7%	15	4,010	4,020	
277	Inclusionary Housing	3,707	4	0	(4)	0%	(0)	0	0	0	N/A	0	3,707	3,541	
Total Special Revenue		57,815	3,597	1,301	(2,296)	36%	676	3,657	6,552	(2,895)	179%	3,653	52,564	51,132	
CAPITAL PROJECT FUNDS															
308	General Facilities	540	2	0	(2)	0%	(0)	47	0	47	0%	0	540	581	
310	Infrastructure	1,809	7	0	(7)	0%	(0)	170	0	170	0%	0	1,809	2,383	
312	Comcast PEG Program	446	7	(11)	(18)	-161%	(0)	4	0	4	0%	0	435	364	
341	Planned Park	127	60	0	(60)	0%	(0)	56	0	56	0%	0	127	482	
342	Park Impact	868	78	1,193	1,115	1520%	9	120	0	120	0%	0	2,062	1,092	
343	Open Space	57	0	0	(0)	0%	(0)	5	0	5	0%	0	57	55	
399	Capital Improvement Projects	1,814	4,433	0	(4,433)	0%	(254)	4,726	(183)	4,909	-4%	(557)	1,997	3,008	
704	Special Assessment Districts	354	1	0	(1)	0%	(0)	0	0	0	N/A	0	354	342	
Total Capital Projects		6,015	4,589	1,182	(3,406)	26%	(245)	5,127	(183)	5,310	-4%	(556)	7,381	8,306	
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	71	58	0	(58)	0%	(0)	57	565	(508)	984%	553	(494)	(208)	
501-505	Sewer Collection System	55,346	1,717	0	(1,717)	0%	2,861	2,821	1,606	1,215	57%	4,572	53,740	46,302	
507	Sewer Treatment	30,200	279	0	(279)	0%	(0)	313	1,352	(1,039)	432%	1,315	28,849	28,560	
525	Storm Drainage Enterprise	510	205	0	(205)	0%	0	286	167	118	59%	163	343	716	
530	Solid Waste Management	2,648	64	(22)	(86)	-34%	(0)	50	41	9	82%	35	2,585	2,335	
570	Worker's Compensation	2,367	93	133	40	143%	128	83	849	(765)	1017%	769	1,652	1,300	
571	Liability Insurance	3,685	95	83	(11)	88%	732	128	959	(831)	747%	629	2,809	3,336	
573	Fleet & Equipment Management	10,263	497	470	(27)	95%	461	607	655	(47)	108%	536	10,079	9,164	
574	Facilities Management	1,542	286	294	8	103%	205	341	359	(18)	105%	359	1,477	771	
575	Benefit Prefunding	1,180	134	113	(21)	84%	112	150	162	(12)	108%	126	1,130	1,613	
Total Debt & Other		107,814	3,427	1,072	(2,355)	31%	4,499	4,838	6,715	(2,162)	139%	9,056	102,171	93,889	
Total All Funds		\$214,392	\$14,795	\$3,352	(\$11,443)	23%	\$4,501	\$17,309	\$15,459	\$1,565	89%	\$14,105	\$202,285	\$188,962	

Fund Types:

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

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

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

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

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended July 31, 2026
(000's)



	General Fund						All Other Funds					
	Year to Date (YTD)				Annual	PY YTD	Year to Date (YTD)				Annual	PY YTD
	Budget	Actual	Variance	%	Budget	Actual	Budget	Actual	Variance	%	Budget	Actual
REVENUES												
Taxes	2,024	(451)	(2,475)	-22% a	24,290	(471)	2,066	(289)	(2,355)	-14% a	24,789	(247)
Licenses and permits	133	-	(133)	0% b	1,599	5	220	202	(18)	92%	2,642	271
Intergovernmental	54	17	(37)	31%	649	12	892	(20)	(913)	-2% e	10,706	(363)
Charge for services	429	316	(113)	74% c	5,144	269	3,591	2,512	(1,078)	70% c	43,088	1,508
Fines and forfeits	8	(0)	(9)	-3%	100	2	-	-	-	N/A	-	-
Use of money and property	166	138	(27)	83%	1,988	(32)	538	126	(412)	23% f	6,457	(65)
Miscellaneous	27	6	(21)	23%	322	1	43	795	752	1867%	511	707
Transfers in	128	-	(128)	0% d	1,538	-	4,244	-	(4,244)	0% d	50,928	2,904
Total Revenues	2,969	27	(2,942)	1%	35,629	(214)	11,826	3,326	(8,500)	28%	141,908	4,715
EXPENDITURES												
General Government	718	664	(54)	93%	8,616	523	787	2,576	1,789	327% g	9,445	2,049
Public Safety	1,533	1,482	(51)	97%	18,393	1,253	1,343	5,294	3,951	394% h	16,120	2,556
Streets and Utilities	-	-	-	N/A	0	0	5,874	828	(5,046)	14%	70,491	493
Culture and Recreation	265	207	(57)	78%	3,174	176	973	920	(52)	95%	11,672	837
Urban Redevelopment	24	21	(2)	90%	285	0	733	348	(385)	48%	8,794	331
Non Departmental	-	-	-	N/A	0	0	191	50	(141)	26%	2,295	12
Debt Service	-	-	-	N/A	0	0	497	3,066	2,570	617% i	5,963	2,970
Transfers out	480	-	(480)	0%	5,755	0	3,893	-	(3,893)	0%	46,710	2,904
Total Expenditures	3,019	2,375	(643)	79%	36,223	1,952	14,291	13,084	(1,207)	92%	171,491	12,153
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES												
	(\$49)	(\$2,348)			(\$594)	(\$2,166)	(\$2,465)	(\$9,759)			(\$29,583)	(\$7,438)

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

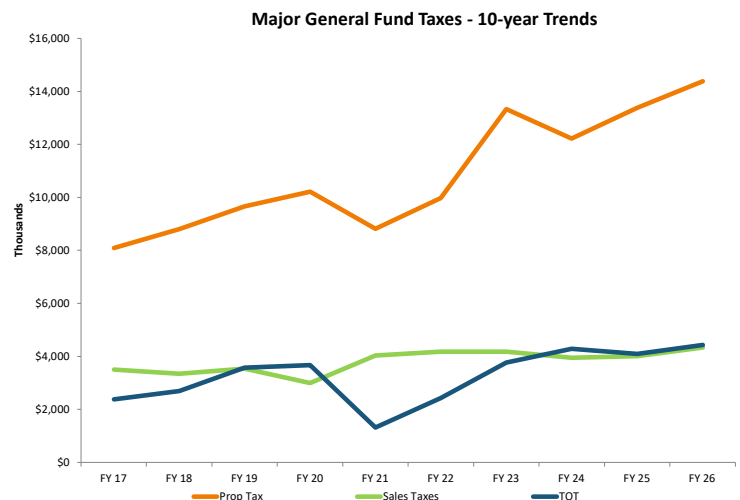
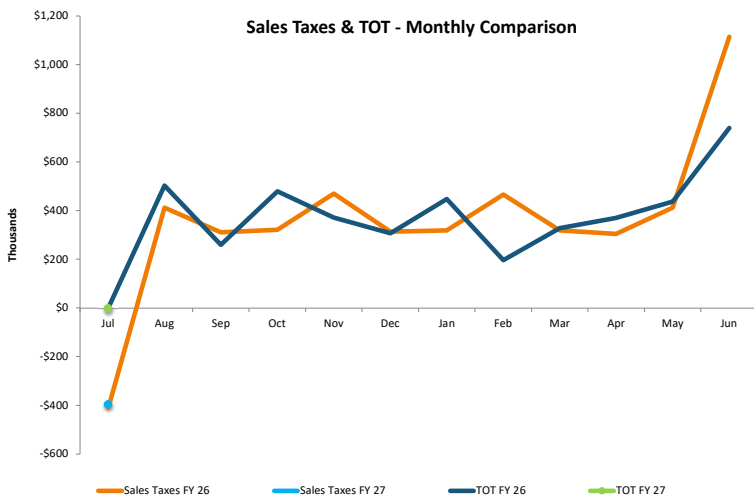
Revenues

- a) **Taxes** - The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April. In addition, the majority of Sales Tax and Transient Occupancy Tax (TOT) received in July are related to June activities, which are subject to an accounting adjustment.
- b) **Licenses and Permits** - The budget variance is primarily due to the Business License Tax Revenue. All businesses' licensing periods (i.e., the "tax period") have transitioned to January 1 to December 31 and majority of the revenues will be received at license renewal in December/January.
- c) **Charges for Services** - the budget variance is primarily due to the 1st quarter Public Safety and Wildfire Prevention revenue, which will be received in September.
- d) **Transfers In** - Transfer amount was budgeted based on full CIP commitments. Actual expenditures and CIP transfers are recorded as the project progresses, and any remaining budget will be carried forward to the next fiscal year or released back to the funding source upon project completion.
- e) **Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
- f) **Use of Money and Property** - The variance is primarily due to a fair market value accounting adjustment made annually in July.

Expenditures

- g) **General Government** - The annual insurance premium and OPEB contributions were paid in July.
- h) **Public Safety** - The first quarter payments of \$2.3M to BSCFD and \$2.7M to San Mateo Consolidated Fire Department and annual insurance premium were made in July.
- i) **Debt Service** - Annual debt service on bonds were paid in July.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended July 31, 2026



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
ADP	PAYROLL 07/24/26	7/23/26	DAJ000010689	627,117.17
ADP TAX PPE 07/04/26	ADP TAX PPE 07/04/26	7/9/26	DAJ000010719	130,603.24
ADP TAX PPE 07/18/26	ADP TAX PPE 07/18/26	7/24/26	DAJ000010723	157,730.36
ADP WAGE PPE 07/04/26	ADP WAGE PPE 07/04/26	7/9/26	DAJ000010716	579,960.40
ADP WAGE PPE 07/18/26	ADP WAGE PPE 07/18/26	7/24/26	DAJ000010720	625,877.38
ADP WAGE PPE 07/18/26 ADJ	ADP WAGE PPE 07/18/26 ADJ	7/24/26	IAJ000010737	627,117.17
ALLIANT INSURANCE SERVICES	FY27 CRIME INSURANCE	7/17/26	EFT00042900	251,650.71
APB GENERAL ENGINEERING	03/11/26 - 06/30/26	7/24/26	EFT00042945	196,070.50
AXON ENTERPRISES INC	ANNUAL BWC EQUIP/TECH SERVICES	7/10/26	EFT00042860	107,309.92
BELMONT SAN CARLOS FIRE DEPT	FY 26-27 PERS LEGACY COSTS	7/17/26	EFT00042899	2,277,057.00
BNY MELLON	2018 SEWER REVENUE	7/23/26	DAJ000010683	924,519.90
BNY MELLON	2019 SEWER REVENUE	7/23/26	DAJ000010685	728,928.62
BNY MELLON	2016 SEWER REFUNDING	7/23/26	DAJ000010686	671,334.13
BNY MELLON	2004A SERIES SPECIAL TAX	7/23/26	DAJ000010687	563,405.23
BNY MELLON	2016 SEWER REVENUE	7/23/26	DAJ000010688	360,178.11
CALPERS	COB JULY HEALTH PREMIUM	7/7/26	DAJ000010673	250,235.20
CALPERS	COB CONTRIBUTION PPE 07/10/26	7/9/26	DAJ000010674	148,954.33
CALPERS	UAL PAYMENT	7/24/26	DAJ000010691	5,564,606.00
CAPITAL ONE	2022 SEWER REFUNDING	7/23/26	DAJ000010684	781,477.75
CRAYON SOFTWARE EXPERTS LLC	YEAR 2 RENEWAL FY26-27 SVS	7/10/26	EFT00042866	104,057.73
EDD	PAYROLL TAXES PPE 07/24/26	7/22/26	DAJ000010682	54,866.97
GRANICUS LLC	FY 26-27 RENEWAL	7/2/26	EFT00042794	87,768.59
JARC, ASHLEY	CLAIM BE-901 - A. JARC	7/17/26	1206628	81,608.88
MISSIONSQUARE	DEF COMP ACCT#302442	7/13/26	DAJ000010680	57,961.79
MISSIONSQUARE	DEF COMP ACCT#302442	7/27/26	DAJ000010694	57,262.11
MNS ENGINEERS INC	04/27/26 - 05/24/26	7/24/26	EFT00042926	60,243.01
PRISM	FY27 PRIMARY WORKERS COMP	7/2/26	EFT00042800	824,521.00
PRISM	FY27 GENERAL LIABILITY	7/10/26	EFT00042878	853,310.00
SAN MATEO CONSOLIDATED FIRE DEPARTMENT	Q1 2026-27 SMC FIRE TRANSFER	7/10/26	EFT00042862	2,716,654.25
SILICON VALLEY CLEAN WATER	AUGUST CONTRIBUTIONS	7/10/26	EFT00042855	343,026.00
VERTOSOFT LLC	YEAR 1 FY26-27 SERVICES	7/10/26	EFT00042868	170,853.69
Total Disbursements in Excess of \$50,000				\$ 20,986,267.14
Total Count				31

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

Vendor	Description	Date	No.	Amount
EATON & ASSOCIATES	SERVER REPLACEMENT	7/20/26	27 00024	400,000.00
DUKE'S ROOT CONTROL, INC.	ROOT FOAMING OF SEWER LINES	7/14/26	27 00023	59,203.32
PAVEMENT ENGINEERING INC	COB BIKE IMPROV PJT MNGMT	7/9/26	27 00022	59,720.00
Total Purchase Orders Issued in Excess of \$50,000				\$ 518,923.32
Total Count				3

CITY OF BELMONT TREASURER'S REPORT July 31, 2026



Agency Receipts and Disbursements Summary

	Beginning Balance June 30, 2026		Receipts		Disbursements		Ending Balance July 31, 2026
City of Belmont	\$146,541,280.87	\$	14,934,191.55	\$	(24,393,154.23)	\$	137,082,318.19
Belmont Fire Protection District	36,070,348.85		248,569.31		(5,433,653.12)	\$	30,885,265.04
Total	\$ 182,611,629.72	\$	15,182,760.86	\$	(29,826,807.35)	\$	167,967,583.23

Balance Summary

	Deposit		Investments		Pool Total
City of Belmont & Belmont Fire Protection District	\$ 2,190,317.60	\$	165,777,265.63	\$	167,967,583.23

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

Respectfully Submitted,

Grace Castaneda

s/b Grace Castaneda

Grace Castaneda

City Treasurer

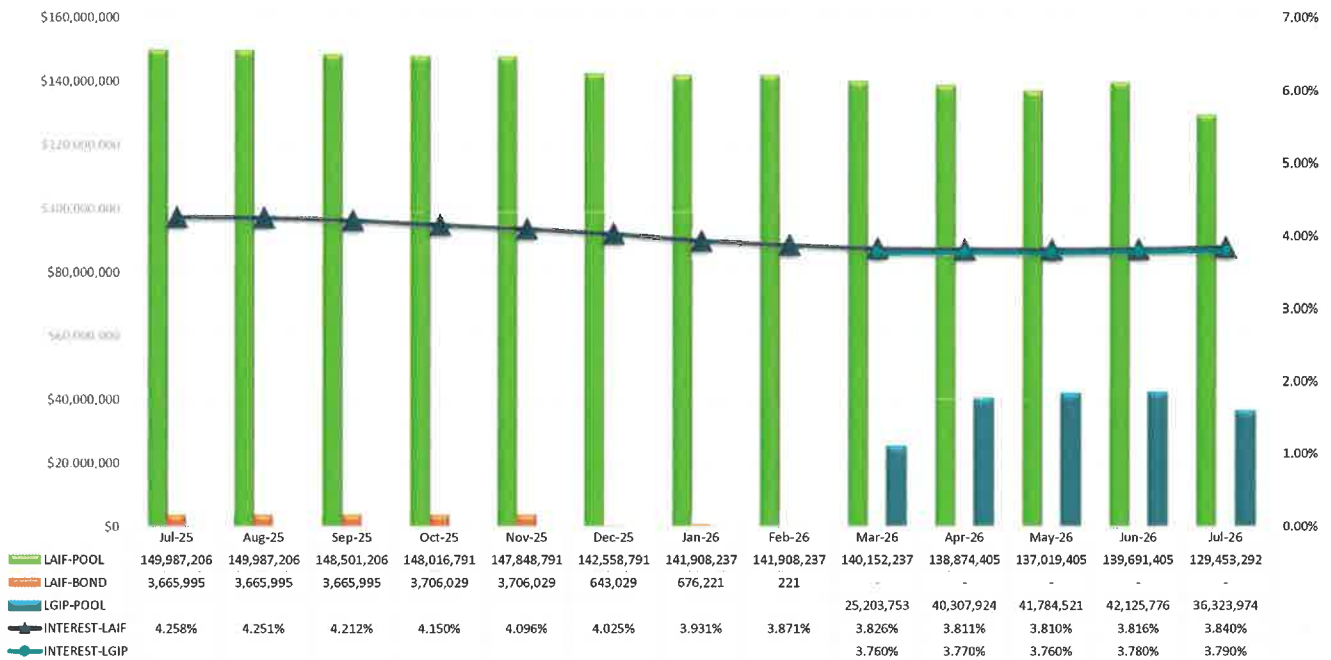
CITY OF BELMONT TREASURER'S REPORT June 30, 2026



Investment Detail

Investment Type	Issuer Fund Documents	Par Amount	Current Market Value*	Interest Total	Maximum Weighted Average Maturity/Life	Rate
Deposit						
General Account	Wells Fargo	\$ 2,190,317.60	\$ 2,190,317.60			
Investments:**						
L.A.I.F.-POOL	https://www.treasurer.ca.gov/pmia-laiif/pmia/index.asp	129,453,291.63	129,307,317.77	414,250.53	18 months	3.840%
L.G.I.P. -POOL	https://www.calitfund.com/document-center/	36,323,974.00	36,323,336.64	114,723.22	90 days	3.790%
Total		\$ 167,967,583.23	\$ 167,820,972.01	\$ 528,973.75		

City of Belmont Investment Portfolio Trends



*Fair Market Value ratios for LAIF are based on a quarterly basis, while LGIP is on a monthly basis.

**The LAIF-BOND account has withdrawn all of its funds as of the end of March 2026.



STAFF REPORT

Meeting Date: September 22, 2026
Agency: City of Belmont
Staff Contact: Jozi Plut, City Clerk, jplut@belmont.gov
Agenda Title: 2026 Conflict of Interest Code Biannual Update
Agenda Action: Resolution

Recommendation

Adopt a resolution amending the Appendix of Designated Employees to the City's Conflict of Interest Code.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The Political Reform Act (PRA) of 1974 requires local government agencies to adopt and maintain a Conflict-of-Interest Code. Like most cities, the City of Belmont has adopted the "model" Conflict-of-Interest Code prepared by the Fair Political Practices Commission (FPPC) and codified in California Code of Regulations, Title 2, Section 18730. The model code establishes requirements for the disclosure of financial interests and the disqualification of City employees and other officials from participating in decisions in which they may have a financial interest.

Cities that adopt the model code need only maintain an appendix identifying designated employees subject to the disclosure requirements and specifying the types of financial interests they must disclose. The PRA requires cities to review their Conflict-of-Interest Codes at least biennially, in each even-numbered year, to ensure the code reflects the organization's current structure and staffing.

The City of Belmont first adopted its Conflict-of-Interest Code in 1979 and has periodically reviewed and revised it in accordance with the PRA. The City Council serves as the code-reviewing body for both the City of Belmont and the Belmont Fire Protection District. The City's Conflict-of-Interest Code was last updated by the City Council on September 24, 2024, by Resolution No. 2024-68.

Analysis

Under the PRA, the city must identify each employee position within the City of Belmont, including the Belmont Fire Protection District, which involves the making or participation in the making of governmental decisions which may foreseeably have a material effect on any financial interest of that employee. In addition, certain consultants to the city must also disclose their financial interests because they make or participate in making governmental decisions on behalf of the local agency. The "Designated Employees" make these disclosures on a form known as "Statement of Economic Interests, Form 700".



Revisions to the appendix of Designated Employees are necessary to account for the addition of positions that make or participate in governmental decisions, the removal of positions that no longer perform those functions, and changes to position titles. The exhibit attached to the resolution included with this report reflects these changes.

For the Council's information, the revised list of Designated Employees and officers excludes Council Members, Planning Commissioners, the City Manager, the Finance Director, and the City Attorney. These positions are not listed in the local Conflict-of-Interest Code because they are already required by state law (Government Code Section 87200) to disclose their financial interests. To maintain this distinction, these positions are identified as "Code Filers" at the bottom of the revised appendix.

Disclosure Categories

The PRA identifies four basic types of financial interests subject to reporting by Designated Employees: (1) investments, (2) business positions, (3) sources of income, and (4) real property interests. Under the Act, the City's Conflict-of-Interest Code must require Designated Employees to report financial interests that may foreseeably be materially affected by any decision made or participated in by the employee by virtue of their position.

The disclosure categories satisfy this requirement by matching each position with the types of reportable financial interests that may be affected by the employee's duties. The City's Conflict-of-Interest Code currently includes two disclosure categories:

Disclosure Category 1. Designated Employees in Category 1 are required to provide the fullest disclosure, including investments, interests in real property, sources of income, and business positions. This category is intended to cover employees who make or participate in making regulatory decisions. Employees in this group may also make or participate in making decisions affecting contracts.

Disclosure Category 2. Designated Employees in Category 2 are required to report investments, business positions, and sources of income from sources that provide the types of goods and services utilized by the City. This category covers Designated Employees who make or participate in making decisions pertaining to purchase contracts but do not make or participate in making regulatory decisions. Disclosure under this category is limited in scope to match the employee positions with the types of reportable financial interests that may be affected by the performance of their duties. No changes are proposed to the disclosure categories.

Alternatives

1. Modify the list of designated positions, disclosure categories, or assignment of employee positions to disclosure categories.
2. Refer to staff for further information.

Attachments

- A. Resolution Amending the Appendix of Designated Employees
- B. Redline of changes to Appendix



Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT REVISING THE CITY’S CONFLICT OF INTEREST CODE AND UPDATING THE APPENDIX OF DESIGNATED EMPLOYEES

WHEREAS, under the California Political Reform Act, local government agencies must adopt a Conflict of Interest Code and designate the official and employee positions that must disclosure financial interests in conformance with the law; and,

WHEREAS, the Fair Political Practices Commission (“FPPC”) has adopted a regulation, Title 2 California Code of Regulations Section 18730, which contains the terms of a model conflict of interest code which meets the requirements of the Political Reform Act; and,

WHEREAS, under the Political Reform Act and regulations promulgated thereunder by the Fair Political Practices Commission of the State of California (FPPC), a newly established local entity is required to adopt a conflict of interest code; and,

WHEREAS, the Belmont Fire Protection District is a subsidiary district of the City of Belmont, and the City Council is the code reviewing body for the Belmont Fire Protection District.

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

SECTION 1. The terms of California Code of Regulations Title 2, Section 18730 and any amendments duly adopted by the Fair Political Practices Commissions, together with the Appendix to the City of Belmont Conflict of Interest Code attached hereto as Exhibit “A” and incorporated herein, constitute the Conflict of Interest Code of the City of Belmont.

SECTION 2. Designated officials and employees must file statements of economic interest with the City Clerk for the City of Belmont who shall make the statements available for public inspection and reproduction in accordance with Government Code Section 81008 upon payment of the fees equal to the amount that the city is authorized therein to charge but not to exceed. The City Clerk shall retain statements for designated officials and employees.

SECTION 3. This resolution supersedes all previous resolutions adopting or amending the City’s Conflict of Interest Code as of its adopted date.

* * *

ADOPTED September 22, 2026 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: September 22, 2026
Agency: City of Belmont
Staff Contact: Dustin Moore, Public Works Fleet Management, (650) 595-7466, dmoore@belmont.gov; Sean Prevette, Management Analyst II, (650) 595-7465, sprevette@belmont.gov
Agenda Title: Purchase of Police Patrol Vehicles
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing 1) the City Manager to execute contracts for the acquisition of three Police patrol vehicles and associated equipment for a total amount not to exceed \$199,338, and 2) authorizing a budget appropriation of \$74,446 from the Fleet and Equipment Management Fund for the purchase of replacement vehicles and associated equipment.

Strategic Focus Area

Infrastructure and Mobility

Background

The City of Belmont maintains an inventory of 96 assets, including vehicles, off-road equipment, and emergency generators. Public Works Fleet Management is responsible for the maintenance, repair, and replacement of these assets to ensure safe and reliable operations across City departments.

The City's vehicle replacement program is intended to proactively replace aging vehicles that have reached the end of their useful life due to age, mileage, condition, or increasing maintenance costs. Fleet management uses a variety of procurement methods to acquire and outfit replacement vehicles in the most cost-effective and efficient manner available.

The three vehicles proposed for replacement include Police Patrol Vehicle #115, Police Patrol Vehicle #108, and Police Patrol Vehicle #102. Fleet Management has evaluated each vehicle and determined replacement is necessary.

The replacement of Police Patrol Vehicles #108 and #115 was previously authorized by Council on May 26, 2026, through Resolution No. 2026-31, which had initially been funded as part of the FY 2025-26 budget. Staff have since identified a Sourcewell cooperative purchasing agreement that provides lower pricing for the replacement vehicles. Police Patrol Vehicle #102 is a separate replacement vehicle included in the adopted FY 2026-27 budget. Staff are now proposing to procure all three vehicles through the Sourcewell agreement to take advantage of the reduced pricing and streamline the procurement process.



Analysis

Police Patrol Vehicle #115, a 2018 Ford Police Interceptor, has accumulated more than 102,000 miles and has experienced increasing maintenance and repair issues resulting in extended out-of-service time. Replacement of this vehicle has been deferred since FY 2023. Funding for the replacement vehicle was not carried over from FY 2025-26 to the current FY 2026-27, and an authorization of a budget appropriation is needed for the purchase of the replacement vehicle and associated equipment in the amount of \$71,446.

Police Patrol Vehicle #108, a 2021 Ford Police Interceptor, was involved in a collision and was deemed a total loss. Approximately 90% of the vehicle's outfitting equipment was recovered and can be reused in the replacement vehicle, significantly reducing replacement outfitting costs. Funding for the replacement vehicle was carried over from FY 2025-26 to the current FY 2026-27, but an additional budget appropriation in the amount of \$3,000 is needed to complete the installation of the associated vehicle equipment.

Police Patrol Vehicle #102, a 2018 Ford Police Interceptor, has accumulated more than 95,000 miles and has experienced increasing maintenance and repair issues resulting in extended out-of-service time. The funding for the replacement vehicle purchase was included in the FY 2026-27 budget, and no additional budget appropriation is needed.

Fleet Management works collaboratively with each department to develop vehicle specifications that meet their operational needs while improving fuel efficiency and reducing greenhouse gas (GHG) emissions. As part of the replacement process, Fleet Management evaluates vehicles that provide the best available net reduction in fleet emissions while considering operational, economic, and environmental factors.

Procurement

Police Patrol Vehicles #102, #108, and #115 will be replaced with 2027 Ford Police Interceptor Hybrid vehicles for use by the Police Department. The hybrid powertrain allows the vehicles to operate more efficiently on electric power during patrol and while idling at incident scenes, resulting in improved fuel economy, reduced GHG emissions, lower fuel costs, and reduced maintenance costs. The vehicles also support the City's effort to increase the number of alternative fuel vehicles within the fleet.

These vehicles will be procured using a Sourcwell cooperative purchasing agreement. Sourcwell competitively solicits, evaluates, and awards contracts on behalf of public agencies nationwide, allowing participating agencies to procure vehicles and equipment at competitively established pricing. Cooperative purchasing agreements provide procurement flexibility and can reduce administrative and purchasing costs while expediting vehicle acquisition timelines. These procurement methods satisfy the City's competitive purchasing requirements, and Belmont has successfully utilized them for prior vehicle acquisitions. For the purchase of the three 2027 Ford Police Interceptor Hybrid vehicles, staff will utilize Sourcwell Cooperative Purchase Agreement #032824 with Olathe Fleet. The associated Request for Proposals was published in March 2024, with the formal agreement executed between Olathe Fleet and Sourcwell in July 2024. This agreement remains in effect until July 2028. Use of the Sourcwell agreement results in a lower overall purchase cost for the three replacement vehicles.



Once the replacement vehicles are placed into service, the existing vehicles will be removed from service and may be traded in, donated for training purposes such as the Police Academy, or sold at auction, as appropriate.

Approval of the proposed resolution will authorize the procurement of the replacement vehicles and associated equipment in an amount not to exceed \$199,338. Funding for vehicle replacement is accumulated over the useful life of fleet assets through the Fleet and Equipment Management Fund. An appropriation of \$74,446 is required in addition to the \$124,892 that has been carried over and included in the FY 2026-27 budget for the purchase of replacement vehicles and associated equipment.

Alternatives

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

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Fiscal Impact

- ☒ Funding Source Confirmed:

Budget appropriation of \$74,446 in the current FY 2026-27 is required in the Fleet and Equipment Management Fund (Account No. 573-0-000-9041 Vehicles) for the purchase of the replacement vehicles and associated equipment. The remaining amount of \$124,892 has been carried over and budgeted in the FY 2026-27 Fleet and Equipment Management Fund (Account No. 573-0-000-9041).

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE ACQUISITION OF THREE POLICE PATROL VEHICLES AND ASSOCIATED EQUIPMENT FOR A TOTAL AMOUNT NOT TO EXCEED \$199,338 AND APPROPRIATING EXPENDITURES IN THE CURRENT FISCAL YEAR (FY) 2026-27 BUDGET RELATED TO THE PURCHASE OF THE POLICE PATROL REPLACEMENT VEHICLES AND ASSOCIATED EQUIPMENT.

WHEREAS, Police Patrol Vehicles #102, #108, and #115 were evaluated by Fleet Management and determined to have reached the end of their useful life or otherwise require replacement; and,

WHEREAS, Police Patrol Vehicles #102 and #115 have experienced increasing maintenance and repair issues resulting in extended out-of-service time, and Police Patrol Vehicle #108 was involved in a collision and declared a total loss; and,

WHEREAS, funding for the purchase of Police Patrol Vehicle #102 and associated equipment was included in the FY 2026-27 budget (Account 573-0-000-9041/Vehicles); and,

WHEREAS, The FY 2026-27 budget does not include funding for all Police Patrol Vehicles #108 and #115 and related equipment purchase and related expenditures, pending Council approval of the budget appropriation.

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

SECTION 1. The City Manager is authorized to execute an agreement purchasing three Police vehicles and associated equipment using competitive bid solicitations, piggyback contracts, cooperative purchasing agreements, or other authorized procurement methods, for a total amount not to exceed: \$199,338.

SECTION 2. The Council amends the FY 2026-27 budget by appropriating funds of \$74,446 to the Vehicles Expenditure account #573-0-000-9041. The remaining amount of \$124,892 has been carried over and budgeted in the FY 2026-27 Fleet and Equipment Management Fund (Account No. 573-0-000-9041).

* * *

ADOPTED September 22, 2026 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



Meeting Date: September 22, 2026
Agency: City of Belmont
Staff Contact: Edric Kwan, Public Works Dept., (650) 595-7459, ekwan@belmont.gov
Sean Prevette, Public Works Dept., (650) 595-7465, sprevette@belmont.gov
Agenda Title: Review Solid Waste Rate Application and Revise Maximum Rates for Collection Services for 2027
Agenda Action: Resolution

Recommendation

Adopt a resolution stating the City of Belmont's intent to revise the maximum rates that may be charged for solid waste, recyclable materials, and organic materials collection services effective January 1, 2027, and set a Public Hearing date for November 24, 2026.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On August 28, 2018, the Council authorized the City Manager to finalize and execute an Amended and Restated Franchise Agreement (Agreement) with Recology of San Mateo County (Recology) for recyclable materials, organic materials, and solid waste collection from January 1, 2021 to December 31, 2035. The Agreement provides for an annual review of the maximum rates that Recology may charge Belmont residential and commercial customers for regular and unscheduled services. Each year, Recology proposes, City staff analyzes, and the City Council adopts solid waste rates that do not exceed Recology's maximum rates.

On July 31, 2026, Recology provided the City their 2027 rate application and detailed worksheet outlining their calculation of the maximum rates. Also in July, as part of the City's review process, the City retained the services of HDR, Inc. (HDR) to confirm that the rates proposed by Recology were calculated in accordance with the Agreement and associated amendments. HDR and City staff have reviewed and confirmed that the rate adjustment application and the accompanying maximum rate schedules submitted by Recology seeking a 6.09% increase in 2027 over 2026 rates meets the terms of the Agreement.

This report is the first step in the City's process to approve the maximum rates that may be charged for solid waste, recyclable materials, and organic materials collection services. In November, the City will hold a public hearing following the procedures of Proposition 218 to adopt the calendar year 2027 solid waste rates.

Analysis

Recology is proposing total contractor compensation of \$10,696,784 for 2027. The percentage change between the 2027 total target revenue of \$10,696,784 and the 2026 target revenue of \$10,082,879



results in the adjustment multiplier rate of 6.09%, which is consistent with methodology of the Agreement. The adjustment multiplier rate of 6.09% is the proposed 2027 rate increase to the residential and commercial carts and bins and it accounts for CPI cost increases such as labor costs, fuel, general expenses, SB 1383 program implementation, depreciation, interests, incentives and disincentives, direct costs components, and agency payments.

Table 1 is a summary of the changes in total target revenue from 2026 to 2027.

Table 1 Summary of Changes in Total Target Revenue from 2026 to 2027				
Cost Component	2026 Target Revenue	2027 Target Revenue	\$ Difference	% Difference
Base Contractor Compensation				
Direct Labor Related	\$2,510,958	\$2,587,836	\$76,878	3.06%
Direct Fuel Costs	290,254	351,073	60,818	20.95%
General Expense Direct & Indirect	1,464,651	1,520,271	55,620	3.80%
Depreciation	281,317	302,335	21,018	7.47%
Profit	477,328	499,828	22,500	4.71%
Interest	<u>73,679</u>	<u>110,789</u>	<u>37,110</u>	<u>50.37%</u>
Total Base Compensation	\$5,098,188	\$5,372,131	\$273,944	5.37%
Performance (Inc.) / Dis.	(5,776)	(4,794)	982	-17.00%
Total Pass-Through Costs				
Disposal Projected Cost (i)	\$2,455,449	\$2,563,021	\$107,572	4.38%
Disposal Actual Prior Year Cost (ii)	2,347,997	2,440,711	92,714	3.95%
Disposal Prior Projected Cost (iii)	(2,434,527)	(2,455,449)	(20,922)	0.86%
Agency Payments	<u>2,621,548</u>	<u>2,781,164</u>	<u>159,616</u>	<u>6.45%</u>
Total Pass-Through Costs	\$4,990,467	\$5,329,447	\$338,980	6.79%
Total Target Revenue	\$10,082,879	\$10,696,784	\$613,906	6.09%

Table 2 shows the present monthly rates, the proposed monthly rates with the 6.09% rate increase, and the monthly change (for illustrative purposes) for residential customers.



Table 2
Summary of the Present, Proposed, and Monthly Change

Schedule	Schedule Description	Present Monthly Rate	Proposed 2027 Rates	\$/Month Change
R20G	Residential Waste - 20 Gallons	\$41.62	\$44.15	\$2.53
R32G	Residential Waste - 32 Gallons	49.66	52.68	3.02
R64G	Residential Waste - 64 Gallons	97.76	103.71	5.95
R96G	Residential Waste - 96 Gallons	144.64	155.57	8.93

Commercial customers have similar service to residential customers, but they have the option to adjust the number of pickups per week. In 2027, it is estimated that the commercial rates will increase by 6.09% for all cart sizes. Table 3 is a summary of the calculated maximum commercial solid waste rates by cart size. Some minor rounding of the rates may occur for purposes of ease of administration.

Table 3
Summary of Calculated Maximum Commercial Solid Waste

Attachment L
Maximum Rate Schedule
Effective January 1, 2027 to December 31, 2027
Monthly Rate

COMMERCIAL CARTS					
		Cart Size (in Gallons)			
		20	32	64	96
# of Pickups Per Week	1	\$56.34	\$62.55	\$120.97	\$174.86
	2	115.90	128.79	244.10	358.17
	3	172.57	191.70	370.38	543.54
	4	236.91	263.23	498.01	735.25
	5	299.75	333.03	633.03	929.54
	6	375.05	416.70	771.41	1,170.09
	7	456.88	507.62	903.06	1,365.09

The monthly rate above includes the following:
One (1) Garbage Cart
Recycling Cart



COMMERCIAL CARTS ORGANICS				
		Cart Size (in Gallons)		
		32	64	96
# of Pickups Per Week	1	\$43.82	\$84.70	\$122.40
	2	90.14	170.87	250.71
	3	134.19	259.25	380.48
	4	184.28	348.63	514.65
	5	233.12	443.13	650.68
	6	291.73	539.95	819.05
	7	355.36	632.14	955.56

Some commercial customers have larger bins which range in size from 1 yard to 6 yards. Commercial waste customers also have the option of different levels of service and can select the number of pick-ups per week. Table 4 is a summary of the calculated maximum commercial solid waste rates for 2027 for the larger bin sizes. It is estimated that the rates will increase by 6.09% for all bin sizes.

Table 4
Summary of Calculated Maximum Commercial Solid Waste

COMMERCIAL BINS						
		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$293.40	\$590.19	\$890.11	\$1,215.08	\$1,868.71
	2	597.36	1,190.08	1,790.96	2,451.16	3,790.02
	3	906.51	1,795.62	2,697.09	3,687.27	5,697.04
	4	1,219.28	2,405.57	3,605.92	4,937.44	7,587.85
	5	1,534.55	3,024.14	4,517.91	6,192.88	9,505.59
	6	1,915.20	3,570.18	5,484.53	7,500.40	11,491.42
	7	2,259.70	4,228.26	6,457.91	8,835.29	13,459.15

COMMERCIAL BINS ORGANICS						
		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$205.40	\$413.15	\$623.06	\$850.57	\$1,308.10
	2	418.13	833.03	1,253.71	1,715.81	2,653.02
	3	634.55	1,256.94	1,887.98	2,581.07	3,987.92
	4	853.49	1,683.89	2,524.16	3,456.21	5,311.50
	5	1,074.19	2,116.87	3,162.52	4,335.00	6,653.92
	6	1,340.65	2,499.12	3,839.17	5,250.33	8,043.98
	7	1,581.80	2,959.79	4,520.54	6,184.71	9,421.40



STAFF REPORT

	COMPACTORS						
	# of Pickups Per Week						
	1	2	3	4	5	6	7
Commercial Waste 3 Yard Compactor	\$2,137.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Waste 1.5 Yard Compactor	\$1,068.86	\$2,137.72	\$3,206.58	\$4,275.45	\$5,344.30	\$6,413.17	\$7,482.03
Commercial Organics 1.5 Yard Compactor	\$748.21	\$1,496.41	\$2,244.61	\$2,992.81	\$3,741.02	\$4,489.22	\$5,237.43
Solid Waste Compactor Rate Per Yard	\$164.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Additional Services

Recology also provides several services that are not considered regularly scheduled services. Those miscellaneous additional services charges are itemized in Exhibit A of the Resolution. In summary, an overall rate increase of 3.80% is being proposed.

Proposition 218

The City is committed to promoting public participation in City activities. Towards this end, it has been the City's practice to notice and conduct protest hearing proceedings with respect to solid waste maximum rates in the manner set forth in Article XIII D, Section 6(a) of the California Constitution and Section 53755 of the Government Code. That process requires that a notice be mailed to solid waste customers not less than forty-five days prior to any public hearing affecting any rate.

Customers and property owners have the right to submit written protests against the proposed maximum rates and may do so by mail or in person to the City Clerk no later than the conclusion of the public hearing. If written protests against the charges are presented by owners of a majority of the affected parcels, the City Council may not impose the charges.

The attached resolution authorizes the initiation of the Proposition 218 process based on the maximum rates in accordance with the Guidelines for the Submission and Tabulation of Protests in Exhibit B and sets a public hearing for November 24, 2026.

Alternatives

1. Take no action
2. Adjust rates differently while meeting the requirements of the Agreement.

Attachments

- A. Resolution
- B. Recology 2027 Rate Application
- C. HDR Inc. Report – Solid Waste Rate Analysis

Fiscal Impact

☐ No Fiscal Impact



☒ Funding Source Confirmed: The recommended rate increases will cover the solid waste program's revenue requirements.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT STATING ITS INTENT TO ADJUST THE MAXIMUM RATES THAT MAY BE CHARGED FOR SOLID WASTE, RECYCLABLE MATERIALS, AND ORGANIC MATERIALS COLLECTION SERVICES EFFECTIVE JANUARY 1, 2027 AND SETTING A PUBLIC HEARING

WHEREAS, solid waste, recyclable materials, and organic materials collection services are provided in the City of Belmont by Recology San Mateo County (Recology) pursuant to a franchise agreement with the City; and,

WHEREAS, the franchise agreement with Recology provides for an annual review of the maximum rates that Recology may charge Belmont residential and commercial customers; and,

WHEREAS, Recology provided the City a letter and detailed worksheet outlining their calculation of the maximum rates for Rate Year 2027 which include a proposed 6.09% increase; and,

WHEREAS, , the City is contractually obligated to set maximum rates and desires to conduct a proceeding to adjust the schedule of charges as itemized in Exhibit A.

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

SECTION 1. Proposes rate revisions and methodology generally described in Exhibits “A” and “B” to this Resolution, which are incorporated herein by reference.

SECTION 2. On November 24, 2026, at 7:00 PM or as soon thereafter as may be practicable in the City Council Chambers located at One Twin Pines Lane, Belmont, CA, or online via Zoom (<https://belmont-gov.zoom.us>), the City Council will hold a public hearing in accordance with the procedures in California Constitution Article XIID with respect to the proposed rates. At this hearing, all interested persons will be permitted to present oral and written testimony with respect to the proposed rates and methodology.

SECTION 3. Direct staff to give notice of the hearing in the manner required by law.

SECTION 4. The City will accept and tabulate protests against the proposed rate revision following the procedures set forth in Exhibit “B” to this Resolution, which is incorporated herein by reference.

* * *

ADOPTED September 22, 2026 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Exhibit A to Resolution

Attachment L Maximum Rate Schedule Effective January 1, 2027 to December 31, 2027 Monthly Rate

RESIDENTIAL CARTS				
	Cart Size (in Gallons)			
	20	32	64	96
1 Pickup Per Week	\$44.15	\$52.68	\$103.71	\$155.57

Residential customers are billed based on their Garbage Cart size.

The monthly rate above includes the following:

- One (1) Garbage Cart provided to customer

- Curbside Household Hazardous Waste Collection

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

Attachment L
Maximum Rate Schedule
Effective January 1, 2027 to December 31, 2027
Monthly Rate

COMMERCIAL CARTS					
		Cart Size (in Gallons)			
		20	32	64	96
# of Pickups Per Week	1	\$56.34	\$62.55	\$120.97	\$174.86
	2	115.90	128.79	244.10	358.17
	3	172.57	191.70	370.38	543.54
	4	236.91	263.23	498.01	735.25
	5	299.75	333.03	633.03	929.54
	6	375.05	416.70	771.41	1,170.09
	7	456.88	507.62	903.06	1,365.09

The monthly rate above includes the following:
One (1) Garbage Cart
Recycling Cart

COMMERCIAL CARTS ORGANICS				
		Cart Size (in Gallons)		
		32	64	96
# of Pickups Per Week	1	\$43.82	\$84.70	\$122.40
	2	90.14	170.87	250.71
	3	134.19	259.25	380.48
	4	184.28	348.63	514.65
	5	233.12	443.13	650.68
	6	291.73	539.95	819.05
	7	355.36	632.14	955.56

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

Attachment L
Maximum Rate Schedule
Effective January 1, 2027 to December 31, 2027
Monthly Rate

COMMERCIAL BINS

		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$293.40	\$590.19	\$890.11	\$1,215.08	\$1,868.71
	2	597.36	1,190.08	1,790.96	2,451.16	3,790.02
	3	906.51	1,795.62	2,697.09	3,687.27	5,697.04
	4	1,219.28	2,405.57	3,605.92	4,937.44	7,587.85
	5	1,534.55	3,024.14	4,517.91	6,192.88	9,505.59
	6	1,915.20	3,570.18	5,484.53	7,500.40	11,491.42
	7	2,259.70	4,228.26	6,457.91	8,835.29	13,459.15

The monthly rate above includes the following:

One (1) Garbage Bin

Recycling container at customer's requested size

COMMERCIAL BINS ORGANICS

		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$205.40	\$413.15	\$623.06	\$850.57	\$1,308.10
	2	418.13	833.03	1,253.71	1,715.81	2,653.02
	3	634.55	1,256.94	1,887.98	2,581.07	3,987.92
	4	853.49	1,683.89	2,524.16	3,456.21	5,311.50
	5	1,074.19	2,116.87	3,162.52	4,335.00	6,653.92
	6	1,340.65	2,499.12	3,839.17	5,250.33	8,043.98
	7	1,581.80	2,959.79	4,520.54	6,184.71	9,421.40

Note: Organics containers are charged at seventy percent (70%) of the similar garbage container size above and service level for garbage, representing a thirty percent (30%) discount

Attachment L
Maximum Rate Schedule
Effective January 1, 2027 to December 31, 2027
Monthly Rate

COMPACTORS							
	# of Pickups Per Week						
	1	2	3	4	5	6	7
Commercial Waste 3 Yard Compactor	\$2,137.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Waste 1.5 Yard Compactor	\$1,068.86	\$2,137.72	\$3,206.58	\$4,275.45	\$5,344.30	\$6,413.17	\$7,482.03
Commercial Organics 1.5 Yard Compactor	\$748.21	\$1,496.41	\$2,244.61	\$2,992.81	\$3,741.02	\$4,489.22	\$5,237.43
Solid Waste Compactor Rate Per Yard	\$164.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The monthly fee above includes the following:
 Recycling container at customer's requested size

Schedule Q Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
1	Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Maximum Rate in the table at the end of this Attachment	See Maximum Rate in the table at the end of this Attachment
2	Long Distance Service for MFD, Mixed Use, and Commercial Accounts (Note: only applicable to Containers with wheels)	Sections 5.02.B, 5.02.C; and 8.02.B	A - No more than 10% of base monthly Maximum Rate of the Collection Rate for each Container requiring Long Distance Service B - 25% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service	A - Distance greater than 50 feet and less than or equal to 100 feet B - Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
3	Container Relocation Service	Sections 5.02.B and 8.02.B	A - 12% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service B - 27% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service	A - Distance greater than 50 feet and less than or equal to 100 feet B - Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.
4	On-Call, Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	Sections 5.02.A, 5.02.B, and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week.	Per Collection event per Container for Collection requested by Customer

Schedule Q Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
5	Return Trip (SFD, MFD, Mixed Use, or Commercial)	Sections 5.02.A, B, C; 5.03.A, B, C; 5.04.A, B, C	\$21.99 for SFD \$21.99 for Commercial, Mixed Use, and MFD	Per Collection event (i.e. request to return and provide Collection service after the Customer failed to properly set out their Container(s) for regularly scheduled Collection)
6	Additional Targeted Recyclable Materials or Organic Materials Cart Service for SFD	Sections 5.03.A and 5.04.A	\$1.44 per Recycling Cart \$4.37 per Organic Materials Cart	Per Cart per month (any Cart size). Six-month minimum charge required. Includes one-time Cart delivery upon start of service and removal of Cart when service is discontinued by Customer.
7	Additional On-Call Bulky Item Collection	Sections 5.05, 5.06	\$119.55	Per Bulky Item Collection event (in addition to the events provided at no charge to Customer pursuant to Section 5.12)
8	Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Sections 6.03.A and 8.02.F	25% of the base monthly Solid Waste Rate for the size of Container Collected once per week plus Return Trip Fee if applicable	Per Collection event for Container with Contamination Level greater than the maximum level pursuant to Table 1 in Section 6.02.B
9	Lock Service (Key Service)	Section 8.02.B	A - \$12.46 per usage B - \$13.92 per usage	Monthly cost: A - Residential Customers B - Commercial Customers
10	Lock Purchase	Section 8.02.B	\$24.92 per lock	Per lock
No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
11	Overage Service	Section 8.02.G	100% of the base monthly Solid Waste Collection Rate	Per Collection event (after the first two events)
12	Overage Bags Cost	Section 8.02.G	50% of the base monthly Solid Waste Collection Rate or \$11.71 minimum	Per bag
13	Container Cleaning Service	Section 8.05.D	A - \$73.30 B - \$124.61	A - per Cart B - per Bin or Drop-Box Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D
14	Dirty Cart Replacement (Exchange) Service	Section 8.05.D	A - \$95.29 B - \$109.95 C - \$124.61	A - per 32 gallon Cart B - per 64 gallon Cart C - per 96 gallon Cart Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D
15	Additional Confidential Document Destruction Service Event	Section 5.07	\$1,759.08	Per event

Schedule Q

Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
16	Additional Compost Material Delivery	Section 5.11	A - \$183.22 per delivery B - \$366.49 per delivery	A - "One-way" only delivery by Contractor where Contractor delivers to and unloads compost at an Agency-approved location B - "Round-trip" delivery by Contractor where Contractor delivers compost in a Drop Box to an Agency-approved location and returns at a later time or date to pick up the Drop Box and any remaining compost (charge includes the delivery of and later pick-up of the Drop Box)
17	Community Drop-Off Events	Section 5.13	\$29,904.55 per event or day	Per event or day targeting 5,000 households. Does not include disposal or public education expenses.
No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
18	Collection for Agency-Sponsored and Non-Agency Sponsored Community Events	Section 5.08	A - \$4,397.71 B - \$7,329.54 C - \$10,994.32	A - One day event with a projected 2,500 or fewer attendees B - One (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C - One (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

Schedule Q

Additional Services (Continued)

Backyard Collection Service Charge for Single Family Dwellings (Section 5.02.A)				
Distance from Curb**	One (1) Solid Waste Cart	Two (2) Solid Waste Carts	Three (3) Solid Waste Carts	Four (4) Solid Waste Carts
Distance <= 50 feet	\$26.36	\$42.08	\$84.22	\$126.30
50 < Distance <= 100 feet	30.79	46.51	88.60	130.71
100 < Distance <= 150 feet	35.16	50.89	92.97	135.10
150 < Distance <= 200 feet	39.59	55.30	97.38	139.52
200 < Distance <= 250 feet	43.97	59.68	101.80	143.92
250 < Distance <= 300 feet	48.37	64.07	106.20	148.29
300 < Distance <= 350 feet	52.78	68.48	110.61	152.68
Each additional 50 foot increment over 350 feet	Amount equal the difference between the Charge for 250 to 300 feet and 300 to 350 feet			
* Backyard Collection Service Charges are charges added to the base monthly rate for Single-Family Collection service, and cover the provision of Backyard Collection Service for all Customer's Solid Waste, Recyclable Materials, and Organic Materials Carts.				
** Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Cart, if there is no curb.				

Exhibit B to Resolution

GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS SOLID WASTE FEES

Submission of Protests

1. Any property owner or solid waste customer may submit a written protest to the City Clerk, either by delivery to the office of the City Clerk or by submitting the protest at the public hearing. Protests must be received by the end of the public hearing. No postmarks will be accepted.
2. Each protest must identify the affected property (by assessor's parcel number or street address) and include the signature of the record property owner or solid waste customer. Email protests cannot be accepted. Although oral comments at the public hearing will not qualify as a formal protest unless accompanied by a writing, the City Council welcomes input from the community during the public hearing on the proposed fees.
3. If a parcel served by the City is owned by more than a single record owner or customer, each owner or customer may submit a protest, but only one protest will be counted per parcel and any one protest submitted in accordance with these rules will be sufficient to count as a protest for that property.
4. In order to be valid a protest must bear the original signature of the record owner or customer with respect to the property identified on the protest. Protests not bearing the original signature of a record owner or customer shall not be counted.
5. Any person who submits a protest may withdraw it by submitting to the City Clerk a writing request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the record owner or record customer who submitted both the protest and the request that it be withdrawn.
6. A fee protest proceeding is not an election.
7. To ensure transparency and accountability in the fee protest tabulation, protests shall constitute disclosable public records from and after the time they are received.

Tabulation of Protests.

1. The City Clerk shall determine the validity of all protests. The City Clerk shall not accept as valid any protest if the City Clerk determines that any of the following conditions exist:

- a. The protest does not identify a property served by the City.
 - b. The protest does not bear an original signature of a record owner of the parcel identified on the protest or of the customer on the parcel.
 - c. The protest does not state its opposition to the proposed fees.
 - d. The protest was not received by the City Clerk before the close of the public hearing on the proposed fees.
 - e. A request to withdraw the protest is received prior to the close of the public hearing on the proposed fees.
3. The City Clerk's decision that a protest is not valid or does not apply to a specific fee shall constitute a final action of the City and shall not be subject to any internal appeal.
4. A majority protest exists if written protests are timely submitted and not withdrawn by the record owners of a majority of the properties subject to the proposed fee.
5. At the conclusion of the public hearing, the City Clerk shall complete the tabulation of all protests received, including those received during the public hearing and shall report the results of the tabulation to the City Council upon completion. If review of the protests received demonstrates that the number received is manifestly less than one-half of the parcels served by the City with respect to the fee which is the subject of the protest, then the Clerk may advise the City Council of the absence of a majority protest without determining the validity of all protests.



September 9, 2026

Mr. Edric Kwan
Director of Public Works
City of Belmont
One Twin Pines Lane, Suite 320
Belmont, CA 94002

Re: Rate Year 2027 Rate Application

Dear Mr. Kwan:

Enclosed is our revised Rate Year 2027 Rate Application, Calculation of Actual Disposal Expense (April 2025 through March 2026), Calculation of Projected Disposal Costs (April 2026 – March 2027), Performance Incentive/Disincentive schedule, Attachment L for 2027, CPI index data from the Bureau of Labor Statistics and Attachment Q schedules for 2027.

In accordance with Article 11 of the Franchise Agreement for Recyclable Materials, Organic Materials and Solid Waste Collection Services, we applied the following methodology to our calculations:

- **Wages for CBAs Component** – Multiplied the Wage Component of \$1,310,584 by the CPI-W-Wages Index for April 2026 (363.533) and divided that by the CPI-W-Wages Index for April 2020 (290.304). The calculated Wages for CBAs Component for Rate Year 2027 is \$1,641,178.
- **Benefits for CBAs Component** – Multiplied the Benefits Component of \$608,287 by the CPI-W-Medical Index for April 2026 (591.661) and divided that by the CPI-W-Medical Index for April 2020 (517.053). The calculated Benefits for CBAs Component for Rate Year 2027 is \$696,060.
- **Payroll Taxes Component** – Multiplied the Wages for CBAs Component of \$1,641,178 by the effective payroll tax rate of 8.1%. The calculated Payroll Taxes Component for Rate Year 2027 is \$132,935.
- **Workers Compensation Insurance Component** – Multiplied the Workers Compensation Insurance Component of \$93,961 by the CPI-W-Wages Index for April 2026 (363.533) and divided that by the CPI-W-Wages Index for April 2020 (290.304). The calculated Workers Compensation Insurance Component for Rate Year 2027 is \$117,663.
- **Direct Fuel Component** - Multiplied the Direct Fuel Component of \$169,992 by CPI-U-Motor Fuel Index for April 2026 (433.686) and divided that by the CPI-U-Motor Fuel Index for April 2020 (209.994). The calculated Direct Fuel Component for Rate Year 2027 is \$351,073.
- **General Expenses Direct Component** – Multiplied the General Expenses Direct Component of \$191,163 by the CPI-U-General Index for April 2026 (369.215) and divided

that by the CPI-U-General Index for April 2020 (298.074). The calculated General Expenses Direct Component for Rate Year 2027 is \$236,788.

- **General Expenses Indirect Component** – Multiplied the General Expenses Indirect Component of \$1,020,220 by the CPI-U-General Index for April 2026 (369.215) and divided that by the CPI-U-General Index for April 2020 (298.074). The calculated General Expenses Indirect Component for Rate Year 2027 is \$1,263,715.
- **RethinkWaste Approved SB 1383 Costs Component** – Multiplied the RethinkWaste Approved SB 1383 Costs Component of \$18,124 by the CPI-U-General Index for April 2026 (369.215) and divided that by the CPI-U-General Index for April 2023 (338.496). The calculated RethinkWaste Approved SB 1383 Costs Component for Rate Year 2027 is \$19,769.
- **RethinkWaste Depreciation and Interest Adjustment Component** – Depreciation Expenses and Interest have been adjusted by \$21,018 and \$37,110 respectively with RethinkWaste-wide rate application for the estimated acquisition cost of collection vehicles and equipment. The total calculated Depreciation and Interest Cost Component for Rate Year 2027 are \$302,335 and \$110,789 respectively.
- **Disposal Costs Component** – The Disposal Costs Component equals (i) Contractor's reasonable good faith projection of Disposal Costs for the period from April 1 of the Current Year through March 31 of the Adjustment Year (\$2,563,021), *plus* (ii) Contractor's actual Disposal Costs for the period from April 1 of the Prior Year through March 31 of the Current Year (\$2,440,711), *minus* (iii) Contractor's previous projection of Disposal Costs for the period described in clause (ii) (\$2,455,449). The calculation of projected disposal costs used in (i) assumed volumes delivered to the Designated Disposal Site using actual volumes delivered during the quarter July 1, 2025 through June 30, 2026. The disposal rates are the anticipated rates for 2026 and 2027 at the Designated Disposal Site. The total Disposal Component equals \$2,548,283 (\$2,563,021 + \$2,440,711 - \$2,455,449).
- **Performance-Based Component** – Incentives and disincentives were reviewed by RRS consultants and are included in the rate year 2027 compensation application. Incentives total \$0 and disincentives total \$4,794 for a combined disincentive amount of \$4,794.

Based on the calculations described above, the Total Target Revenue increase for Rate Year 2027 is 6.09%. The Rate Year 2027 Rate Application includes a calculation of the Potential Cap Carry Forward of \$19,034. The Attachment L for 2027 is calculated at 6.09%.

If you have any questions, or need any additional information, please call me at (650) 595-3900.

Sincerely,



Marcus Mirt
General Manager
Recology San Mateo County

Recology San Mateo County
City of Belmont
Refuse Rate Index Calculation

Cost Description	Basis for Adjustment	RethinkWaste Adjusted 2021 Values	RethinkWaste Approved SB 1383 Costs	RethinkWaste Adjusted 2021 Plus SB 1383	RethinkWaste Depreciation & Interest Adjustment	April 2020 CPI Index	April 2026 CPI Index	Adjusted 2027 Rate Year Compensation
Direct Labor Related								
Wages for CBA's	CPI-W: CWURS49BSA0	1,310,584		1,310,584		290.304	363.533	1,641,178
Benefits for CBA's	CPI-W-Medical: CUUR0000SAM	608,287		608,287		517.053	591.661	696,060
Payroll Taxes	Effective Rate: 8.1%	109,005		109,005		na	na	132,935
Workers Compensation	CPI-W: CWURS49BSA0	93,961		93,961		290.304	363.533	117,663
Direct Fuel Costs	CPI-U-Motor Fuel: CUURS49BSETB	169,992		169,992		209.994	433.686	351,073
General Expenses Direct	CPI-U: CUURS49BSA0	191,163		191,163		298.074	369.215	236,788
General Expenses Indirect	CPI-U: CUURS49BSA0	1,020,220		1,020,220		298.074	369.215	1,263,715
RethinkWaste Approved SB 1383 Costs	CPI-U: CUURS49BSA0	-	18,124	18,124		338.496	369.215	19,769
General Expenses Depreciation	Fixed	281,317		281,317	21,018	na	na	302,335
Profit Calculation	Operating Ratio of 90.5%	397,271		397,271		na	na	499,828
Interest	Fixed	73,679		73,679	37,110	na	na	110,789
Performance Incentives	Based on Annual Report	-		-		na	na	-
Performance Disincentives	Based on Annual Report	-		-		na	na	(4,794)
Base Contractor's Compensation		4,255,478	18,124	4,273,602	58,128			5,367,337
Disposal Cost Component (i)	Projected Next Rate Year	1,732,663						2,563,021
Disposal Cost Component (ii)	Actual Prior Year							2,440,711
Disposal Cost Component (iii)	Less Projected Prior Year							(2,455,449)
Agency Payments		2,051,120						2,781,164
Total Contractor Compensation		8,039,261		8,057,385				10,696,784

(1) Note: The SB 1383 cost of \$18,124 is added to base costs starting in rate year 2024 and is subject to CPI-U adjustment beginning in rate year 2025 using the beginning CPI Index from April 2023 rather than April 2020.

	2027
Total Contractor Compensation	10,696,784
Cap Carry Forward 11.11	-
Total Target Revenue	10,696,784
2026 Target Revenue	10,082,879
Adjustment Multiplier	6.09%

5% Cap Calculation 11.11	
Adjusted Contractor's Compensation 2027	5,372,131
Adjusted Contractor's Compensation 2026	5,098,188
difference	273,943
5 % of Adjusted Contractor's Compensation 2026	254,909
Potential Cap Carry Forward	19,034

Recology San Mateo County
City of Belmont
Actual Disposal Calculation (Apr 2025 - Mar 2026)
Rate Year 2027

BELMONT CITY VEHICLES

	Solid Waste	Green/Org	Bulky Items	Solid Waste	Green/Org	Dirt	C&D	Asphalt	Each Refrigerators
APR	556.11	431.57	0.50	37.22	7.18	63.75	20.78	9.98	-
MAY	587.15	431.05	2.66	39.07	2.41	21.41	0.31	19.25	-
JUN	591.75	398.43	1.17	21.13	1.73	44.34	-	-	-
JUL	620.15	429.26	1.78	56.99	6.73	71.20	0.17	19.48	-
AUG	585.94	400.87	2.42	41.60	30.54	35.49	-	16.42	-
SEP	604.43	413.38	0.83	43.30	0.35	8.11	0.60	-	-
OCT	623.84	438.42	0.78	46.94	3.48	15.32	-	-	-
NOV	567.15	397.74	0.98	40.03	1.42	13.04	-	-	-
DEC	693.98	466.82	4.51	15.27	2.01	12.37	-	13.90	-
subtotal Apr - Dec 2025	5,430.50	3,807.54	15.63	341.55	55.85	285.03	21.86	79.03	-
JAN	612.64	488.55	-	31.94	6.89	17.20	-	2.04	1
FEB	555.58	362.14	2.21	47.72	4.21	4.33	-	9.84	-
MAR	614.24	418.56	1.23	45.74	7.92	28.17	-	-	-
subtotal Jan - Mar 2026	1,782.46	1,269.25	3.44	125.40	19.02	49.70	-	11.88	1.00
RethinWaste Total	7,212.96	5,076.79	19.07	466.95	74.87	334.73	21.86	90.91	1.00
Rate Apr 2025 - Dec 2025	\$176.55	\$190.46	\$176.55	\$176.55	\$190.46	\$150.00	\$176.55	\$178.50	\$60.00
Rate Jan 2026 - Mar 2026	\$185.38	\$199.98	\$185.38	\$185.38	\$199.98	\$164.03	\$185.38	\$184.93	\$60.00
Per Item Cost	\$1,289,187.21	\$979,008.68	\$3,397.18	\$83,547.30	\$14,440.81	\$50,906.79	\$3,859.38	\$16,303.82	\$60.00
Total Disposal	\$2,440,711.19								

Recology San Mateo County
City of Belmont
Projected Disposal Calculation (Apr 2026 - Mar 2027)
Rate Year 2027

	Solid Waste	Green/Org	Bulky Items	BELMONT CITY VEHICLES						Each Refrigerator
				Solid Waste	Green/Org	Dirt	C&D	Asphalt		
APR (Actual)	615.03	437.74	1.39	41.03	3.16	24.50	-	8.79	-	
MAY (Actual)	575.49	394.17	1.53	41.92	1.84	12.28	-	7.88	-	
JUN (Actual)	613.32	383.19	1.24	45.45	1.78	50.18	0.33	18.27	-	
JUL	620.15	429.26	1.78	56.99	6.73	71.20	0.17	19.48	-	
AUG	585.94	400.87	2.42	41.60	30.54	35.49	-	16.42	-	
SEP	604.43	413.38	0.83	43.30	0.35	8.11	0.60	-	-	
OCT	623.84	438.42	0.78	46.94	3.48	15.32	-	-	-	
NOV	567.15	397.74	0.98	40.03	1.42	13.04	-	-	-	
DEC	693.98	466.82	4.51	15.27	2.01	12.37	-	13.90	-	
subtotal Apr - Dec	5,499.33	3,761.59	15.46	372.53	51.31	242.49	1.10	84.74	-	
JAN	612.64	488.55	-	31.94	6.89	17.20	-	2.04	-	1
FEB	555.58	362.14	2.21	47.72	4.21	4.33	-	9.84	-	
MAR	614.24	418.56	1.23	45.74	7.92	28.17	-	-	-	
subtotal Jan - Mar	1,782.46	1,269.25	3.44	125.40	19.02	49.70	-	11.88	-	1
RethinWaste Total	7,281.79	5,030.84	18.90	497.93	70.33	292.19	1.10	96.62	-	1
Rates Apr 2026 - Dec 2026	\$185.38	\$199.98	\$185.38	\$185.38	\$199.98	\$164.03	\$185.38	\$184.93		\$60.00
Rates Jan 2027 - Mar 2027	\$194.65	\$209.98	\$194.65	\$194.65	\$209.98	\$172.23	\$194.65	\$194.18		\$63.00
Per Item Cost	\$ 1,366,421.63	\$ 1,018,759.88	\$ 3,535.57	\$ 93,468.72	\$ 14,254.79	\$ 48,335.47	\$ 203.92	\$ 17,977.83	\$	63.00
Total Disposal	\$ 2,563,020.81									

Recology San Mateo County
Incentives and Disincentives
Year 2025

Performance Incentive/Disincentive Payments 2025					
	Performance Incentives and Disincentives				
<u>Member Agency</u>	<u>SFD and Commercial Missed P/U Events</u>	<u>Average Speed of Answer</u>	<u>90 Second Max Hold Time</u>	<u>Diversion</u>	<u>Maximum Incentives and Disincentives¹</u>
Belmont	\$231	\$4,551	\$2,907	\$6,709	\$4,794
Burlingame	\$173	\$10,171	\$6,497	\$14,994	\$10,371
East Palo Alto	\$231	\$7,256	\$4,635	\$10,697	\$7,506
Foster City	\$58	\$6,316	\$4,034	\$9,311	\$6,390
Hillsborough	\$404	\$1,700	\$1,085	\$2,505	\$2,108
Menlo Park	\$288	\$9,621	\$6,145	\$14,183	\$9,935
North Fair Oaks	\$173	\$3,732	\$2,384	\$5,502	\$3,915
Redwood City	\$634	\$21,839	\$13,949	\$32,194	\$22,531
San Carlos	\$231	\$7,435	\$4,749	\$10,961	\$7,686
San Mateo	\$577	\$23,687	\$15,129	\$34,919	\$24,326
County Franchised Area	\$231	\$2,416	\$1,543	\$3,562	\$2,653
WBSD	\$173	\$1,012	\$646	\$1,491	\$1,187
Total	\$3,402	\$99,738	\$63,703	\$147,027	\$103,402
Negative number in parenthesis denotes Incentive payment due to Recology.					
¹ In accordance with Attachment I, the maximum annual incentive or disincentive, except for Single-Family and Commercial Missed Pick-up Events is \$100,000 or (\$100,000).					

Recology San Mateo County
City of Belmont
Attachment L
Rate Year 2027

Adjustment Multiplier

6.09%

RESIDENTIAL RATES

R20G	RES WASTE 20G	44.15
R32G	RES WASTE 32 GAL	52.68
R64G	RES WASTE 64 GAL	103.71
R96G	RES WASTE 96 GAL	155.57

COMMERCIAL/MULTI FAMILY RATES

		Times Per Week						
		1	2	3	4	5	6	7
C1YG	COMML WASTE 1 YD	293.40	597.36	906.51	1,219.28	1,534.55	1,915.20	2,259.70
C1YO	COMML ORGANICS 1 YD	205.40	418.13	634.55	853.49	1,074.19	1,340.65	1,581.80
C15CG	COMML WASTE 1.5 YD COMPACTOR	1,068.86	2,137.72	3,206.58	4,275.45	5,344.30	6,413.17	7,482.03
C15CO	COMML ORGANICS 1.5 YD COMPACTOR	748.21	1,496.41	2,244.61	2,992.81	3,741.02	4,489.22	5,237.43
C20G	COMML WASTE 20 GALLON	56.34	115.90	172.57	236.91	299.75	375.05	456.88
C2YG1	COMML WASTE 2 YD	590.19	1,190.08	1,795.62	2,405.57	3,024.14	3,570.18	4,228.26
C2YO	COMML ORGANICS 2 YD	413.15	833.03	1,256.94	1,683.89	2,116.87	2,499.12	2,959.79
C32G	COMML WASTE 32 GALLON	62.55	128.79	191.70	263.23	333.03	416.70	507.62
C32O	COMML ORGANICS 32 GAL	43.82	90.14	134.19	184.28	233.12	291.73	355.36
C3CG	COMML WASTE 3 YD COMPACTOR	2,137.38	0.00	0.00	0.00	0.00	0.00	0.00
C3YG	COMML WASTE 3 YD	890.11	1,790.96	2,697.09	3,605.92	4,517.91	5,484.53	6,457.91
C3YO	COMML ORGANICS 3 YD	623.06	1,253.71	1,887.98	2,524.16	3,162.52	3,839.17	4,520.54
C4YG1	COMML WASTE 4 YD	1,215.08	2,451.16	3,687.27	4,937.44	6,192.88	7,500.40	8,835.29
C4YO	COMML ORGANICS 4 YD	850.57	1,715.81	2,581.07	3,456.21	4,335.00	5,250.33	6,184.71
C64G	COMML WASTE 64 GALLON	120.97	244.10	370.38	498.01	633.03	771.41	903.06
C64O	COMML ORGANICS 64 GAL	84.70	170.87	259.25	348.63	443.13	539.95	632.14
C6YG1	COMML WASTE 6 YD	1,868.71	3,790.02	5,697.04	7,587.85	9,505.59	11,491.42	13,459.15
C6YO	COMML ORGANICS 6 YD	1,308.10	2,653.02	3,987.92	5,311.50	6,653.92	8,043.98	9,421.40
C96G	COMML WASTE 96 GALLON	174.86	358.17	543.54	735.25	929.54	1,170.09	1,365.09
C96O	COMML ORGANICS 96 GAL	122.40	250.71	380.48	514.65	650.68	819.05	955.56

SOLID WASTE COMPACTOR RATE PER YARD	164.44
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CPI for Urban Wage Earners and Clerical Workers (CPI-W)
Original Data Value

Series Id: CWURS49BSA0

Not Seasonally Adjusted

Series: All items in San Francisco-Oakland-Hayward, CA, urban
 Title: wage earners and clerical workers, not seasonally adjusted
 Area: San Francisco-Oakland-Hayward, CA
 Item: All items
 Base: 1982-84=100
 Period:
 Years: 2016 to 2026

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2016		257.141		259.386		261.017		262.326		264.026		263.222	260.830	258.715	262.946
2017		265.569		268.896		269.508		269.827		271.272		271.342	268.990	267.426	270.555
2018		275.699		278.039		280.219		281.536		283.183		283.278	279.572	277.035	282.110
2019		284.758		288.266		288.581		288.514		291.707		289.456	288.192	286.615	289.770
2020		292.010		290.304		292.420		293.062		294.442		295.687	292.601	291.297	293.906
2021		297.170		302.294		304.971		307.423		309.656		312.019	304.602	300.275	308.928
2022		316.463		322.021		328.137		325.932		329.331		326.465	323.900	320.408	327.391
2023		331.875		333.478		335.725		336.663		337.698		335.597	334.662	332.718	336.605
2024		341.595		346.671		345.789		344.633		345.472		342.582	343.886	343.520	344.253
2025		350.836		352.077		352.456		353.869				353.216	351.630	350.453	353.043
2026		356.964		363.533		364.483								360.260	

Consumer Price Index for All Urban Consumers (CPI-U)
Original Data Value

Series Id: CUUR0000SAM

Not Seasonally Adjusted

Series: Medical care in U.S. city average, all urban consumers, not
 Title: seasonally adjusted
 Area: U.S. city average
 Item: Medical care
 Base: 1982-84=100
 Period:
 Years: 2016 to 2026

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		HALF1	HALF2
2016	454.175	458.295	458.620	459.994	461.230	462.075	464.164	468.379	469.154	469.230	469.333	469.447		459.065	468.285
2017	471.700	474.546	474.561	473.582	473.512	474.360	476.126	476.869	476.485	477.121	477.198	477.802		473.710	476.934
2018	481.060	482.897	483.984	484.034	484.853	486.019	485.193	484.172	484.708	485.269	486.886	487.409		483.808	485.606
2019	490.204	491.227	492.306	493.331	494.928	495.563	497.687	500.916	501.468	506.100	507.541	509.689		492.927	503.900
2020	512.149	513.923	515.605	517.053	519.194	520.734	522.686	523.295	522.528	520.725	519.848	518.766		516.443	521.308
2021	522.133	524.207	524.734	524.585	523.918	522.989	524.219	525.247	524.818	527.564	528.877	530.026		523.761	526.792
2022	535.048	536.932	539.739	541.515	543.488	546.717	549.562	553.429	556.323	554.043	550.844	551.002		540.573	552.534
2023	551.422	549.487	547.805	547.219	547.420	547.432	546.698	548.082	548.431	549.762	551.769	553.485		548.464	549.705
2024	557.215	557.236	559.935	561.612	564.249	565.301	564.039	564.407	566.266	567.870	568.773	569.189		560.925	566.757
2025	571.899	573.320	574.739	576.988	578.250	580.978	583.856	583.875	584.858		585.213	587.144		576.029	584.989
2026	590.169	592.593	592.286	591.661	593.239	592.750								592.116	

CPI for All Urban Consumers (CPI-U)
Original Data Value

Series Id: CUURS49BSETB

Not Seasonally Adjusted

Series: Motor fuel in San Francisco-Oakland-Hayward, CA, all urban
Title: consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: Motor fuel
Base: 1982-84=100
Period:
Years: 2016 to 2026

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2016	195.010	178.296	191.074	202.420	208.843	213.139	209.663	197.818	204.532	207.138	200.994	200.151	200.757	198.130	203.383
2017	208.379	212.552	223.591	224.219	229.642	227.099	218.805	221.035	233.253	227.464	236.297	232.445	224.565	220.914	228.217
2018	239.938	248.958	254.538	264.816	276.100	277.231	275.852	273.651	274.578	284.833	278.051	264.929	267.790	260.264	275.316
2019	255.355	251.375	259.552	290.028	297.662	280.364	272.104	263.865	268.181	300.258	286.954	261.728	273.952	272.389	275.515
2020	254.945	251.171	235.263	209.994	208.040	220.382	229.239	236.785	239.082	236.633	236.201	237.489	232.935	229.966	235.905
2021	246.145	253.600	277.844	289.079	301.702	310.278	315.657	322.785	321.903	330.112	343.726	342.260	304.591	279.775	329.407
2022	340.187	343.538	408.338	414.030	435.497	464.377	428.878	391.441	401.663	435.974	383.334	325.704	397.747	400.995	394.499
2023	323.764	340.659	354.292	354.844	349.579	350.034	351.675	370.944	398.486	401.688	366.097	340.105	358.514	345.529	371.499
2024	335.924	331.815	359.973	397.919	386.142	359.602	345.396	339.116	357.154	348.189	329.737	315.722	350.557	361.896	339.219
2025	321.299	349.590	346.761	358.556	362.740	346.571	333.679	333.317	337.081		329.945	313.472	339.365	347.586	329.499
2026	307.939	335.457	399.922	433.686	450.251	419.800								391.176	

CPI for All Urban Consumers (CPI-U)
Original Data Value

Series Id: CUURS49BSA0

Not Seasonally Adjusted

Series: All items in San Francisco-Oakland-Hayward, CA, all urban
Title: consumers, not seasonally adjusted
Area: San Francisco-Oakland-Hayward, CA
Item: All items
Base: 1982-84=100
Period:
Years: 2016 to 2026

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306	276.542
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666	288.435
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150	296.859
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109	301.059
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724	312.718
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408	330.711
2023		337.173		338.496		340.056		340.094		341.219		339.915	339.050	337.689	340.411
2024		345.151		351.247		351.064		349.290		349.370		348.001	348.417	347.857	348.977
2025		354.432		355.707		356.460		357.992				358.568	356.005	354.522	357.786
2026		363.211		369.215		369.913								365.906	

ATTACHMENT Q

SCHEDULE OF CONTRACTOR'S MAXIMUM RATES FOR ADDITIONAL SERVICES

For Rate Years Eleven (2021) through the remaining Rate Years in the Term, the Maximum Rate for additional services specified in Attachment Q shall be adjusted annually in accordance with Section 11.05. For Rate Year 2027, the current effective Maximum Rates are multiplied by the April 2026 CPI-U-General value of 369.215 and divided by the April 2025 CPI-U-General value of 355.707.

The Maximum Rate for additional services for Rate Year Ten (2020) shall be the Maximum Rates for Rate Year Ten (2020) as determined under the 2009 Franchise Agreement. These amounts will be adjusted as provided in Section 11.05 of this Agreement to determine the Maximum Rates for Rate Year Eleven (2021).

Two additional services are included in this Attachment Q there were not in Attachment Q of the 2009 Franchise Agreement. The two new services are Container Relocation Service and Agency-Specific Reporting for Abandoned Waste Collections. Maximum Rates for these services are presented in the table below.

Charges for Additional Services may not exceed the Maximum Rates approved by the City for the respective Rate Year.

	Service	Reference	Agency-Approved Maximum Rate	Description
Additional Services for Customers				
1	Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Maximum Rate in the table at the end of this Attachment	See Maximum Rate in the table at the end of this Attachment
2	Long Distance Service for MFD, Mixed Use, and Commercial Accounts (Note: only applicable to Containers with wheels)	Sections 5.02.B, 5.02.C; and 8.02.B	A – No more than 10% of base monthly Maximum Rate of the Collection Rate for each Container requiring Long Distance Service B – 25% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service	A – Distance greater than 50 feet and less than or equal to 100 feet B – Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.

ATTACHMENT Q

SCHEDULE OF CONTRACTOR'S MAXIMUM RATES FOR ADDITIONAL SERVICES

	Service	Reference	Agency- Approved Maximum Rate	Description
3	Container Relocation Service	Sections 5.02B and 8.02B	A – 12% of base monthly rate of the Collection Rate for each Container requiring Container Relocation Service B – 27% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service	A – Distance greater than 50 feet and less than or equal to 100 feet B – Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.
4	On-Call Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	Sections 5.02.A, 5.02.B, and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week	Per Collection event per Container for Collection requested by Customer
5	Return Trip (SFD, MFD, Mixed Use, or Commercial)	Sections 5.02.A, B, C; 5.03.A, B, C; 5.04.A, B, C	\$21.99 for SFD \$21.99 for Commercial, Mixed Use, and MFD	Per Collection event (i.e., request to return and provide Collection service after the Customer failed to properly set out their Container(s) for regularly scheduled Collection)
6	Additional Targeted Recyclable Materials or Organic Materials Cart Service for SFD	Sections 5.03.A and 5.04.A	\$1.44 per Recycling Cart \$4.37 per Organic Materials Cart	Per Cart per month (any Cart size). Six-month minimum charge required. Includes one-time Cart delivery upon start of service and removal of Cart when service is discontinued by Customer.
7	Additional On-Call Bulky Item Collection	Sections 5.05, 5.06	\$119.55	Per Bulky Item Collection event (in addition to the events provided at no charge to Customer pursuant to Section 5.12)

ATTACHMENT Q
SCHEDULE OF CONTRACTOR'S MAXIMUM RATES
FOR ADDITIONAL SERVICES

	Service	Reference	Agency- Approved Maximum Rate	Description
8	Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of the base monthly Solid Waste Rate for the size of Container Collected once per week plus Return Trip Fee if applicable	Per Collection event for Container with Contamination Level greater than the maximum level pursuant to Table 1 in Section 6.02.B
9	Lock Service (Key Service)	Section 8.02.B	A – \$12.46 per usage B – \$13.92 per usage	Monthly cost: A – Residential Customers B – Commercial Customers
10	Lock Purchase	Section 8.02.B	\$24.92 per lock	Per lock
11	Overage Service	Section 8.02.G	100% of the base monthly Solid Waste Collection Rate	Per Collection event (after the first two events)
12	Overage Bags Cost	Section 8.02.G	50% of the base monthly Solid Waste Collection Rate or \$11.71 minimum	Per bag
13	Container Cleaning Service	Section 8.05.D	A – \$73.30 B – \$124.61	A – per Cart B – per Bin or Drop-Box Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D

ATTACHMENT Q
SCHEDULE OF CONTRACTOR'S MAXIMUM RATES
FOR ADDITIONAL SERVICES

	Service	Reference	Agency- Approved Maximum Rate	Description
14	Dirty Cart Replacement (Exchange) Service	Section 8.05.D	A – \$95.29 B – \$109.95 C – \$124.61	A – per 32 gallon Cart B – per 64 gallon Cart C – per 96 gallon Cart Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D
Additional Services for Agency				
15	Additional Confidential Document Destruction Service Event	Section 5.07	\$1,759.08	Per event
16	Additional Compost Material Delivery	Section 5.11	A – \$183.22 per delivery B – \$366.49 per delivery	A – “one-way” only delivery by Contractor where Contractor delivers to and unloads compost at an Agency-approved location B – “Round-trip” delivery by Contractor where Contractor delivers compost in a Drop Box to an Agency-approved location and returns at a later time or date to pick up the Drop Box and any remaining compost (charge includes the delivery of and later pick-up of the Drop Box)
17	Community Drop-Off Events	Section 5.13	\$29,904.55 per event or day	Per event or day targeting 5,000 households. Does not include disposal or public education expenses.
18	Collection for Agency-Sponsored and Non-Agency sponsored Community Events	Section 5.08	A – \$4,397.71 B – \$7,329.54 C – \$10,994.32	A – One day event with a projected 2,500 or fewer attendees B – One (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C – One (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

ATTACHMENT Q

SCHEDULE OF CONTRACTOR'S MAXIMUM RATES FOR ADDITIONAL SERVICES

Backyard Collection Service Charge for Single-Family Dwellings* (Section 5.02.A)				
Distance from Curb**	Backyard Charge for Customers with One (1) Solid Waste Cart	Backyard Charge for Customers with Two (2) Solid Waste Carts	Backyard Charge for Customers with Three (3) Solid Waste Carts	Backyard Charge for Customers with Four (4) Solid Waste Carts
Distance <= 50 feet	\$26.36	\$42.08	\$84.22	\$126.30
50 < Distance <= 100 feet	\$30.79	\$46.51	\$88.60	\$130.71
100 < Distance <= 150 feet	\$35.16	\$50.89	\$92.97	\$135.10
150 < Distance <= 200 feet	\$39.59	\$55.30	\$97.38	\$139.52
200 < Distance <= 250 feet	\$43.97	\$59.68	\$101.80	\$143.92
250 < Distance <= 300 feet	\$48.37	\$64.07	\$106.20	\$148.29
300 < Distance <= 350 feet	\$52.78	\$68.48	\$110.61	\$152.68
Each additional 50 foot increment over 350 feet	Amount equals the difference between the Charge for 250 to 300 feet and 300 to 350 feet			

* Backyard Collection Service Charges are charges added to the base monthly Rate for Single-Family Collection service, and cover the provision of Backyard Collection Service for all of Customer's Solid Waste, Recyclable Materials, and Organic Materials Carts.

** Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Cart, if there is no curb.



Draft Report



Review of the 2027 Solid Waste Rates

City of Belmont
September 2026





September 18, 2026

Mr. Edric Kwan, P.E.
Public Works Director
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, California 94002

Subject: Review of the 2027 Solid Waste Rates Draft Report

Dear Mr. Kwan:

HDR Engineering, Inc. (HDR) was retained by the City of Belmont (City) to provide professional and technical rate services as they relate to the City's solid waste utility. The City is a member of the South Bayside Waste Management Authority (SBWMA) and has a franchise agreement with Recology of San Mateo County (Recology) for solid waste collection services, including the collection of recycling and organic materials. Through the franchise agreement, the annual compensation for Recology's services is contractually determined. Recology has provided to the City their calculation of the maximum rates for both regularly scheduled services and additional services for Rate Year 2027, based on the revised September 9th rate year 2027 application letter. The franchise agreement calls for the City to adopt solid waste retail rates, but not at a level which exceeds the Contractor's "Maximum Rates for Regularly Scheduled Services".

HDR and the City have reviewed Recology's calculations, and this report summarizes our findings, conclusions, and recommendations. This report and HDR's technical review were developed utilizing the City's and Recology's accounting, operating, and management records. HDR has relied upon this information to conduct our review as outlined in the agreed-upon scope of services with the City, which provides the basis for our findings, conclusions, and recommendations contained in this report.

We appreciate the assistance provided by City staff, management, and City Council. More importantly, we appreciate the opportunity to work with the City on this project.

Sincerely yours,
HDR Engineering, Inc.

A handwritten signature in black ink, appearing to read 'Shawn Koorn', written over a light blue horizontal line.

Shawn Koorn
Associate Vice President

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Technical Appendix C – Proposition 218 Notice

Executive Summary

Introduction

The City of Belmont is a member of the South Bayside Waste Management Authority. On August 28, 2018, the City finalized an Amended and Restated Franchise Agreement (Agreement) with Recology of San Mateo County for solid waste collection services, including the collection of recycling and organic materials. The Agreement is for the 15-year period of 2021 to 2035. As outlined in the Agreement (i.e., Sections 7.01.A.5, 11.01.A, 11.06), the annual compensation for Recology's collection and recycling services is contractually determined. At the same time, the Agreement calls for the City to adopt solid waste rates, but not at a level which exceeds the Contractor's "Maximum Rates for Regularly Scheduled and Additional Services". Ultimately, Recology bills the City's customers for the solid waste services at the rates established and formally adopted by the Belmont City Council.

As a part of the overall rate setting process, Recology's data and information is reviewed by an outside party prior to its use within the calculation of the City's maximum rates. Once that data and information is confirmed, Recology calculates the "maximum rates for regularly scheduled and additional services" and provides a copy of those calculations to the City for their review and acceptance. This review and rate setting process for 2027 is similar to the reviews that HDR has provided to the City annually since 2013.

As noted, the Agreement contains specific language and exhibits related to the development of the maximum rates for a given year for both regularly scheduled services (Schedule L) and additional services (Schedule Q). Rate year 2021, the first year of the current Agreement, serves as the base year for adjusting rates in future years. HDR has reviewed the applicable portions of the Agreement as they pertain to the 2027 rate year¹. From our understanding of the Agreement and the rate setting requirements, HDR reviewed Recology's submittal for the 2027 rate year. This report discusses the review undertaken by HDR for the 2027 rate year.

Limitations of HDR's Review

HDR has provided a limited review of Recology's maximum rate calculations for the 2027 rate year. As noted above, the data and information used by Recology to calculate the City's maximum rates were independently reviewed by a separate outside firm. Given the outside review of Recology's data and information, HDR and the City have assumed that the data and information input into Recology's rate calculations are reasonable and appropriate. As part of the review, HDR did cross-check and verify the inputs into Recology's model from prior year input data and information.

¹ HDR assisted the City in negotiating the current franchise agreement with Recology and is familiar with the requirements of the current agreement as it relates to rate setting (Article 11).

Within HDR’s review, four key items have been reviewed and verified. These included:

- A review of Recology’s methodology for compliance with our understanding of the required methodology specific for the 2027 rate year based on the current Agreement
- A review of the data inputs and information used within the methodology to confirm that the costs and other adjustments comply with the methodology for regularly scheduled services (Schedule L) for rate year 2027 as required in the current Agreement
- A review of the data inputs and methodology used to adjust additional services (Schedule Q) for the 2027 rate year to confirm the use of the appropriate cost index as specified in the current Agreement
- Confirmation/verification of the calculations (formulas) within the methodology as they apply to the 2027 rate year based on the current Agreement

Overview of the Agreement

The Agreement with Recology is intended to continue to provide the City of Belmont community with high-quality waste collection, waste reduction, recycling, and composting programs. To maximize the quality of services and waste-diversion potential, the City granted to Recology an exclusive right to provide these services within the City. To balance that exclusive right to provide these solid waste services against the costs/rates associated with that program, the parties needed to develop a methodology that both established the rates charged to the City’s customers and fairly compensated Recology. To address this requirement, Article 11 of the Agreement contains specific language, and the methodology, for annually establishing the maximum rates for the upcoming calendar year for both regularly scheduled (Schedule L) and additional services (Schedule Q).

The Agreement provides for an orderly process and approach to establish rates for the City and compensation for Recology. The review being undertaken by the City and HDR is a part of that orderly process, and the City is performing its due diligence to verify and confirm that the maximum rates calculated by Recology are in accordance with the Agreement. The agreement stipulates this as follows:

Article 11, “The Contractor’s Compensation, Pass-Through Costs and Rates” determines the annual compensation for Recology’s collection and recycling services. This calculation of annual compensation sets the Contractor’s “Maximum Rates for Regularly Scheduled Services” (Attachment L) and “Additional Services” (Attachment Q). Within the franchise agreement, Attachment L is established in 11.04 of Article 11, Annual Adjustment of Maximum Rates for Scheduled Services. Attachment Q is established in 11.05 of Article 11, Annual Adjustment of Maximum Rates for Additional Services.

The review being undertaken by the City and HDR is a part of that orderly process, and the City is performing its due diligence to verify and confirm that the maximum rates calculated by Recology are in accordance with the Agreement.

Regularly Scheduled Service (Attachment L) – Review of Recology’s Calculated Maximum

On September 9, 2026, Recology provided the City with a revised letter outlining their calculation of the rates for rate year 2027. The City retained HDR Engineering, Inc. to provide a review of the proposed 2027 rates as has been performed annually since 2013. The purpose of this review is to confirm that the overall methodology is in conformance with the current Agreement. In addition, the HDR review confirms that the proper cost data appears to be used within the analysis, and that the mathematical calculations are correct. In providing this review, HDR also attempted to independently calculate the rate indices used for Schedule Q rates (e.g., consumer price index (CPI-U General)). This report details the City’s process to revise the maximum rates that may be charged for solid waste, recyclable materials, and organic materials collection services for rate year 2027.

The rates that Recology charges its customers include Recology (contractor) compensation, SBWMA costs to operate the Shoreway Environmental Center transfer facility, waste disposal costs, franchise fees, and other related charges. Article 11 of the Agreement provides the methodology for the determination of the maximum rates for the upcoming year. In very simple terms, the Agreement calls for Recology to annually take the existing maximum rate that is in effect and multiply each rate by an “adjustment multiplier”. The adjustment multiplier is essentially a cost index to develop Total Target Revenue for the rate year.

The rate adjustment multiplier is composed of three elements: the 2027 Base Contractor’s Compensation based on CPI cost adjustments, the 2025 Performance Incentive/Disincentive adjustment, and the 2027 pass through costs, which are comprised of both disposal and agency payments. For 2027, these elements are a total rate index adjustment of 6.09% as shown below in Table ES – 1.

Table ES – 1 Summary of 2027 Rate Adjustment to 2026 Rates				
Cost Component	2026 Target Revenue	2027 Target Revenue	\$ Difference	% Adjustment to 2026 Rates
Total Base Compensation	\$5,098,188	\$5,372,132	\$273,944	5.37%
Performance (Inc.) / Dis.	(5,776)	(4,794)	982	-17.00%
Pass Thru Costs	4,990,467	5,329,447	338,980	6.79%
Plus Disincentive Payable 2022	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Target Revenue	\$10,082,879	\$10,696,784	\$613,906	6.09%

In the review of Recology’s Total Target Revenue for the 2027 rate year, HDR concluded that the total target revenue used the appropriate data and information for the time period and the calculations within the methodology were confirmed. As a result of our review, HDR concluded that based on the current Agreement, the City’s adopted solid waste rates for 2026 should be increased by 6.09% for rate year 2027 proposed rates. Provided later in this report is a more

detailed discussion of each of the elements of the calculation of the 2027 maximum rates and the basis for HDR’s summary conclusion.

Presented below in Table ES – 2 are the present monthly residential rates and the proposed monthly residential rates for 2027.

Table ES – 2 Summary of the Present and Proposed Residential Solid Waste Rates (Regularly Scheduled - \$/Month)				
Schedule	Schedule Description	Present Monthly Rate	Proposed 2027 Rates	\$/Month Change
R20G	Residential Waste - 20 Gallons	\$41.62	\$44.15	\$2.53
R32G	Residential Waste - 32 Gallons	49.66	52.68	3.02
R64G	Residential Waste - 64 Gallons	97.76	103.71	5.95
R96G	Residential Waste - 96 Gallons	146.64	155.57	8.93

In addition to the above residential rates for regularly scheduled service, the City and Recology have a number of other rate schedules for regularly scheduled solid waste services. These include the following:

- Commercial Waste Carts (20 gallons to 96 gallons; 1 day to 7 days per week pickup)
- Commercial Waste Bins (1 yard to 6 yards; 1 day to 7 days per week pickup)
- Commercial Organics Bins (1 yard to 6 yards; 1 day to 7 days per week pickup)
- Commercial Organics Carts (32 gallons to 96 gallons; 1 day to 7 days per week pickup)
- Commercial Waste 1.5 Yard Compactor (1 day to 7 days per week pickup)
- Commercial Organics 1.5 Yard Compactor (1 day to 7 days per week pickup)
- Commercial Waste 3 Yard Compactor
- Solid Waste Compactor (per yard)

Each of these commercial rate schedules were increased by the overall 6.09% rate increase. A more detailed discussion of these other regularly scheduled services can be found in Section 4 of this report and also within the Technical Appendices in Attachment L.

Additional Services (Attachment Q) – Review of Recology’s Calculated Maximum

In addition to the regularly scheduled rates, there are also rates for “additional services”. The rates for additional services are contained in Attachment Q of the Agreement and are annually updated in accordance with the Agreement. Attachment Q is established in 11.05 of Article 11, Annual Adjustment of Maximum Rates for Additional Services.

The Maximum Rate set forth in Attachment Q is adjusted annually by multiplying the then effective April CPI-U General for the year in which rates are set and divided by the April CPI-U General from the year prior to the year in which rates are set. For example, the April CPI-U-

General is 369.215 for 2026 and the April CPI-U-General for 2025 is 355.707. Therefore, each Maximum Rate is multiplied by the April CPI-U-General for 2026 and divided by the April CPI-U-General for 2025. This resulted in an overall rate increase of 3.80% ($369.215 / 355.707$) for Attachment Q rates effective in 2027 for additional services.

A more detailed discussion of these additional services can be found in Section 4 of the report and also within the Technical Appendices in Attachment Q.

Summary Conclusions and Recommendations

Based on the review undertaken, it was the conclusion of HDR that the maximum rates as calculated by Recology were in conformance with the City's current Agreement. In reaching this conclusion, HDR has relied on the data and information as supplied by the City and Recology. Given that conclusion, HDR would recommend that the City revise the residential and commercial rates based on the proposed rates as provided in this report, which reflects a 6.09% increase for the maximum rate calculation. Additional services (Attachment Q), as calculated by Recology and as reviewed within this report, should also be adopted for 2027 based on the CPI increase of 3.80%.

1 Introduction and Overview of the Report

1.1 Introduction

The City of Belmont is a member of the South Bayside Waste Management Authority. In 2018, the City signed an Agreement with Recology of San Mateo County for solid waste collection services, including the collection of recycling and organic materials. As part of the Agreement (i.e., Sections 7.01.A.5, 11.01.A, 11.06), the annual compensation for Recology’s collection and recycling services is contractually determined. At the same time, the Agreement calls for the City to adopt solid waste rates at a level that does not exceed the Contractor’s “Maximum Rates for Regularly Scheduled or Unscheduled Services”. Ultimately, Recology bills the City’s customers for solid waste services at the rates established by the City of Belmont City Council.

The 2018 Agreement is for a 15-year term for rate years 2021 through 2035. While the current Agreement is similar to the 2010 agreement, there are certain differences. Both franchise agreements contain specific language and exhibits related to the development of the maximum rates for a given year.

The general approach for rate adjustments (2022 – 2035) is based on changes in specific cost indices for the primary cost categories outlined by Recology for the base contractor’s compensation. For example, in 2027, the costs will be adjusted by the change in the specific cost indices from 2021 to 2026. These cost indices include CPI-U, CPI-U-Motor Fuel, CPI-W, etc. The Agreement has outlined each of the specific cost indices that will be used in escalating the base costs for future year rate adjustments. The Total Target Revenues for rate year 2027 will be compared to the Total Target Revenues for the prior year, which in this case is the 2026 rate year. This comparison will result in the rate multiplier being applied to the adopted 2026 rates to establish the proposed 2027 rates.

1.2 Limitations of HDR’s Review

It is important to understand that HDR has provided a limited review of Recology’s maximum rate calculations for the 2027 rate year. The data and information used by Recology to calculate the City’s maximum rates were reviewed by another outside firm. HDR does not provide a review of this basic input data as a part of this review. Therefore, HDR and the City have assumed that the data and information input into Recology’s rate calculations are reasonable and appropriate. Having said that, HDR did a limited cross-check to verify the inputs in Recology’s model from the previously reviewed basic input data and information.

Within HDR’s review, the three key items reviewed were the overall methodology, compliance with the agreed upon methodology, and verification of the data inputs. First, the overall methodology is generally well-laid out within Article 11 of the current Agreement. Given that, HDR reviewed Recology’s methodology for compliance with our understanding of the required methodology for the 2027 rate year. At the same time, HDR also reviewed the data inputs and information used within the methodology as applied to the 2027 rate year. While the data and information were previously reviewed, the selection and use of the appropriate costs and adjustment factors must comply with the methodology. Finally, HDR confirmed/verified the

calculations (formulas) used within the methodology as applied to the 2027 rate year were accurate. As a part of HDR's review, these three aspects of Recology's rate filing were reviewed and verified.

1.3 Organization of the Report

This report is organized in a manner that reflects the general approach used by HDR to review Recology's maximum rates for "Regularly Scheduled" and "Additional Services". The next section of this report provides a brief overview of the relevant portions of the Agreement. Section 3 then provides a discussion and overview of the technical review undertaken by HDR of the Recology rate calculations. From that review, HDR was then able to review and verify the proposed maximum rates for Regularly Scheduled and Additional Services. The proposed maximum rates are discussed and shown in Section 4. Finally, Section 5 provides a summary of HDR's findings, conclusions, and recommendations from this review.

2 Overview of the Agreement

2.1 Introduction

An important starting point in reviewing the City's solid waste rates is to gain an understanding of the current Agreement, which is an amended and extended version of the original 2010 franchise agreement for rate years 2021 through 2035. This section of the report is intended to provide a brief overview of the relevant portions of the City's current Agreement with Recology to help the reader better understand the basis for this review of the proposed solid waste rates.

The review and discussion contained herein is not intended to be comprehensive in nature, nor provide any legal interpretation or opinion regarding the relevant portions of the Agreement as it relates to this study.

2.2 Overview of the Agreement

As noted, the agreement was extended in 2018 for an additional 15-year term for rate years 2021 through 2035. The Agreement is very similar to the 2010 franchise agreement, but does contain some relevant changes to Article 11, which determines Recology's compensation and the City's solid waste rates. Similar to the 2010 agreement, for 2021 and beyond, Recology's annual compensation for collection and recycling services is outlined in the Agreement and is contractually determined. The Agreement calls for the City to establish and adopt solid waste rates, but not at a level which exceeds the Contractor's "Maximum Rates for Regularly Scheduled Services", referred to as Attachment L, and "Maximum Rates for Additional Services", referred to as Attachment Q². The Agreement between the parties contains specific language and exhibits related to the development of the maximum rates for a given year for both Attachments L and Q.

...and the City is performing its due diligence to verify and confirm that the maximum rates calculated by Recology are in accordance with the Agreement for the 2027 rate year.

The Agreement provides for an orderly process and approach to establish rates for the City and compensation for Recology. The review being undertaken by the City and HDR is a part of that orderly process, and the City is performing its due diligence to verify and confirm that the maximum rates calculated by Recology are in accordance with the Agreement for the 2027 rate year.

More specific to the Agreement, Article 11 – "The Contractor's Compensation, Pass-Through Costs and Rates" provides the analytical framework for determining the annual compensation for Recology's collection and recycling services. This calculation of annual compensation sets the Contractor's "Maximum Rates for Regularly Scheduled Services", known as Attachment L, and "Additional Services", known as Attachment Q. Attachment L is established in 11.04 of Article 11, Annual Adjustment of Maximum Rates for Scheduled Services. Attachment Q is established in 11.05 of Article 11, Annual Adjustment of Maximum Rates for Additional Services.

² Under the 2010 franchise agreement, Regularly Scheduled services were referred to as Attachment R and Additional Services were referred to as Schedule Q.

2.3 Regularly Scheduled Services (Attachment L)

As noted above, Article 11 of the Agreement provides the analytical framework or methodology for the determination of the maximum rates for the upcoming year. In very simple terms, the Agreement calls for Recology to annually take the existing maximum rate that is in effect and multiply each rate by the “adjustment multiplier”. The adjustment multiplier is essentially a “cost index” based on CPI value adjustments to arrive at the Total Target Revenue for the rate year. The Total Target Revenue for the current year is divided by the prior year Total Target Revenue per 11.04.A. as follows:

“...Beginning with the adjustment for Rate Year 2022, each Maximum Rate set forth in Attachment L shall be adjusted annually by multiplying the then-effective Maximum Rate by the Adjustment Multiplier. The Adjustment Multiplier used to calculate the Maximum Rates that will be effective in a given Rate Year (the “Adjustment Year”) shall be calculated by dividing Total Target Revenue for the Adjustment Year (calculated pursuant to Table 2 below) by Total Target Revenue for the Rate Year prior to the Adjustment Year (the “Current Year”).”³

For example, for rate year 2027, the Total Target Revenue for the 2027 rate year will be divided by the rate year 2026 Total Target Revenue.

The franchise agreement provides the cost indices for the various components to calculate the Total Target Revenue. The Total Target Revenue is stated in total dollars. For example, the Total Target Revenue for 2026 was \$10,082,879. Going forward each year, the cost index is calculated by adding together the various cost components, which are composed of the following:

- Direct Labor (Wages for CBA’s, Benefits for CBA’s, Payroll Taxes, Worker’s Compensation)
- Direct Fuel Costs
- General Expenses Direct and Indirect
- General Expenses Depreciation
- Profit Calculation
- Interest
- Performance Incentives/Performance Disincentives
- Pass Through Costs
 - Disposal Costs (i) Projected Next Year, (ii) Actual Prior Year, (iii) less Projected Prior Year)
 - Agency Payments

The general approach for future year rate adjustments is based on changes in specific cost indices for the primary cost categories outlined by Recology for the base contractor’s compensation. For example, in 2027, the costs will be adjusted by the change in the specific cost indices from 2020 to 2026. These cost indices include CPI-U, CPI-U-Motor Fuel, CPI-W, etc. The current Agreement outlines each of the specific cost indices that will be used in escalating the base costs (adjusted 2021 Total Target Revenue) for future year rate adjustments. For rate year 2027, the 2027 Total Target Revenue of \$10,696,784 is compared to the 2026 Total Target Revenue of \$10,082,879.

³ Franchise Agreement, Section 11.04(A), Adjustment Multiplier for Regularly Scheduled Services, p. 99.

Finally, the disposal costs are calculated separately from the base contractor's compensation. The current franchise agreement uses a similar approach to establishing the annual adjustments to the disposal costs. Essentially, all increases or changes in disposal costs are passed through as direct rate adjustments to the customer.

2.4 Additional Services (Attachment Q)

The rates for additional services are addressed in the current franchise agreement and are annually updated in accordance with the Agreement. Rates for Additional Services are discussed and established in 11.05 of Article 11, Annual Adjustment of Maximum Rates for Additional Services.

11.05 – Annual Adjustment of Maximum Rates for Additional Services

A. The Maximum Rates for Rate Year 2021 for the additional services described in Attachment Q shall be the charges for those services determined under the SBWMA-wide methodology, adjusted as necessary to pass through the Franchise Fee and any other Agency fees under this Agreement. Beginning with the adjustment for Rate Year 2022, each Maximum Rate set forth in Attachment Q shall be adjusted annually by multiplying the then-effective Maximum Rate by April CPI-U-General for the year in which the calculation is made and dividing the result by April CPI-U-General for the year prior to the year in which the calculation is made. For example, to calculate the Maximum Rates set forth in Attachment Q effective in 2027, each Maximum Rate effective in 2027 shall be multiplied by CPI-U-General for April 2026 and divided by CPI-U-General for April 2025.

The adjustment to Schedule Q is based upon a cost-indexing approach and a CPI for general inflation is used. For example, the April 2026 CPI-U-General is 369.215 and the April 2025 CPI-U-General is 355.707. This would result in an adjustment to the Additional Services rates of 3.80%. ($369.215 / 355.707 = 1.038$ or 3.80%).

2.5 Summary

This section of the report has provided a brief overview of the relevant portions of the current Agreement with Recology. While this overview of the Agreement has been necessarily abbreviated, it is intended to provide an understanding of the basic framework or methodology used to calculate the maximum rates for Regularly Scheduled Services and Additional Services.

3 Review of Recology's Calculated Maximum Rates for Regularly Scheduled Services

3.1 Introduction

As stated in the Agreement, Recology calculates the maximum rates for the upcoming calendar year. The calculated maximum rates are formula driven, and as noted in the prior section of the report, there is relatively clear language and numeric examples of the rate setting process. The purpose of this section of the report is to provide an overview of Recology's rate filing to the City for the 2027 rate year, along with HDR's technical review of that filing. Article 11.04 specifically outlines the establishment of maximum rates for 2027 and after for regularly scheduled services.

3.2 Overview of Recology's 2027 Rate Application

On September 9th, 2026, Recology provided to the City a revised letter and detailed worksheets outlining their calculation of the maximum rates for rate year 2027. The rate application letter indicated a maximum increase adjustment of 6.09%. HDR reviewed the calculation and determined based on the information provided, it appears to agree with the current Agreement.

For 2027, the adjustment multiplier is based on CPI cost adjustments by component. HDR conducted a review of Recology's calculations and determined based on the information provided that it appears to be in compliance with the Agreement. Provided below in Table 3 – 1 is an overview of Recology's Total Target Revenue calculation for rate year 2027.

Table 3 – 1
Overview of Recology's Total Target Revenue Calculation Rate Year 2027

Cost Component	Adj. 2021 Target Revenue	April 2020 CPI Index	April 2026 CPI Index	Change 2020 to 2026	2027 Target Revenue
Direct Labor Related					
Wages for CBA's	\$1,310,584	290.304	363.533	1.252	\$1,641,178
Benefits for CBA's	608,287	517.053	591.661	1.144	696,060
Payroll Taxes	109,005	N/A	N/A		132,935
Workers Compensation	93,961	290.304	363.533	1.252	117,663
Direct Fuel Costs	169,992	209.994	433.686	2.065	351,073
General Expense Direct & Indirect	1,211,383	298.074	369.215	1.239	1,500,502
SB 1383 (2024) ^[1, 2]	18,124	338.496	369.215	1.091	19,769
Depreciation	281,317	N/A	N/A		302,335
Profit	397,271	N/A	N/A		499,828
Interest	73,679	N/A	N/A		110,789
Performance Inc./Disincentives	<u>0</u>	N/A	N/A		<u>(4,794)</u>
Base Contractor's Compensation	\$4,273,602				\$5,367,337
Agency Components					\$2,781,164
Disposal Projected Cost (i)					2,563,021
Disposal Actual Prior Year Cost (ii)					2,440,711
Disposal Prior Projected Cost (iii)					<u>(2,455,449)</u>
Disposal Cost Component					\$5,329,447
Total Target Revenue					\$10,696,784

[1] SB 1383 costs added to base costs starting in rate year 2024

[2] SB 1383 cost using CPI Index from April 2023 and subject to CPI-U adjustment beginning in rate year 2025

(i) The Contractor's projected costs for April 1 of that calendar year through March 31 of the following year plus

(ii) The Contractor's actual costs April 1 of the year prior through March 31 of the calendar year minus

(iii) The Contractor's previous projection

As noted above, the City retained HDR to review the Recology calculations (Table 3 – 1) to confirm that the proper data appeared to be used within the analysis, and that the mathematical calculations were correct for the 2027 rate year. While Table 3 – 1 appears rather simple and straight-forward, the calculations are, in some cases, much more complex with other detailed worksheets behind them.

Provided below is a more detailed discussion of the analytical steps taken to review the Recology calculations and the results of our review.

3.3 Overview of the General Approach Used to Review Costs

As noted in Section 2, the starting point for reviewing Recology's compensation is understanding the Agreement. HDR reviewed the Agreement and letter provided by Recology and provided an independent review of the rate year 2027 maximum rate calculations. HDR developed a spreadsheet to review and attempt to duplicate the Recology calculations for 2027. In this way, HDR could review the data sources used and verify their appropriateness, while at the same time, verifying the formulas used within the calculations.

3.4 Summary Conclusions of HDR's Review of the Maximum Rate Calculations

Based on HDR's review of Recology's 2027 rate application, HDR concluded that the costs contained in Table 3 – 1 used appropriate cost data and information for the time period and the calculations within the methodology were correct. As a result of our independent review, HDR concluded that based upon the existing Agreement, the maximum rates should be calculated based on the increase in rates of 6.09%.

3.5 HDR's Detailed Review of the Total Target Revenue Calculations

As previously discussed, the focus of HDR's review was on the calculations used to establish the Total Target Revenue for rate year 2027 or the "Maximum Rates for Regularly Scheduled Services". Article 11 of the Agreement forms the basis for the calculations. As shown in Table 3 – 1, there is one primary calculation component to the maximum rate calculation, the CPI value adjustment.

The general approach for future year rate adjustments (2022 – 2035) is based on changes in specific cost indices for the primary cost categories outlined by Recology for the base contractor's compensation. For example, in 2027, the 2021 adjusted base target revenue will be adjusted by the change in the specific cost indices from 2020 to 2026. These cost indices include CPI-U, CPI-U-Motor Fuel, CPI-W, etc. The current Agreement outlines each of the specific cost indices that will be used in escalating the adjusted base target revenue for future year rate adjustments. For Rate Year 2027 and thereafter, the specific cost indices will compare the current year index to the 2020 index and the 2021 adjusted Total Target Revenue. In simplified terms, general operating costs are adjusted annually by the use of a corresponding CPI value. The CPI index is separated into nine main components. They are as follows:

- **Direct Labor** - Direct labor includes wages for CBA's, benefits for CBA's, payroll taxes, and worker's compensation. Wages for CBA's, benefits for CBA's, and worker's compensation for base year 2021 is multiplied by the difference between the 2020 base year CPI for that component and the current year (2026) CPI for that component. In simplified terms, the agreement uses the wages for CBA's at the start of the agreement in 2021 and then adjusts wages for CBA's by a CPI amount based on the 2020 CPI and the current year CPI. Payroll tax is a formula based on the wages times the effective rate of 8.1%.
- **Direct Fuel** – The fuel for base year 2021 is multiplied by the difference between the 2020 average price per gallon and the average price per gallon of fuel for the twelve-month period ending March 31 of the current year.

- **General Expense Direct and Indirect** – The base general expense for 2021 is multiplied by the difference between the 2020 base year Consumer Price Index and the current year Consumer Price Index.
- **Depreciation Vehicles, Containers, Indirect** – The Agreement notes that for rate year 2027, Recology will update the vehicle purchase assumptions and provide updated depreciation for rate years 2027 through 2035. Based on the revised vehicle purchases and future purchases, vehicle depreciation increased to \$217,836 as part of the SBWMA-wide rate application for rate year 2027. Container depreciation remains fixed at \$77,090 for rate years 2022 through 2035 unless additional containers are purchased. Similarly, the indirect depreciation remains fixed at \$7,409 for rate years 2022-2035.
- **Profit Calculation** – The profit is calculated by taking the sum of direct labor, direct fuel, general expenses direct and indirect, as well as the depreciation on vehicles, containers and indirect for the current rate year, divide by 0.905, and subtract the result from the sum of direct labor, direct fuel, general expenses direct and indirect, as well as the depreciation of the vehicles, containers and indirect for the current rate year profit calculation. This calculation represents the application of the 90.5% operating ratio to the Contractor’s calculated total annual cost of operations.
- **Disposal Costs** – (i) The Contractor’s projected costs for April 1 of that calendar year through March 31 of the following year plus (ii) the Contractor’s actual costs April 1 of the year prior through March 31 of the calendar year minus (iii) the Contractor’s previous projection.
- **Interest** – Interest increased to \$110,789 for rate year 2027 as part of the SBWMA vehicle purchases. The value remains constant for future years through 2035 unless additional vehicles or containers are purchased.
- **Performance-Based** – Is the sum of incentives and disincentives the year immediately preceding the Calendar Year of the Cost Index. The determination of incentives and disincentives is independently determined by another outside party.
- **Agency Payment** – The anticipated amount of total Agency payments as detailed in Article 11 (sum of direct labor, direct fuel, general expenses direct and indirect, depreciation, profit, interest, performance incentives & disincentives, and disposal costs, divided by (1 – 0.26) then multiplying the result by 0.26).

For each of the above components, HDR reviewed the source data and information used within Recology’s calculations. As a part of Recology’s packet of information, the source data used by Recology was attached to the application letter. While much of the cost data and information had previously been audited by another outside independent consultant, in those cases where other key assumptions to the analysis were needed (e.g., CPI index), HDR attempted to independently review them.

Based on the changes from the 2026 Total Target Revenue to the 2027 Total Target Revenue, the costs increased by \$613,906 or 6.09% overall (\$10,696,784 - \$10,082,879 = \$613,906 and \$613,906 / \$10,082,879 = 6.09%). As noted, the majority of the components are based on specific cost indices and/or formulas as explained previously. Disposal costs are based on projections and

actuals and are made up of three components: the (i) Contractor's projected costs, (ii) the Contractor's actual costs of the year prior, and the (iii) Contractor's previous projection. Provided below in Table 3 – 2 is a summary of the changes in Total Target Revenue compared from 2026 to 2027.

Table 3 – 2 Summary of Changes in Total Target Revenue from 2026 to 2027				
Cost Component	2026 Target Revenue	2027 Target Revenue	\$ Difference	% Difference
Base Contractor Compensation				
Direct Labor Related	\$2,510,958	\$2,587,836	\$76,878	3.06%
Direct Fuel Costs	290,254	351,073	60,818	20.95%
General Expense Direct & Indirect	1,464,651	1,520,271	55,620	3.80%
Depreciation	281,317	302,335	21,018	7.47%
Profit	477,328	499,828	22,500	4.71%
Interest	<u>73,679</u>	<u>110,789</u>	<u>37,110</u>	<u>50.37%</u>
Total Base Compensation	\$5,098,188	\$5,372,131	\$273,944	5.37%
Performance (Inc.) / Dis.	(5,776)	(4,794)	982	-17.00%
Total Pass-Through Costs				
Disposal Projected Cost (i)	\$2,455,449	\$2,563,021	\$107,572	4.38%
Disposal Actual Prior Year Cost (ii)	2,347,997	2,440,711	92,714	3.95%
Disposal Prior Projected Cost (iii)	(2,434,527)	(2,455,449)	(20,922)	0.86%
Agency Payments	<u>2,621,548</u>	<u>2,781,164</u>	<u>159,616</u>	<u>6.09%</u>
Total Pass-Through Costs	\$4,990,467	\$5,329,447	\$338,980	6.79%
Total Target Revenue	\$10,082,879	\$10,696,784	\$613,906	6.09%

In a more simplified or summarized manner, the rate adjustment multiplier is composed of three elements: the 2027 CPI cost adjustments, the 2025 Incentive/Disincentive adjustment, and the 2027 pass through costs which are comprised of disposal and agency payments. Table 3 – 3 summarizes the adjustment by component.

Table 3 – 3
Summary of 2027 Rate Adjustment to 2026 Rates

Cost Component	2026 Target Revenue	2027 Target Revenue	\$ Difference	% Adjustment to 2026 Rates
Total Base Compensation	\$5,098,188	\$5,372,131	\$273,944	5.37%
Performance (Inc.) / Dis.	(5,776)	(4,794)	982	-17.00%
Pass Through Costs	4,990,467	5,329,447	338,980	6.79%
Plus Disincentive Payable 2022	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Target Revenue	\$10,082,879	\$10,696,784	\$613,906	6.09%

3.6 Conclusions Regarding the Calculation of the Maximum Rate

Based on the review of the Recology rate calculation, HDR concluded that the calculation as provided by Recology appears appropriate and in keeping with the current Agreement. In reaching this conclusion, HDR reviewed and verified the data inputs, while also confirming the overall methodology and calculations. Based on our review, the calculated Maximum Rate Index for 2027 is an increase of 6.09% in overall rates for regularly scheduled services.

4 Review of the Proposed 2027 Solid Waste Rates

4.1 Introduction

In the previous section of this report, the cost basis for the City's 2027 solid waste rates was reviewed and provides the basis for determining the City's maximum rates for rate year 2027. This section of the report will review the maximum solid waste rates for Regularly Scheduled Services (Attachment L) and Additional Services (Attachment Q).

4.2 Residential Regularly Scheduled Service (Attachment L)

From the review of the rate index multiplier, it was concluded that the analysis developed by Recology appears to comply with the City's Agreement. The overall adjustment to revenues derived from rates for 2027 is a 6.09% increase in the existing rates. In developing the calculated maximum rates, Recology provided a schedule of the rates. HDR reviewed the calculated maximum rates to confirm that they use the appropriate multiplier. Provided below in Table 4 – 1 are the proposed 2027 Residential rates for Schedule L (regularly scheduled services). Some minor rounding of the rates may occur for purposes of ease of administration.

Table 4 – 1
Summary of the Present and Proposed Residential Solid Waste Rates
(Regularly Scheduled - \$/Month)

Schedule	Schedule Description	Present Monthly Rates	Proposed 2027 Rates	\$/Month Change
R20G	Residential Waste - 20 Gallons	\$41.62	\$44.15	\$2.53
R32G	Residential Waste - 32 Gallons	49.66	52.68	3.02
R64G	Residential Waste - 64 Gallons	97.76	103.71	5.95
R96G	Residential Waste - 96 Gallons	146.64	155.57	8.93

4.3 Commercial Carts Regularly Scheduled Service (Attachment L)

Some commercial waste customers have similar service to residential customers in that they have cart sizes that range from 20 gallons to 96 gallons. However, a difference between the residential and commercial service is the number of pickups per week where a commercial customer may choose their level of service (number of pickups per week). Presented in Table 4 – 2 is a summary of the current commercial rates and the calculated maximum rates for 2027. The maximum calculated rates assume a 6.09% increase from the present rates. Some minor rounding of the rates may occur for purposes of ease of administration.

Table 4 – 2
Summary of the Present and Calculated Max. Commercial Solid Waste Rates
(By Gallon Cart Size; Regularly Scheduled – \$/Month)

Schedule		Collection – Times Per Week						
		1	2	3	4	5	6	7
C20G	Commercial Waste – 20 Gallon							
	Present 2026 Monthly Rate	\$53.11	\$109.25	\$162.66	\$223.31	\$282.54	\$353.52	\$430.65
	Calculated Maximum 2027 Rate	56.34	115.90	172.57	236.91	299.75	375.05	456.88
	\$/Month Change	3.23	6.65	9.91	13.60	17.21	21.53	26.23
C32G	Commercial Waste – 32 Gallon							
	Present 2026 Monthly Rate	\$58.96	\$121.40	\$180.70	\$248.12	\$313.91	\$392.78	\$478.48
	Calculated Maximum 2027 Rate	62.55	128.79	191.70	263.23	333.03	416.70	507.62
	\$/Month Change	3.59	7.39	11.00	15.11	19.12	23.92	29.14
C64G	Commercial Waste – 64 Gallon							
	Present 2026 Monthly Rate	\$114.03	\$230.09	\$349.12	\$469.42	\$596.69	\$727.13	\$851.22
	Calculated Maximum 2027 Rate	120.97	244.10	370.38	498.01	633.03	771.41	903.06
	\$/Month Change	6.94	14.01	21.26	28.59	36.34	44.28	51.84
C96G	Commercial Waste – 96 Gallon							
	Present 2026 Monthly Rate	\$164.82	\$337.61	\$512.34	\$693.04	\$876.18	\$1,102.92	\$1,286.73
	Calculated Maximum 2027 Rate	174.86	358.17	543.54	735.25	929.54	1,170.09	1,365.09
	\$/Month Change	10.04	20.56	31.20	42.21	53.36	67.17	78.36

As shown in Table 4 – 2, the existing structure for commercial waste customers with carts has been maintained.

4.4 Commercial Waste Bins Regularly Scheduled Service

Other commercial customers have larger bins which range in size from 1 yard to 6 yards. These commercial waste customers also have the option of different levels of service and can select the number of pickups per week. Presented in Table 4 – 3 is a summary of the current commercial waste bin rates and the calculated maximum rates for 2027. The maximum calculated rates reflect a 6.09% increase from the present rates. Some minor rounding of the rates may occur for purposes of ease of administration.

Table 4 – 3

Summary of the Present and Calculated Max. Commercial Solid Waste Rates (By Yard Cart Size; Regularly Scheduled – \$/Month)

Schedule		Collection – Times Per Week						
		1	2	3	4	5	6	7
C1YG	Commercial Waste - 1 Yard							
	Present 2026 Monthly Rate	\$276.56	\$563.07	\$854.47	\$1,149.29	\$1,446.46	\$1,805.26	\$2,129.98
	Calculated Maximum 2027 Rate \$/Month Change	293.40 16.84	597.36 34.29	906.51 52.04	1,219.28 69.99	1,534.55 88.09	1,915.20 109.94	2,259.70 129.72
C2YG	Commercial Waste - 2 Yard							
	Present 2026 Monthly Rate	\$556.31	\$1,121.76	\$1,692.54	\$2,267.48	\$2,850.54	\$3,365.24	\$3,985.54
	Calculated Maximum 2027 Rate \$/Month Change	590.19 33.88	1,190.08 68.32	1,795.62 103.08	2,405.57 138.09	3,024.14 173.60	3,570.18 204.94	4,228.26 242.72
C2YGI	Commercial Waste - 2 Yard							
	Present 2026 Monthly Rate	\$556.31	\$1,121.76	\$1,692.54	\$2,267.48	\$2,850.54	\$3,365.24	\$3,985.54
	Calculated Maximum 2027 Rate \$/Month Change	590.19 33.88	1,190.08 68.32	1,795.62 103.08	2,405.57 138.09	3,024.14 173.60	3,570.18 204.94	4,228.26 242.72
C3YG	Commercial Waste - 3 Yard							
	Present 2026 Monthly Rate	\$839.01	\$1,688.15	\$2,542.27	\$3,398.93	\$4,258.56	\$5,169.70	\$6,087.20
	Calculated Maximum 2027 Rate \$/Month Change	890.11 51.10	1,790.96 102.81	2,697.09 154.82	3,605.92 206.99	4,517.91 259.35	5,484.53 314.83	6,457.91 370.71
C4YG	Commercial Waste - 4 Yard							
	Present 2026 Monthly Rate	\$1,145.33	\$2,310.45	\$3,475.61	\$4,654.01	\$5,837.38	\$7,069.85	\$8,328.11
	Calculated Maximum 2027 Rate \$/Month Change	1,215.08 69.75	2,451.16 140.71	3,687.27 211.66	4,937.44 283.43	6,192.88 355.50	7,500.40 430.55	8,835.29 507.18
C6YG	Commercial Waste - 6 Yard							
	Present 2026 Monthly Rate	\$1,761.44	\$3,572.46	\$5,370.01	\$7,152.28	\$8,959.93	\$10,831.77	\$12,686.54
	Calculated Maximum 2027 Rate \$/Month Change	1,868.71 107.27	3,790.02 217.56	5,697.04 327.03	7,587.85 435.57	9,505.59 545.66	11,491.42 659.65	13,459.15 772.61

As shown above in Table 4 – 3, the existing structure for commercial waste customers with bins has also been maintained.

4.5 Commercial Organics Bins Regularly Scheduled Service

The rate charged for commercial organics is tied to the commercial waste rate. Commercial organics rates are charged at 70% of the commercial waste rates, for a comparable size bin. Similar to the commercial waste bin customers, commercial organics customers have bins which range in size from 1 yard to 6 yards. Additionally, the commercial organics customers also have the option of different levels of service and can select the number of pickups per week. Presented in Table 4 – 4 is a summary of the current commercial organics bin rates and the calculated maximum rates for 2027. The maximum calculated rates assume a 6.09% increase from the present rates. Some rounding of the rates may occur for purposes of ease of administration.

Table 4 – 4
Summary of the Present and Calculated Maximum Commercial Organics
(By Bin Size in Yards; Regularly Scheduled – \$/Month)

Schedule		Collection – Times Per Week						
		1	2	3	4	5	6	7
C1YO	Commercial Organics- 1 Yard							
	Present 2026 Monthly Rate	\$193.61	\$394.13	\$598.12	\$804.50	\$1,012.53	\$1,263.69	\$1,491.00
	Calculated Maximum 2027 Rate	205.40	418.13	634.55	853.49	1,074.19	1,340.65	1,581.80
	\$/Month Change	11.79	24.00	36.43	48.99	61.66	76.96	90.80
C2YO	Commercial Organics - 2 Yard							
	Present 2026 Monthly Rate	\$389.43	\$785.21	\$1,184.79	\$1,587.23	\$1,995.35	\$2,355.66	\$2,789.89
	Calculated Maximum 2027 Rate	413.15	833.03	1,256.94	1,683.89	2,116.87	2,499.12	2,959.79
	\$/Month Change	23.72	47.82	72.15	96.66	121.52	143.46	169.90
C3YO	Commercial Organics - 3 Yard							
	Present 2026 Monthly Rate	\$587.29	\$1,181.74	\$1,779.60	\$2,379.26	\$2,980.98	\$3,618.79	\$4,261.04
	Calculated Maximum 2027 Rate	623.06	1,253.71	1,887.98	2,524.16	3,162.52	3,839.17	4,520.54
	\$/Month Change	35.77	71.97	108.38	144.90	181.54	220.38	259.50
C4YO	Commercial Organics - 4 Yard							
	Present 2026 Monthly Rate	\$801.74	\$1,617.32	\$2,432.91	\$3,257.81	\$4,086.15	\$4,948.94	\$5,829.68
	Calculated Maximum 2027 Rate	850.57	1,715.81	2,581.07	3,456.21	4,335.00	5,250.33	6,184.71
	\$/Month Change	48.83	98.49	148.16	198.40	248.85	301.39	355.03
C6YO	Commercial Organics - 6 Yard							
	Present 2026 Monthly Rate	\$1,233.01	\$2,500.73	\$3,759.00	\$5,006.60	\$6,271.96	\$7,582.22	\$8,880.57
	Calculated Maximum 2027 Rate	1,308.10	2,653.02	3,987.92	5,311.50	6,653.92	8,043.98	9,421.40
	\$/Month Change	75.09	152.29	228.92	304.90	381.96	461.76	540.83

The commercial organics bin rates have maintained the existing rate structure.

4.6 Commercial Organics Carts Regularly Scheduled Service

Commercial customers can also have the smaller gallon-sized carts for organic waste. Presented in Table 4 – 5 is a summary of the current commercial organics cart rates and the calculated maximum rates for 2027. The maximum calculated rates assume a 6.09% increase from the present rates. Some minor rounding of the rates may occur for purposes of ease of administration.

Table 4 – 5

Summary of the Present and Calculated Maximum Commercial Organics (By Gallon Cart Size; Regularly Scheduled - \$/Month)

Schedule		Collection – Times Per Week						
		1	2	3	4	5	6	7
C320	Commercial Organics – 32 Gallon							
	Present 2026 Monthly Rate	\$41.30	\$84.97	\$126.49	\$173.70	\$219.74	\$274.98	\$334.96
	Calculated Maximum 2027 Rate	43.82	90.14	134.19	184.28	233.12	291.73	355.36
	\$/Month Change	2.52	5.17	7.70	10.58	13.38	16.75	20.40
C640	Commercial Organics – 64 Gallon							
	Present 2026 Monthly Rate	\$79.84	\$161.06	\$244.37	\$328.62	\$417.69	\$508.95	\$595.85
	Calculated Maximum 2027 Rate	84.70	170.87	259.25	348.63	443.13	539.95	632.14
	\$/Month Change	4.86	9.81	14.88	20.01	25.44	31.00	36.29
C960	Commercial Organics – 96 Gallon							
	Present 2026 Monthly Rate	\$115.37	\$236.32	\$358.64	\$485.11	\$613.33	\$772.03	\$900.71
	Calculated Maximum 2027 Rate	122.40	250.71	380.48	514.65	650.68	819.05	955.56
	\$/Month Change	7.03	14.39	21.84	29.54	37.35	47.02	54.85

The commercial organics cart rates have maintained the existing rate structure.

4.7 Other Miscellaneous Solid Waste Rates

The solid waste rates also include solid waste rates for multi-family customers. The maximum calculated rates assume a 6.09% increase from the present rates. Some minor rounding of the rates may occur for purposes of ease of administration. These rates are shown below in Table 4 – 6.

Table 4 – 6

Summary of the Present and Calculated Maximum Compactor Rates (Regularly Scheduled - \$/Month)

Schedule		Collection – Times Per Week						
		1	2	3	4	5	6	7
C3CG	Commercial Waste 3 Yard Compactor							
	Present 2026 Monthly Rate	\$2,014.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Calculated Maximum 2027 Rate	2,137.38	0.00	0.00	0.00	0.00	0.00	0.00
	\$/Month Change	122.69	0.00	0.00	0.00	0.00	0.00	0.00
C15CG	Commercial Waste 1.5 Yard Compactor							
	Present 2026 Monthly Rate	\$1,007.50	\$2,015.01	\$3,022.51	\$4,030.02	\$5,037.52	\$6,045.03	\$7,052.53
	Calculated Maximum 2027 Rate	1,068.86	2,137.72	3,206.58	4,275.45	5,344.30	6,413.17	7,482.03
	\$/Month Change	61.36	122.71	184.07	245.43	306.78	368.14	429.50
C15CO	Commercial Organics 1.5 Yard Compactor							
	Present 2026 Monthly Rate	\$705.26	\$1,410.51	\$2,115.76	\$2,821.01	\$3,526.27	\$4,231.52	\$4,936.78
	Calculated Maximum 2027 Rate	748.21	1,496.41	2,244.61	2,992.81	3,741.02	4,489.22	5,237.43
	\$/Month Change	42.95	85.90	128.85	171.80	214.75	257.70	300.65
	Solid Waste Compactor Rate Per Yard							
	Present 2026 Monthly Rate	\$155.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Calculated Maximum 2027 Rate	164.44	0.00	0.00	0.00	0.00	0.00	0.00
	\$/Month Change	9.44	0.00	0.00	0.00	0.00	0.00	0.00

4.8 Rates for Additional Services (Attachment Q)

Recology also provides a number of services that are not considered “Regularly Scheduled” services and are not included as a part of the Attachment L rates discussed above. These services are considered “Additional Services” (i.e., Schedule Q) and as discussed in Section 2, they are adjusted using a cost index for general inflation.

The Maximum Rate set forth in Attachment Q is adjusted annually by multiplying the then effective April CPI-U General for the year in which rates are set and divided by the April CPI-U General from the year prior to the year in which rates are set. For rate year 2027, the April CPI-U-General is 369.215 for 2026 and the April CPI-U-General for 2025 is 355.707. Therefore, each Maximum Rate is multiplied by the April CPI-U-General for 2026 and divided by the April CPI-U-General for 2025. This resulted in an overall rate increase of 3.80% ($369.215 / 355.707$) for Attachment Q rates effective in 2027 for additional services. Details of the Additional Service rates (Schedule Q) can be found in Technical Appendix B.

4.9 Summary

HDR reviewed the Recology rate calculation and concluded that the resulting maximum solid waste rates for both regularly scheduled services (Attachment L) and additional services (Attachment Q) for rate year 2027 were calculated in a manner which reflects the intent of the Agreement.

5 Summary of the Solid Waste Rate Findings, Conclusions and Recommendations

5.1 Introduction

This report has reviewed the calculated Maximum Rates as developed by Recology. HDR used a systematic process to review the base-year costs, along with the resulting maximum rates for regularly scheduled services.

5.2 Summary Findings, Conclusions and Recommendations

HDR has confirmed that the rate adjustment application and the accompanying maximum rate schedules submitted by Recology meet the requirements of the Agreement. On September 22, 2026, HDR will present the proposed 2027 rate adjustments of 6.09% for regularly scheduled services, Schedule L, and 3.80% for unscheduled services, Schedule Q, to the City Council. If accepted by the City Council, a public hearing will be set and customer notification mailed to the City's customers.

5.3 Looking Ahead – Future Rate Adjustment to 2028

The 2028 rate adjustment will include CPI value adjustment components for the current year (2027 for rate year 2028) compared to the 2020 CPI value components and the adjusted 2021 Total Target Revenue. The multiplier will be based on the 2028 Total Target Revenue compared to the 2027 Total Target Revenue of \$10,696,784.

5.4 Summary

This completes the review conducted by HDR for the City of Belmont on the proposed 2027 Solid Waste rates. This report has met the City's requirement to conduct a due diligence review on the proposed compensation to Recology and the resulting regularly scheduled and additional services solid waste rates.



Technical Appendix A – Attachment L Rates Regularly Scheduled Services

The following tables specify Maximum Allowable Rates for Regularly Scheduled Services. These Maximum Rates shall be adjusted annually in accordance with Article 11. The following Attachment L rates are the proposed 2027 rates.

Attachment L Maximum Rate Schedule Effective January 1, 2027 to December 31, 2027 Monthly Rate

RESIDENTIAL CARTS				
	Cart Size (in Gallons)			
	20	32	64	96
1 Pickup Per Week	\$44.15	\$52.68	\$103.71	\$155.57

Residential customers are billed based on their Garbage Cart size.

The monthly rate above includes the following:

- One (1) Garbage Cart provided to customer
- Curbside Household Hazardous Waste Collection
- One (1) 64-Gallon Recycling Cart and (1) 96-Gallon Yard Waste Cart

Attachment L
Maximum Rate Schedule
Effective January 1, 2027 to December 31, 2027
Monthly Rate

COMMERCIAL CARTS

		Cart Size (in Gallons)			
		20	32	64	96
# of Pickups Per Week	1	\$56.34	\$62.55	\$120.97	\$174.86
	2	115.90	128.79	244.10	358.17
	3	172.57	191.70	370.38	543.54
	4	236.91	263.23	498.01	735.25
	5	299.75	333.03	633.03	929.54
	6	375.05	416.70	771.41	1,170.09
	7	456.88	507.62	903.06	1,365.09

The monthly rate above includes the following:

One (1) Garbage Cart

Recycling Cart

COMMERCIAL CARTS ORGANICS

		Cart Size (in Gallons)		
		32	64	96
# of Pickups Per Week	1	\$43.82	\$84.70	\$122.40
	2	90.14	170.87	250.71
	3	134.19	259.25	380.48
	4	184.28	348.63	514.65
	5	233.12	443.13	650.68
	6	291.73	539.95	819.05
	7	355.36	632.14	955.56

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

Attachment L
Maximum Rate Schedule
Effective January 1, 2027 to December 31, 2027
Monthly Rate

COMMERCIAL BINS

		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$293.40	\$590.19	\$890.11	\$1,215.08	\$1,868.71
	2	597.36	1,190.08	1,790.96	2,451.16	3,790.02
	3	906.51	1,795.62	2,697.09	3,687.27	5,697.04
	4	1,219.28	2,405.57	3,605.92	4,937.44	7,587.85
	5	1,534.55	3,024.14	4,517.91	6,192.88	9,505.59
	6	1,915.20	3,570.18	5,484.53	7,500.40	11,491.42
	7	2,259.70	4,228.26	6,457.91	8,835.29	13,459.15

The monthly rate above includes the following:

One (1) Garbage Bin

Recycling container at customer's requested size

COMMERCIAL BINS ORGANICS

		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$205.40	\$413.15	\$623.06	\$850.57	\$1,308.10
	2	418.13	833.03	1,253.71	1,715.81	2,653.02
	3	634.55	1,256.94	1,887.98	2,581.07	3,987.92
	4	853.49	1,683.89	2,524.16	3,456.21	5,311.50
	5	1,074.19	2,116.87	3,162.52	4,335.00	6,653.92
	6	1,340.65	2,499.12	3,839.17	5,250.33	8,043.98
	7	1,581.80	2,959.79	4,520.54	6,184.71	9,421.40

Note: Organics containers are charged at seventy percent (70%) of the similar garbage container size above and service level for garbage, representing a thirty percent (30%) discount

Attachment L
Maximum Rate Schedule
Effective January 1, 2027 to December 31, 2027
Monthly Rate

COMPACTORS							
	# of Pickups Per Week						
	1	2	3	4	5	6	7
Commercial Waste 3 Yard Compactor	\$2,137.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Waste 1.5 Yard Compactor	\$1,068.86	\$2,137.72	\$3,206.58	\$4,275.45	\$5,344.30	\$6,413.17	\$7,482.03
Commercial Organics 1.5 Yard Compactor	\$748.21	\$1,496.41	\$2,244.61	\$2,992.81	\$3,741.02	\$4,489.22	\$5,237.43
Solid Waste Compactor Rate Per Yard	\$164.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The monthly fee above includes the following:

Recycling container at customer's requested size



Technical Appendix B – Attachment Q Rates

Additional Services

The following table specifies the Maximum Allowable Rates for Additional Services. These Maximum Rates shall be adjusted annually in accordance with Article 11. The following Attachment Q rates are the proposed 2027 rates.

Schedule Q

Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
1	Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Maximum Rate in the table at the end of this Attachment	See Maximum Rate in the table at the end of this Attachment
2	Long Distance Service for MFD, Mixed Use, and Commercial Accounts (Note: only applicable to Containers with wheels)	Sections 5.02.B, 5.02.C; and 8.02.B	A - No more than 10% of base monthly Maximum Rate of the Collection Rate for each Container requiring Long Distance Service B - 25% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service	A - Distance greater than 50 feet and less than or equal to 100 feet B - Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
3	Container Relocation Service	Sections 5.02.B and 8.02.B	A - 12% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service B - 27% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service	A - Distance greater than 50 feet and less than or equal to 100 feet B - Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.
4	On-Call, Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	Sections 5.02.A, 5.02.B, and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week.	Per Collection event per Container for Collection requested by Customer

Schedule Q Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
5	Return Trip (SFD, MFD, Mixed Use, or Commercial)	Sections 5.02.A, B, C; 5.03.A, B, C; 5.04.A, B, C	\$21.99 for SFD \$21.99 for Commercial, Mixed Use, and MFD	Per Collection event (i.e. request to return and provide Collection service after the Customer failed to properly set out their Container(s) for regularly scheduled Collection)
6	Additional Targeted Recyclable Materials or Organic Materials Cart Service for SFD	Sections 5.03.A and 5.04.A	\$1.44 per Recycling Cart \$4.37 per Organic Materials Cart	Per Cart per month (any Cart size). Six-month minimum charge required. Includes one-time Cart delivery upon start of service and removal of Cart when service is discontinued by Customer.
7	Additional On-Call Bulky Item Collection	Sections 5.05, 5.06	\$119.55	Per Bulky Item Collection event (in addition to the events provided at no charge to Customer pursuant to Section 5.12)
8	Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Sections 6.03.A and 8.02.F	25% of the base monthly Solid Waste Rate for the size of Container Collected once per week plus Return Trip Fee if applicable	Per Collection event for Container with Contamination Level greater than the maximum level pursuant to Table 1 in Section 6.02.B
9	Lock Service (Key Service)	Section 8.02.B	A - \$12.46 per usage B - \$13.92 per usage	Monthly cost: A - Residential Customers B - Commercial Customers
10	Lock Purchase	Section 8.02.B	\$24.92 per lock	Per lock
No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
11	Overage Service	Section 8.02.G	100% of the base monthly Solid Waste Collection Rate	Per Collection event (after the first two events)
12	Overage Bags Cost	Section 8.02.G	50% of the base monthly Solid Waste Collection Rate or \$11.71 minimum	Per bag
13	Container Cleaning Service	Section 8.05.D	A - \$73.30 B - \$124.61	A - per Cart B - per Bin or Drop-Box Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D
14	Dirty Cart Replacement (Exchange) Service	Section 8.05.D	A - \$95.29 B - \$109.95 C - \$124.61	A - per 32 gallon Cart B - per 64 gallon Cart C - per 96 gallon Cart Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D
15	Additional Confidential Document Destruction Service Event	Section 5.07	\$1,759.08	Per event

Schedule Q Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
16	Additional Compost Material Delivery	Section 5.11	A - \$183.22 per delivery B - \$366.49 per delivery	A - "One-way" only delivery by Contractor where Contractor delivers to and unloads compost at an Agency-approved location B - "Round-trip" delivery by Contractor where Contractor delivers compost in a Drop Box to an Agency-approved location and returns at a later time or date to pick up the Drop Box and any remaining compost (charge includes the delivery of and later pick-up of the Drop Box)
17	Community Drop-Off Events	Section 5.13	\$29,904.55 per event or day	Per event or day targeting 5,000 households. Does not include disposal or public education expenses.
No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
18	Collection for Agency-Sponsored and Non-Agency Sponsored Community Events	Section 5.08	A - \$4,397.71 B - \$7,329.54 C - \$10,994.32	A - One day event with a projected 2,500 or fewer attendees B - One (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C - One (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

Schedule Q
Additional Services (Continued)

Backyard Collection Service Charge for Single Family Dwellings (Section 5.02.A)				
Distance from Curb**	One (1) Solid Waste Cart	Two (2) Solid Waste Carts	Three (3) Solid Waste Carts	Four (4) Solid Waste Carts
Distance <= 50 feet	\$26.36	\$42.08	\$84.22	\$126.30
50 < Distance <= 100 feet	30.79	46.51	88.60	130.71
100 < Distance <= 150 feet	35.16	50.89	92.97	135.10
150 < Distance <= 200 feet	39.59	55.30	97.38	139.52
200 < Distance <= 250 feet	43.97	59.68	101.80	143.92
250 < Distance <= 300 feet	48.37	64.07	106.20	148.29
300 < Distance <= 350 feet	52.78	68.48	110.61	152.68
Each additional 50 foot increment over 350 feet	Amount equal the difference between the Charge for 250 to 300 feet and 300 to 350 feet			
* Backyard Collection Service Charges are charges added to the base monthly rate for Single-Family Collection service, and cover the provision of Backyard Collection Service for all Customer's Solid Waste, Recyclable Materials, and Organic Materials Carts.				
** Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Cart, if there is no curb.				



Technical Appendix C – Proposition 218 Notice



STAFF REPORT

Meeting Date: September 22, 2026
Agency: City of Belmont
Staff Contact: Grace Castaneda, Finance Director, gcastaneda@belmont.gov; Karen Clark, Senior Management Analyst, kclark@belmont.gov
Agenda Title: Modernization and Comprehensive Update to City Fees
Agenda Action: Resolution

Recommendation

Adopt a resolution approving proposed revisions to various types of City fees and directing the City Manager to compile the revisions into the Master Revenue Schedule.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The City of Belmont last conducted a comprehensive fee study in 2015 and has since updated the majority of its fees each fiscal year based on changes in the Consumer Price Index (CPI). Now, there has been over a decade of changes in staffing, operations, and technology that have not been adequately reflected in the Master Revenue Schedule.

California law places specific requirements on how cities set fees for services. Proposition 26, approved by voters in 2010, requires that a fee be directly related to the service it pays for and that it does not exceed the reasonable cost of providing that service. Government Code Section 50076 confirms that properly calculated service fees are not special taxes and do not require voter approval. Government Code Section 65104 authorizes cities to charge planning and zoning fees to recover the cost of processing those requests. Recreation and facility rental fees are treated differently under Proposition 26: because they involve the voluntary use of City property, they may be set at market rate rather than strictly the cost of service.

To bring the Master Revenue Schedule up to date and reevaluate the underlying costs behind its fees, in late-2025, the City contracted with Matrix Consulting Group (Matrix) to conduct a citywide fee study. Over the past nine months, 42 staff members from every City department have taken part in a combined 57 meetings with the consultant to review and validate 402 individual fee line items. These fees primarily covered services provided by building, engineering, planning, parks and recreation, and police, as well as a new fee for electric vehicle (EV) charging.

The study used a standard “bottom-up” method to calculate the cost of each fee, made up of two parts. First, City staff estimated the average time spent on each fee-related task, based on the specific job classification typically responsible for it, rather than a general department-wide average. Second, a fully burdened hourly rate was calculated for each position, including salary, benefits, productive hours (after



subtracting time for vacation, sick leave, holidays, and training), and a share of departmental and Citywide overhead costs based on the City's cost allocation plan. Calculating rates at the individual classification level, rather than applying one blanket rate departmentwide, allowed the study to be more precise in tying each fee to the actual cost of the staff involved. Multiplying the time estimates by the fully burdened hourly rates produced the ultimate full cost of the service.

Analysis

The attached study provides a valuable tool for understanding current service levels and the full cost of delivering those services. The calculated costs identify the maximum justifiable amount that may be charged for each service in accordance with State requirements, providing a framework for staff and the City Council to evaluate and establish appropriate cost-recovery levels.

In general, the proposed fees target full cost recovery, with a limited number of intentional exceptions proposed below full cost to support specific community services or needs. Ultimately, the level of cost recovery for each fee is a policy decision for the City Council, informed by the study's findings, service priorities, fiscal responsibility, and community considerations.

Citywide Results

The attached study provides a reasonable estimate of the costs associated with delivering the City's current services and serves as a foundation for developing a thoughtful and informed fee structure. In developing its recommendations, the City has sought to balance the goal of recovering the costs of providing services with consideration for market conditions and the community we serve. Accordingly, the proposed fees generally target full cost recovery, while facility rental fees are proposed at market rates, as permitted by Proposition 26.

The study also includes a comparison of fees across six peer jurisdictions: Burlingame, Foster City, Menlo Park, Redwood City, San Carlos, and San Mateo. This benchmarking provides helpful context regarding local rates for comparable services and informs the City's review. However, it is best used as a secondary decision-making tool because it does not provide sufficient insight into how other jurisdictions' costs relate to their fees.

Overall, the peer comparison indicates that Belmont's current fees generally fall within the middle to higher range among peer jurisdictions, while some fees remain below the peer average. These findings provide additional context for the City's recommendations and support a balanced approach to maintaining fiscal responsibility, promoting cost transparency, and ensuring fees remain reasonable and consistent with the services provided.

The following sections provide several examples of the proposed fee changes.

Example: Modernizing Building Permit Fees

Since the last comprehensive fee study, the industry standard for calculating certain building permit fees has changed. For example, the previous method for calculating electrical, plumbing, and mechanical permit fees required staff to go through each sheet of the plans and count individual fixtures, an approach that is now considered outdated. The proposed Master Revenue Schedule replaces this practice with a



single fee based on square footage. This new method is simpler for both City staff and permit applicants to calculate, and it is more consistent with how other jurisdictions structure these fees.

Example: Right-Sizing Planning Fees

The proposed Master Revenue Schedule reflects staff's effort to apply best practices and improve internal workflows to establish a more efficient and equitable fee structure. Planning fees have been recalibrated to reflect the time and effort required for each service, based on specific position classifications and updated fully burdened hourly rates. Staff also refined the fee structure by introducing separate fees for small and large project categories in areas such as geologic review, historic evaluations, and small subdivision actions. These changes are intended to better align fees with the actual level of service required, improve transparency, and promote greater efficiency in project processing.

In addition, an upcoming Zoning Code Amendment for single-family design review, directed by the City Council, is intended to further streamline the review process and help mitigate fee increases for smaller projects. If adopted, the Amendment would move certain projects from Tier 3 to Tier 2, reducing the proposed fee for eligible additions from \$10,166 to \$4,783 by eliminating the need for Planning Commission review. This approach demonstrates the City's broader effort to pair updated fees with improved workflows and regulatory efficiencies that can reduce costs for applicants while maintaining appropriate service levels.

Example: Planning and Engineering Permit Fees for Complex Projects

Over the past several years, the City's Planning and Engineering divisions have processed a number of complex, large-scale projects and used the fee study to evaluate the associated review processes and fee structure. Complex Projects generally refer to larger projects involving multiple entitlements and require a deposit against which staff and consultant costs are charged based on work performed.

As part of this review, staff are establishing improved internal practices to track staff time and account for administrative overhead more consistently. The updated approach is intended to better reflect the varying levels of effort and costs associated with Complex Projects, which can differ significantly in scope and complexity. These changes will improve cost transparency, support more consistent cost recovery, and establish a more reliable framework for managing future projects.

Example: Modernizing Facility Rental Fees

As permitted under Proposition 26, recreation and facility rental fees may be set at market rate rather than strictly at the cost of the service, because they involve the voluntary use of City property. The proposed rates have been adjusted to remain in the mid-range compared to peer jurisdictions. The rental fee structure is also being simplified: currently, renters pay a deposit, a processing fee, a setup fee (for non-profits), and an hourly rate. Under the new structure, the processing and setup costs are folded into the hourly rate, so renters pay only a refundable deposit plus an hourly rate.

New Fees

In addition to adjusting and simplifying existing fees, the study identifies services the City currently provides that are not reflected in the existing Master Revenue Schedule. Since the last fee study, permitting requirements and other City services have evolved, creating a need to update the fee structure to better



reflect current operations.

The proposed Master Revenue Schedule addresses these gaps by introducing fees for previously unaccounted-for service areas including affordable housing requirements, missed inspection appointments, Transportation Demand Management (TDM) Compliance Report reviews, and electric vehicle (EV) charging. The new EV charging fee reflects the City's ongoing installation of 12 new EV charging stations, along with 10 make-ready installations, across three City sites.

These additions help ensure that the City's fee structure keeps pace with evolving services, improves transparency, and supports more consistent cost recovery. All proposed new fees are identified in the attached Master Revenue Schedule with "New" in the "Current Fee" column.

Policy Consideration: Fees Proposed Below Full Cost Recovery

While full cost recovery is generally the goal, maintaining certain fees below full cost recovery is a deliberate policy choice. This approach is consistent with Government Finance Officers Association (GFOA) guidance, which recognizes that there may be legitimate reasons to subsidize certain services, including encouraging compliance, preserving access to services, or supporting outcomes that provide a broader benefit to the community.

The fees proposed below full cost recovery are:

- False alarm fees, for the 1st through 4th incidents
- The fee for a victim's first requested copy of a police report
- The fee for first-incident e-bike storage and release
- The fee for outside-agency ticket sign-off
- Fees for temporary street closures
- Fees for temporary banner permits on Ralston Ave.
- Tree removal permits associated with general property maintenance
- Master sign permits
- Appeals of planning review decisions

The tree removal permit fee associated with general property maintenance is proposed lower, similar to peer jurisdictions; to encourage compliance so residents obtain a permit and replant rather than remove trees without the City's knowledge.

Other fees proposed below full cost recovery include master sign permits, to remain small-business friendly, and appeals of planning review decisions, consistent with our prior approach and in line with the practice of peer jurisdictions

Implementation and Monitoring

If the City Council approves the proposed fee revisions, staff will:

- Update internal processes, such as time-tracking, to support the new fee structure
- Update the City's permit and reservation systems so new fees are applied correctly
- Continue to adjust fees annually based on factors such as time and effort updates or an economic



indicator, such as the Consumer Price Index

- Target a comprehensive fee study every five to seven years
- Monitor the financial impact of the new fees
- Monitor major operational changes, such as the potential Harbor Industrial Area (HIA) annexation, that could affect staffing levels and the cost of providing City services

Recommendation

Staff recommend that the City Council adopt the attached resolution approving the proposed fee revisions and directing the City Manager to compile the revisions into the Master Revenue Schedule.

Alternatives

1. Refer back to staff for more information
2. Take no action and maintain the current fee schedule

Attachments

- A. Resolution
- B. Presentation
- C. Comprehensive User Fee Study Report
- D. Proposed Master Revenue Schedule

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Overall, the proposed fees are targeted at recovering the cost of providing the services related to each fee, with exceptions on certain fees as described above that are proposed below full cost to encourage compliance, preserve access, or reflect a benefit to the community.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Other*

*In addition to the posting of the agenda, staff placed two newspaper notices prior to the meeting.

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING REVISIONS TO VARIOUS TYPES OF CITY FEES AND DIRECTING THE CITY MANAGER TO COMPILE THE REVISIONS INTO THE MASTER REVENUE SCHEDULE

WHEREAS, the City of Belmont last conducted a comprehensive fee study in 2015, and has since updated the majority of its fees each fiscal year based on changes in the Consumer Price Index (CPI) without a full reevaluation of the underlying cost of providing each service; and,

WHEREAS, California Proposition 26 requires that a fee charged by a local government be directly related to the service it pays for and that the fee not exceed the reasonable cost of providing that service, with the exception of recreation and facility rental fees, which are voluntary and therefore may be set at market rate; and,

WHEREAS, Government Code Section 50076 confirms that properly calculated service fees are not special taxes and do not require voter approval; and,

WHEREAS, Government Code Section 65104 authorizes cities to charge planning and zoning fees to recover the cost of processing those requests; and,

WHEREAS, the City contracted with Matrix Consulting Group to conduct a citywide fee study to review and validate fees for services provided by building, engineering, planning, parks and recreation, and police, as well as a new electric vehicle (EV) charging fee; and,

WHEREAS, the total costs set forth in the Comprehensive User Fee Study Report, attached hereto as Exhibit A, represent the maximum justifiable, legally defensible cost of providing each service, with the final adopted rate for each fee remaining within the City Council's discretion; and,

WHEREAS, the proposed fees, attached hereto as Exhibit B, generally target cost recovery, though certain fees are proposed below full cost as a deliberate policy choice, consistent with best practices from the Government Finance Officers Association (GFOA), which recognizes legitimate reasons for keeping certain fees below cost, such as encouraging compliance, preserving access, or reflecting a benefit to the community; and,

WHEREAS, GFOA best practices recommend that governments regularly review and update charges and fees, updating them annually using an economic indicator such as the Consumer Price Index (CPI) or another cost-based escalator to keep fees in step with inflation between comprehensive studies; and,

WHEREAS GFOA best practices recommend that governments conduct periodic comprehensive fee study analyses to reassess the underlying assumptions used to calculate the cost of service, including staffing involvement, service delivery practices, processing steps, technology changes, and service levels, with the report provided as Exhibit A recommending

this practice every five to seven years.

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

SECTION 1. The proposed Fiscal Year 2026-27 additions and amendments to the existing City of Belmont fees, rates, fines, and other charges shown on Exhibit B are adopted.

SECTION 2. All new and adjusted fees will take effect 60 days after adoption, with the exception of the following fees, to take effect immediately: temporary street closures, Ralston Ave. banner permit, outside agency ticket signoffs, and EV charging fees.

SECTION 3. If a City of Belmont fee does not approximate actual cost incurred, the Finance Director has the authority to charge actual cost incurred including time, material, and overhead.

SECTION 4. The Finance Director has the authority to establish procedures for evaluation of hardship requests for certain fees.

SECTION 5. The City Manager is authorized and directed to compile the new and adjusted fees into the Master Revenue Schedule and make such organizational and formatting changes reasonably necessary to reflect the current fees, rates, and other charges previously approved and to incorporate the amendments to specific fees and new fees adopted herein.

SECTION 6. The City Manager is authorized and directed to include in the Master Revenue Schedule such fees, rates, fines, and other charges as may be adopted by the Belmont Fire Protection District.

* * *

ADOPTED September 22, 2026 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



1

Tonight's Agenda

- **Project Purpose & Process:** Why, How, and What
- **Examples:** Updated Methodologies, New Fees, and Cost Recovery
- **Next Steps:** Implementation and Recommendation

2



3

Project Scope & Effort

9

months

42

staff

57

meetings

402

fees

4

Why We're Modernizing



Updated Baseline

Determine direct and indirect costs. Ensure fees capture current operations and specific positions involved.



Legal Compliance

Ensure fees are reasonable and justified.



Policy Framework

Full-cost results provide the Council a clear tool to confirm cost-recovery levels.

5

Fee Calculation Methodology

TIME ESTIMATE

Average staff time spent per permit, application, or fee activity

×

FULLY BURDENED HOURLY RATE

Salaries, benefits, productive hours, supplies, and overhead

=

FULL COST

Maximum justifiable fee that may be assessed*

*Recreation & facility rental fees are the exception and may be set at market rate.

6

Citywide Results Summary

402

fees reviewed
including building,
planning, engineering,
parks and recreation,
and police

- Worked with City staff to modernize, applying industry best practices
- Proposed fees target full cost recovery
- Comparative survey looked at fees from:
 - Burlingame
 - Foster City
 - Menlo Park
 - San Carlos
 - San Mateo
 - Redwood City

Key takeaway: Proposed fees are grounded in the actual cost of service and consistent with regional norms.

7



8

Example: Permit Fees for Complex Projects

- Complex Projects are those with multiple entitlements; size can vary dramatically
- Updating system based on experience the last few years
- Collect a deposit from the applicant
- Revised approach:
 - Consultant costs – charge 15% administrative fee
 - Applicant pays direct cost of consultants plus the 15%
 - Staff time tracked and charged against deposit

Key takeaway: The proposed changes will better account for the wide range of complex projects, increase transparency and improve consistency.

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Example: Modernizing Facility Rental Fees

- Set at market rate (Prop 26 exception)
- Proposed rates rise slightly, remaining mid-range vs. peer jurisdictions
- Simplified rental pricing structure

FROM

Deposit + processing fee +
setup fee + hourly rate



TO

Deposit + hourly rate*

*Processing and staffing costs are incorporated into the base hourly rate.

12

New Fees

- Several new fees reflect evolving regulatory and service responsibilities.
- Examples:
 - Affordable housing-related fees
 - Inspection no shows
 - Transportation Demand Management (TDM) Compliance Report Reviews
 - EV charging fees

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Policy Consideration: Fees Below Full Cost Recovery

- Recommendations seek to balance cost recovery with consideration for market conditions and the community we serve
- Proposed fees generally target full cost recovery
- Limited exceptions support specific community services or needs
- Ultimately, cost recovery levels are a policy decision of the City Council

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Policy Consideration: Fees Below Full Cost Recovery

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Police Report				
Victim Requested First Copy	Each	\$0	\$47	\$0
Non-Victim Requested / Subsequent Victim Requested Copies	Each	\$27	\$47	\$47
E-Bike Storage & Release				
1st Incident	Each	\$50	\$362	\$150
2nd or more incidents	Each	\$50	\$362	\$362
Ticket Sign-off (outside agency)	Per Vehicle	\$27	\$70	\$20
False Alarm Fees (per calendar year)				
1st and 2nd incident	Each	\$0	\$315	\$0
3rd incident	Each	\$125	\$315	\$150
4th incident	Each	\$225	\$315	\$275
5th or more incident	Each	\$525	\$315	\$315

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Policy Consideration: Fees Below Full Cost Recovery

Fee Name	Unit	Current Fee	Total Cost	Proposed Fee
Planning Appeals				
Appeal of Planning Action to City Council	Each	\$1,683	\$9,484	\$5,000
Appeal of Administrative Action to Planning Commission	Each	\$259	\$9,484	\$3,000
Appeal of tree permit	Each	\$523	\$3,622	\$2,000
Master Sign Program	Each	\$2,382	\$8,113	\$4,000
Temporary Street Closure Permit				
Community Events (30 days min notice)	Each	\$414	\$771	\$150
Community Events (less than 30 days notice)	Each	\$414	\$996	\$200
Banner Permit (Ralston Ave)	Each	\$456	\$534	\$100
Tree Removal Permit Associated with General Property Maintenance	Per Permit	\$92	\$372	\$139

16



17

Implementation & Monitoring

- 1 Update staff processes, such as time-tracking
- 2 Update permit/reservation systems to reflect new fees
- 3 Update fees annually: economic indicator, time and effort updates
- 4 Target comprehensive fee study analysis every 5–7 years
- 5 Monitor financial impact and major operational changes (e.g., HIA annexation)

18

Recommendation

Adopt a resolution approving proposed fee revisions to various types of City fees, directing the City Manager to compile the revisions into the Master Revenue Schedule.

19



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DRAFT COMPREHENSIVE USER FEE STUDY REPORT

SEPTEMBER 2026

BELMONT, CA

MATRIX
CONSULTING GROUP

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INTRODUCTION AND EXECUTIVE SUMMARY

The **draft** report that follows presents the results of the Comprehensive User Fee study conducted by Matrix Consulting Group for the City of Belmont, California.

PROJECT BACKGROUND AND OVERVIEW

The City of Belmont last conducted a comprehensive fee study in 2015 and has since updated the majority of its fees each fiscal year based on changes in the Consumer Price Index (CPI). Given that more than 10 years have passed since the prior study, the City contracted with Matrix Consulting Group to reevaluate its fees and ensure they reflect current service costs, staffing practices, and operational processes. The analysis outlined in the report evaluates and determines the full cost (direct and indirect) of providing a variety of fee-based City services based on the existing organizational structure and processes. This analysis evaluated the cost-of-service relationships among fee-for-service activities in the following areas: Building, Engineering, Planning, Parks & Recreation, Police, and EV Charging.

The results of this study provide a tool for understanding current service levels and the cost for those services. The total costs calculated in this study are not recommendations. Rather, they identify the maximum justifiable cost that may be charged for each service in alignment with state mandates and provide a framework for the City Council and stakeholders to evaluate cost-recovery levels. The level of cost recovery ultimately remains a policy decision for the City Council.

GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by Matrix Consulting Group uses a widely accepted “bottom-up” cost-of-service approach that estimates the cost of each service based on the staff time and resources required to deliver it. Under this approach, services are organized by Department or Program, and the staff time required to perform each fee-related activity is identified. Once the time required for each activity is determined, applicable direct and indirect cost components are applied to establish the full cost of providing the service. The following table provides an overview of the cost components used to calculate the full cost of services provided by the City.

TABLE 1: OVERVIEW OF COST COMPONENTS

<i>Cost Component</i>	<i>Description</i>
<i>Direct</i>	Fiscal Year 2025-26 Budgeted salaries, benefits, and allowable expenditures.
<i>Indirect</i>	Division, departmental, administrative, and Citywide support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing a service, regardless of whether a fee is charged. The analysis conducted by Matrix Consulting Group involved the following key steps:

- **Department / Program Staff Interviews:** The project team interviewed department/program staff about their needs to clarify the structure of existing fee items or add new fee items.
- **Data Collection:** The team collected data for each permit/service, including time estimates. In addition, Matrix Consulting Group entered all budgeted costs and staffing levels for Fiscal Year 2025-26 into its analytical software model.
- **Cost Analysis:** The analysis established the full cost of providing each service.
- **Review and Approval of Results with City Staff:** Department management has reviewed and approved these documented results.

Subsequent chapters of this report provide a more detailed description of the user fee methodology and the legal and policy considerations.

SUMMARY OF RESULTS

The detailed documentation of this study shows over-collection on some fees (per unit) and under-collection on others. The results of this analysis provide the Departments and the City with guidance on how to right-size their fees to ensure that each service unit is set at an amount that does not exceed the full cost of providing that service. The cost recovery figures displayed in this report are intended to provide a basis for policy development discussions among Councilmembers and City staff and do not represent a recommendation on where or how the Council should act. The setting of the “rate” or “price” for services, whether at full cost recovery or lower, is a policy decision to be made only by the Council with input from City staff and the community.

CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The following recommendations are based on the Government Finance Officers Association (GFOA) best practices for Establishing Government Charges and Fees. Matrix Consulting Group recommends that the City use the results of this study to support its ongoing fee administration practices, including adopting or continuing a formal cost recovery policy, conducting periodic comprehensive fee studies, and updating fees annually based on an appropriate economic indicator.

FORMAL COST RECOVERY POLICY

GFOA best practices recommend that governments establish a user fee policy that clearly defines the purpose and strategy for setting fees. A formal cost recovery policy provides a consistent framework for determining the extent to which the City intends to recover the full cost of providing fee-related services, as well as when lower levels of cost recovery may be appropriate due to broader community benefit, access, or policy considerations. The City already has an established cost recovery policy and complies with this industry best practice. The City should ensure it uses that adopted policy as the basis for fee recommendations.

RECOMMENDATION #1

The City already has an adopted cost recovery policy; as such the City should continue to use and periodically update the policy to ensure it remains aligned with current service priorities, legal requirements, and cost recovery objectives.

UPDATE FEES ANNUALLY BASED ON AN ECONOMIC INDICATOR

GFOA best practices recommend that governments regularly review and update charges and fees. As part of this practice, agencies often update adopted fees annually using an appropriate economic indicator, such as the Consumer Price Index (CPI) or another cost-based escalator, to help keep fees in step with inflation between comprehensive studies. This practice supplements fiscal sustainability between periodic comprehensive fee studies.

RECOMMENDATION #2

The City should continue updating fees annually based on an appropriate economic indicator.

CONDUCT PERIODIC COMPREHENSIVE FEE STUDY ANALYSIS

GFOA best practices recommend that governments regularly review and update user fee policies and fee levels. While annual updates help maintain fee levels over time, they do not reassess the underlying assumptions used to calculate the cost of service, including staffing involvement, service delivery practices, processing steps, technology changes, and service levels.

RECOMMENDATION #3

The City should continue its practice of conducting comprehensive analyses but do so at a 5-7 year interval instead of 10 years. Doing so ensures fees are periodically evaluated against current costs, processes, and policy objectives.

LEGAL FRAMEWORK

This section of the report provides an overview of the legal rules and regulations governing what constitutes a fee-for-service, how those fees can be calculated, and the general principles, philosophies, and policy considerations for setting fees for service.

LEGAL OVERVIEW

A “user fee” is a charge for a service provided by a governmental agency to a citizen or a group of the public. California has several Government Codes and Propositions that regulate fees for service, with the purpose of ensuring that fees are reasonable and justified. The most prominent and relevant of these include:

- **Proposition 26 (2010):** Defines the distinction between a fee and a tax and dictates that fees must be directly related to a service and cannot exceed the reasonable cost of that service.
- **Government Code § 50076:** clarifies that fees for service costs are not special taxes and do not need voter approval.
- **Government Code § 65104:** authorizes local governments to charge planning and zoning fees to recover processing costs.

When determining fees for service, it is important to ensure there is a **direct benefit** – the service is provided directly to the payer, and that it is **cost-based** and does not exceed the reasonable cost of providing the service.

EXCEPTIONS TO THE RULE

While Proposition 26 defines what constitutes a user fee and how those fees can be determined, it also provides a key exception for fees charged for facility, property rentals, or recreation programming. This exception states that fees for the use of government property (e.g., renting public buildings, parks, or event spaces) or for recreation and programming services are voluntary transactions. Therefore, governments can charge market-based rental fees for these services.

GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments provide many types of general services to their communities. While all services provided by local government are beneficial to constituents, some are globally beneficial to all citizens, while others provide more direct benefits to specific groups or individuals. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

TABLE 2: SERVICES IN RELATION TO BENEFIT RECEIVED

"Global" Community Benefit	"Global" Benefit and an Individual or Group Benefit	Individual or Group Benefit
• Police • Park Maintenance • Fire Suppression	• Recreation Programming	• Development Services • Facility Rentals • Special Events

Funding for local government is obtained from multiple revenue sources, such as taxes, fines, grants, special charges, and user fees. In recent years, alternative tax revenues, which typically offset subsidies for community services, have become increasingly limited. These limitations have drawn increased attention to user-fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. As outlined in the table above, services in the "global community benefit" section are primarily funded through voter-approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fees, and other funding sources. Finally, in the "individual/group benefit" section of the table are the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed based on the degree of individual or private benefit derived from the services.** For example, the processing and approval of a land use or building permit will generally result in a monetary gain for the applicant, whereas Police services and Fire Suppression are essential to the safety of the community at large.
- **A profit-making objective should not be included in the assessment of user fees.** In fact, California law requires that service charges be directly proportional to the costs of providing those services. Once a charge for a service is assessed at a level higher than the actual cost of providing it, the term "user fee" no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are set at a level sufficient to recover, at most, the cost of providing the particular service.

GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

In many cases, programs, circumstances, and services justify a subsidy from a tax-based or alternative revenue source. However, jurisdictions must prioritize allocating revenue sources for service provision based on the continuum of benefits received.

Among the services typically funded by user fees, the Matrix Consulting Group identifies several reasons why City staff or the City Council may not advocate for full cost recovery. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit on the jurisdiction's ability to charge a fee. Examples include time spent copying and retrieving public documents and/or transportation permits.
- **Encourage compliance or influence user behavior.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit to replace a water heater in a residential home exceeds the cost of the water heater itself, many citizens will avoid applying for the permit.
- **The benefits received by the service user and the community at large are mutual.** Many services that directly benefit a group or individual equally benefit the community. Examples include Planning Design Review, historical dedications, and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining service costs and to ensure that the City complies with State law.

SUMMARY OF LEGAL RESTRICTIONS AND POLICY CONSIDERATIONS

Once the full cost of providing services is known, the next step is to determine the "rate" or "price" for services at a level not more than the full cost. The City Council makes this decision, which often involves balancing service levels and funding sources. Placing a service or activity within the continuum of benefit received may require extensive discussion and, at times, fall into a "grey area." However, with the resulting cost-of-services information from a User Fee Study, the City Council can be assured that the adopted fee-for-service is reasonable, fair, and legal.

USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a commonly known and accepted cost allocation methodology, referred to as the “bottom-up” approach, to establish User Fees. Through this methodology, several cost components are calculated for each fee-for-service. These components then build on one another to comprise the total cost of providing the service. The following chart describes the components of a full cost calculation:



The following sections describe the two primary components of the full cost calculation.

TIME ESTIMATION

The use of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand the City's service levels and processes developed these estimates. The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of **average times** for providing services. Unusually complex or atypically simple projects are excluded from the analysis.
- Estimates reflect the time associated with the **position(s)** that typically perform the service.
- Estimates are reviewed by the project team for “**reasonableness**” against their experience with other agencies.
- Estimates were not based on time-in-motion studies because they are impractical given the scope of services and the time frame for this project.
- Estimates match current or proposed staffing levels to ensure no over-allocation of staff resources between fee- and non-fee-related activities.

While time estimates are not without limitations, they represent the most practical and defensible approach for establishing a standardized level of service upon which to base user fees and meet California legal requirements.

The alternative to time estimating is actual time tracking, often referred to as billing on a “time and materials” basis. Except in the case of anomalous or very large and complex projects, Matrix Consulting Group believes this approach is not cost-effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden of tracking, billing, and collecting for services in this manner.
- Additional costs are associated with the administrative staff's billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services before applying for permits or participating in programs.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrant time tracking and billing on a "time and materials" basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate.

FULLY BURDENED HOURLY RATES

The fully burdened hourly rates calculated through this study include the following components:

- **Salaries:** FY25-26 Budgeted salaries were utilized and consolidated at the positional level.
- **Benefits:** FY25-26 Budgeted benefits were utilized and consolidated at the positional level.
- **Productive Hours:** Based on Belmont's current personnel system rules, working or productive hours were calculated. This means taking the starting total working hours and reducing the hours by vacation, sick, holidays, trainings, and administrative leave based on each bargaining unit
- **Departmental / Divisional Overhead:** This covers internal service charges and operating supply costs, such as vehicle and supply expenses. Additionally, this component includes the cost of support from the Director, Administrative, and Analytical staff who do not directly work on fees.
- **Citywide Overhead:** This captures support provided by the City Council, City Manager, City Clerk, City Attorney, Finance, and Human Resources. The costs are based on the City's Cost Allocation Plan (provided under separate cover).

Together, these components generate fully burdened hourly rates by position/classification and/or department/division. These rates were multiplied by the time assumptions to calculate the full cost of services noted in this report.

PARK AND RECREATION SPECIFIC

In addition to staff time and fully burdened hourly rates, Parks and Recreation fees may include additional cost components related to materials and facility use, as outlined in the following chart.



Material costs reflect the use of equipment, supplies, and space necessary to deliver programs and activities. Participation and utilization also play a significant role in determining per-unit costs.

While direct and material costs establish the total cost of a program or activity, program-based services are influenced by enrollment levels, where higher participation reduces the cost per participant. Similarly, rental and facility-based services are driven by estimated hours of use, with utilization directly impacting per-unit costs. As a result, variations in participation and utilization may contribute to differences in cost recovery across services.

RESULTS OVERVIEW

The purpose of a cost-of-service (user fee) analysis is to enable the City Council and Department staff to maintain service levels that are both effective and responsive to community needs, while retaining control over policy and service-delivery decisions.

The results presented in this report are not intended to represent a precise measurement. In general, a cost-of-service analysis represents a “snapshot in time,” based on a single fiscal year’s financial and operational data. Changes to fee structures, combined with time estimates, yield reasonable projections of subsidies and revenue. Consequently, City Council and Department staff should rely on these estimates as a planning tool to understand the potential impacts of implementation.

The discussion of results in the following chapters is intended to summarize the extensive cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each user fee, including the following:

Fee Schedule Modifications	Summarizes proposed revisions to the current fee schedule, including elimination or addition of fees, wording or unit changes, expansion or consolidation of fees, etc.
Detailed Results	Shows the per unit results calculated and compares the total cost of providing each service to the current fee (where applicable). “New” is used to denote if no current fee exists. “Modified” is used to denote if a current recovery mechanism does exist but through this analysis the unit for charging the fee was adjusted.

The full analytical results were provided to City staff separately from this summary report.

COMMUNITY DEVELOPMENT - BUILDING

The Building Division, part of the Community Development Department, is responsible for reviewing and issuing permits associated with all building-related activities within the City limits. The fees examined in this study include commercial and residential building permits (including valuation-based and flat-fee permit types), plan check services, mechanical, electrical, and plumbing permits, solar photovoltaic system permits, and other administrative fees. The following subsections discuss fee schedule modifications and detailed per unit results.

FEE SCHEDULE MODIFICATIONS

The project team worked with City staff to review and augment the current fee schedule. Various fees were added and modified to reflect the current fee-based services offered. The following modifications were proposed to the fee schedule:

NEW FEES

Six (6) fees were added to the fee schedule to capture new service areas:

- Under residential 'Building Permits', a 'Per 10 LF' fee was added to account for walls longer than 50 linear feet.
- 'Alternate Materials Request'
- 'Unreasonable Hardship Request'
- 'Temporary Certificate of Occupancy'
- 'Permit Re-Activation Not Under Construction Time Limits'
- 'Address Change Requests'

These additions expand the scope of the fee schedule to reflect the City's evolving regulatory and service responsibilities.

MODIFIED FEES

Various fees were revised to better reflect the City's current processes for providing these services:

- Within the valuation tier structure of the 'Building Permit Fee' section, the lowest tier, '\$1 - \$500', was consolidated into the existing '\$501 - \$2,000' tier to create a new '\$1-\$2,000' tier to better reflect the current value of projects.
- Several fees that were previously valuation-based were created into flat fees such as EV Chargers.
- Rather than counting fixtures, the administration of residential and commercial Electrical, Plumbing and Mechanical 'New, Additions, Alterations' permits was modified to 'per sq. ft.'

The noted modifications ensure that the proposed fee schedule more accurately reflects the services provided by Building staff and is in alignment with industry trends and standards. .

DETAILED RESULTS

The Building Division collects fees for commercial and residential building permits (including valuation-based and flat-fee permit types), plan check services, mechanical, electrical, and plumbing permits, solar photovoltaic system permits, and other administrative fees. The total cost calculated for each service includes direct staff costs and indirect Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered. Only fees reviewed in this analysis appear in the table; fines/penalties, actual costs, etc., were omitted because the project team did not calculate total costs for these service types.

TABLE 3: TOTAL COST PER UNIT RESULTS – BUILDING

Fee Name	Current Fee	Total Cost	Difference
Building Permit Fee			
\$1 - \$2,000			
First \$1	\$42.65	\$424.35	(\$381.70)
Each additional \$100 or fraction thereof, to and including \$2,000	\$4.92	\$3.80	\$1.12
\$2,001 - \$25,000			
First \$2,000	\$125.63	\$500.25	(\$374.62)
Each additional \$1,000 or fraction thereof, to and including \$25,000	\$22.68	\$19.80	\$2.88
\$25,001 - \$50,000			
First \$25,000	\$841.45	\$955.65	(\$114.20)
Each additional \$1,000 or fraction thereof, to and including \$50,000	\$16.36	\$46.44	(\$30.08)
\$50,001 - \$100,000			
First \$50,000	\$1,774.48	\$2,116.58	(\$342.10)
Each additional \$1,000 or fraction thereof, to and including \$100,000	\$11.35	\$93.05	(\$81.70)
\$100,001 - \$500,000			
First \$100,000	\$6,612.37	\$6,768.92	(\$156.55)
Each additional \$1,000 or fraction thereof, to and including \$500,000	\$9.07	\$11.12	(\$2.05)
\$500,001 - \$1,000,000			
First \$500,000	\$10,931.92	\$11,215.98	(\$284.06)
Each additional \$1,000 or fraction thereof, to and including \$1,000,000	\$7.69	\$16.05	(\$8.36)
\$1,000,001 - \$10,000,000			
First \$1,000,000	\$15,242.85	\$19,239.79	(\$3,996.94)
For each additional \$1,000 or fraction thereof	\$5.91	\$3.66	\$2.25
\$10,000,001 - \$50,000,000			
First \$10,000,000	\$68,432.85	\$52,141.63	\$16,291.22
For each additional \$1,000 or fraction thereof	\$5.91	\$1.82	\$4.09
\$50,000,001 and Above			
First \$50,000,000	\$304,832.85	\$124,748.76	\$180,084.09
For each additional \$1,000 or fraction thereof	\$5.91	\$0.91	\$5.00

Fee Name	Current Fee	Total Cost	Difference
Building Support Fees			
Plan Check – Building Review	65%	65%	0%
Building Permits			
Residential			
Bathroom	\$793	\$946	(\$153)
Cellular Antenna	\$1,191	\$1,246	(\$55)
Deck	\$993	\$1,355	(\$362)
Drainage System	\$993	\$1,141	(\$148)
Fireplace Insert	\$595	\$642	(\$47)
Kitchen Remodel	\$793	\$946	(\$153)
Pergola	\$1,191	\$1,160	\$31
Re-Roofs	Valuation	\$534	N/A
Retaining Wall			
Linear Foot to 50	\$1,389	\$1,550	(\$161)
Linear Foot Per 10LF	New	\$318	N/A
Siding/Stucco	\$1,191	\$849	\$342
Spa/Hot Tub/Sauna			
Alteration	Valuation	\$989	N/A
New	Valuation	\$989	N/A
Swimming Pool			
Alteration	\$1,389	\$989	\$400
New	\$1,389	\$1,378	\$11
Voluntary			
Foundation Upgrade	\$1,191	\$1,160	\$31
Seismic Upgrade	\$993	\$1,008	(\$15)
Windows			
Up to 5	\$993	\$600	\$393
More than 5	\$993	\$1,055	(\$62)
Commercial			
Swimming Pool			
New	\$1,389	\$1,898	(\$509)
Alteration	\$1,389	\$1,203	\$186
Spa/Hot Tub/Sauna			
Alteration	Valuation	\$1,203	N/A
New	Valuation	\$1,496	N/A
Spray Booth	\$1,191	\$1,291	(\$100)
Electrical Permits			
Residential			
New, Additions, Alterations	\$0.17	\$0.40	(\$0)
Electrical permit	\$203	\$382	(\$179)
Temp Power	\$187	\$303	(\$116)
Subpanel	\$203	\$303	(\$100)
Service Panel			
Up to 200A	\$203	\$303	(\$100)
201-1000	\$203	\$303	(\$100)
Over 1000	\$406	\$303	\$103
Rewire	\$203	\$400	(\$197)
EV Charger			
Single Family/Duplex	\$203	\$303	(\$100)

Fee Name	Current Fee	Total Cost	Difference
Level I or II	\$203	\$303	(\$100)
Commercial			
New, Additions, Alterations	\$0.17	\$0.30	(\$0)
Electrical permit	\$203	\$401	(\$198)
Temp Power	\$187	\$401	(\$214)
Subpanel	\$203	\$401	(\$198)
Service Panel			
Up to 200A	\$203	\$401	(\$198)
201-1000	\$203	\$401	(\$198)
Over 1000	\$406	\$401	\$5
Rewire	\$203	\$651	(\$448)
EV Charger			
Level I or II	Valuation	\$857	N/A
Level 3	Valuation	\$1,550	N/A
Solar			
Residential			
Solar Energy	\$450	\$633	(\$183)
Per kW above 15 kW	\$15	\$15	\$0
Solar Thermal	\$450	\$633	(\$183)
Per kW above 15 kW	\$15	\$15	\$0
Battery Storage	New	\$481	N/A
Commercial			
Solar Energy	\$1,000	\$1,659	(\$659)
Per kW above 50 kW to 250 kW	\$7	\$7	\$0
Per kW above 250 kW	\$5	\$5	\$0
Solar Thermal	\$1,000	\$1,659	(\$659)
Per kW above 50 kW to 250 kW	\$7	\$7	\$0
Per kW above 250 kW	\$5	\$5	\$0
Battery Storage	New	\$1,355	N/A
Plumbing Permits			
Residential			
New, Additions, Alterations	Modified	\$0.40	N/A
Plumbing Permit	\$206	\$382	(\$176)
Sewer Lateral	\$286	\$362	(\$76)
Water Repipe	\$220	\$362	(\$142)
Gas Lines			
1 - 5	\$190	\$382	(\$192)
Over 5	\$206	\$382	(\$176)
Drain, Waste, Vents DWV	\$206	\$382	(\$176)
Fixtures in Trap	\$206	\$230	(\$24)
Water Heater			
Gas tank	\$206	\$329	(\$123)
Tankless	\$206	\$329	(\$123)
Heat Pump Water Heater	\$206	\$329	(\$123)
Backflow	Valuation	\$382	N/A
Commercial			
New, Additions, Alterations	Modified	\$0.30	N/A
Plumbing Permit	\$206	\$401	(\$195)
Sewer Lateral	Valuation	\$401	N/A

Fee Name	Current Fee	Total Cost	Difference
Water Repipe	Valuation	\$553	N/A
Gas Lines			
1 - 5	\$190	\$401	(\$211)
Over 5	\$206	\$553	(\$347)
Drain, Waste, Vents DWV	\$206	\$401	(\$195)
Fixtures in Trap	\$206	\$401	(\$195)
Water Heater			
Gas tank	\$206	\$401	(\$195)
Tankless	\$206	\$401	(\$195)
Heat Pump Water Heater	\$206	\$553	(\$347)
Backflow	Valuation	\$553	N/A
Mechanical Permits			
Residential			
New, Additions, Alterations	Modified	\$0.40	N/A
Mechanical Permit	\$207	\$382	(\$175)
Furnace only	\$207	\$329	(\$122)
HVAC system	\$207	\$329	(\$122)
Heat Pump HVAC	\$207	\$329	(\$122)
Commercial			
New, Additions, Alterations	Modified	\$0.30	N/A
Mechanical Permit	\$207	\$401	(\$194)
HVAC	\$207	\$596	(\$389)
Furnace Only	\$207	\$596	(\$389)
Heat Pump	\$207	\$748	(\$541)
Air Handler/Air Condition			
To 10 Tons	\$26	\$748	(\$722)
Over 10 Tons	\$57	\$1,203	(\$1,146)
Other Admin Fees			
Alternate Materials Request	New	\$1,596	N/A
Unreasonable Hardship Request	New	\$1,469	N/A
Research Services	Actual Cost	\$131	N/A
Temporary Certificate of Occupancy	New	\$1,336	N/A
Permit Re-Activation Not Under Construction Time Limits	New	\$595	N/A
Address Change Requests	New	\$786	N/A
Inspection outside of normal business hours	\$397	\$336	\$94
Reinspection	\$397	\$303	\$94
Inspection for which no fee is specifically indicated	\$397	\$303	\$94
Additional plan review or plan review for which no fee is indicated	\$397	\$389	\$8
Plan Check – Planning Review	35%	35%	0%

Building services generally under-recovers for its services. For smaller, standard, and typical projects such as flat fees or single-family additions or remodels, the City currently under-recovers. For larger projects, the City over-recovers. Right-sizing these fees will allow the City to achieve fairer, more equitable, and more consistent cost recovery.

COMMUNITY DEVELOPMENT – PLANNING

The Planning Division, part of the Community Development Department, is responsible for implementing the City's land use and zoning plans and ensuring compliance with the associated requirements. The fees examined within this study relate to design review, conditional use permits, variances, FAR exceptions, appeals, geologic and environmental reviews, general plan and zoning amendments, complex projects, tree removal permits, public notice fees, subdivision processing, sign reviews, housing development reviews, wireless communication facility applications, temporary use permits, and other miscellaneous planning activities. The following subsections discuss fee schedule modifications and detailed per-unit results for Planning's fee-related services.

FEE SCHEDULE MODIFICATIONS

The project team worked with City staff to review and augment the current fee schedule. Various fees were added and modified to reflect the current fee-based services offered. The following modifications were proposed to the fee schedule:

NEW FEES

Several new fee categories were added to the fee schedule to better capture the services being provided, including services such as Pre-Application reviews, Affordable Housing-related fees, Wireless Communication Facility Applications, and Temporary Use permits.

MODIFIED FEES

Various fees were revised to better reflect the City's current processes for providing these services:

- In an effort to streamline the fee schedule the following fees were consolidated:
 - The 'Combination Projects - Development Fee' section was consolidated. The individual combination permit type fees ('Development Fee', 'Legal Review Fee', 'DR + CUP - new bldg const', 'DR + VAR + CUP - new const', 'DR + VAR - new bldg const', 'DR + VAR + CUP', 'DR + VAR', and 'DR + CUP') are now enveloped under 'Permit - Planning Commission Review' fee.
 - The 'Lot Line Adjustment' fee was consolidated with the 'Lot Merger' fee into a single 'Lot Merger/Lot Line Adjustment' fee.
- Several fee categories were broken out into small and large project categories to better reflect the level of effort.
- The 'Appeal of tree permit' fee was moved from the Tree section to the Appeals section for improved organizational clarity. Additionally, 'Appeal of Planning Action to City Council' and 'Appeal of Administrative Action to Planning Commission' were moved to the Planning fee schedule from the General Government section of the City's fee schedule.

- Various fee name changes were made to improve the transparency of what each fee line item encompasses:
 - 'New Building Construction' was renamed 'New Building Construction – Commercial'
 - 'Additions' was renamed 'Additions – Commercial'
 - 'ZA hearing' was renamed 'ZA hearing (Difference of Cost)'
 - 'Planning Commission Review' was renamed 'Planning Commission Review - Addition (Fee)'
 - 'New Homes' was renamed 'Planning Commission Review - New Homes'
 - 'Administrative Permit' was renamed 'Administrative Permit - Community Development Director'
 - 'Permit' was renamed 'Permit - Planning Commission Review'
 - 'General Plan Amendment, Rezoning, or Zoning Ordinance Amendment' was renamed 'General Plan Amendment, Specific Plan Amendment, Rezoning, or Zoning Ordinance Amendment'
 - 'Historic Building Alteration, Planning Commission Review' was renamed 'Historic Building Alteration, City Council Review'
 - 'Trees 10" DBH or greater, excluding trees determined by the City Arborist to be dead, diseased or damaging property' was renamed 'Protected Trees Removal Permit with Development Trees'

These modifications ensure that the proposed fee schedule more accurately reflects the services that Planning provides.

DETAILED RESULTS

The Planning Division collects fees for design review, conditional use permits, variances, FAR exceptions, geologic and environmental reviews, general plan and zoning amendments, temporary use permits, and other planning activities. The total cost calculated for each service includes direct staff costs and indirect Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

Deposit-based fees are indicated in the table with a **(D)**. As deposits are either refunded if unused or replenished as costs are incurred, the difference does not represent a true deficit or subsidy; rather, it reflects whether current deposit thresholds are sufficient to cover the anticipated cost of providing services.

TABLE 4: TOTAL COST PER UNIT RESULTS – PLANNING

Fee Name	Current Fee	Total Cost	Difference
Appeals			
Appeal of Planning Action to City Council	\$1,683	\$9,484	(\$7,801)

Fee Name	Current Fee	Total Cost	Difference
Appeal of Administrative Action to Planning Commission	\$259	\$9,484	(\$9,225)
Appeal of tree permit	\$523	\$3,622	(\$3,099)
Design Review			
New Building Construction - Commercial	\$13,992	\$13,251	\$741
Additions - Commercial	\$13,198	\$10,998	\$2,200
Administrative Design Review - exterior modifications	\$3,771	\$3,926	(\$155)
Single-Family Design Review Tier 2 – Zoning			
Administrator Review without Hearing	\$3,969	\$4,783	(\$814)
Single-Family Design Review Tier 3			
Planning Commission Review - Addition	\$11,572	\$10,166	\$1,406
Planning Commission Review - New Homes (D)	\$11,572	\$13,000	(\$1,428)
Conditional Use Permit			
Administrative Permit - Community Development Director	\$3,771	\$4,683	(\$912)
Permit - Planning Commission Review	\$13,198	\$10,431	\$2,767
Variance	\$3,771	\$11,499	(\$7,728)
FAR Exception			
Administrative Permit - Community Development Director	\$5,954	\$4,419	\$1,535
Permit - Planning Commission Review	\$5,954	\$10,267	(\$4,313)
Geologic Review			
Small Geologic Review (D)	\$4,692	\$3,500	\$1,192
Large Geologic Review (D)	\$4,692	\$5,000	(\$308)
Map Modification or Exception (D)	\$4,692	\$8,500	(\$3,808)
Environmental Fees			
Minor Categorical Exemption - Community Development Director	\$397	\$336	\$61
Environmental Analysis (D)	\$43,341	Actual Cost	N/A
Additional Fees			
General Plan Amendment, Specific Plan Amendment, Rezoning, or Zoning Ordinance Amendment (D)	\$20,640	\$40,500	(\$19,860)
Historic Building Alteration, Community Development Director	\$13,496	\$3,345	\$10,151
Historic Building Alteration, City Council Review	\$13,496	\$9,980	\$3,516
Grading Plan, Planning Commission Review	\$11,908	\$8,113	\$3,795
Extension of Permits	\$1,191	\$1,995	(\$804)
Property Profile Report	\$1,588	\$1,234	\$354
Fiscal Impact Analysis Review (D)	New	\$3,500	N/A
Complex Project (D)	\$31,754	\$30,000	\$1,754
Tree Removal Permit - With Development			
Protected Trees Removal Permit with Development	\$92	\$985	(\$893)
Public Notice Fee	\$358	\$684	(\$326)
Subdivisions			
Tentative Map	\$15,878	\$6,500	\$9,378
Tentative Parcel Map	\$15,878	\$5,000	\$10,878
Lot Merger / Lot Line Adjustment	\$3,771	\$3,747	\$24
Certificate of Compliance	\$3,771	\$2,926	\$845
Complex Certificate of Compliance (D)	New	\$5,500	N/A

Fee Name	Current Fee	Total Cost	Difference
Signage			
Administrative Sign Review	\$1,191	\$1,149	\$42
Banner/Temporary Sign Review	\$397	\$657	(\$260)
Master Sign Program	\$2,382	\$8,113	(\$5,731)
Legal Review (D)	\$9,689	\$10,000	(\$311)
SB-9 Application - Lot Split (D)	New	\$5,000	N/A
Pre-Application Review			
Small Pre-Application	New	\$2,373	N/A
Large Pre-Application	New	\$5,908	N/A
Housing Development			
Affordable Housing Plan	New	\$1,601	N/A
Affordable Housing Monitoring			
Up to 100 Units	New	\$83	N/A
Over 100 Units (D)	New	\$7,500	N/A
SB-330 - Housing Preliminary Application			
150 Units or Less	New	\$5,437	N/A
Greater Than 150 Units (D)	New	\$8,000	N/A
Affordable Housing Agreement	New	\$2,401	N/A
Wireless Communication Facility Application			
6409 Application (D)	New	\$6,000	N/A
Other (D)	New	\$10,000	N/A
Temporary Use Permit	New	\$1,149	N/A
Development Agreement or Conditional Use Permit Monitoring	New	\$955	N/A
For services requested of City Staff for which no fee/deposit is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate fee/deposit based on the following hourly rates for staff time involved in the service.	New	\$345	N/A

Planning fees show a mixed pattern of cost recovery. Many fee categories show under-recovery, while others show some over-recovery. The purpose of these fee modifications, including the addition of new fees, was to better reflect the current streamlined processes for planning applications.

PARKS & RECREATION

The Parks & Recreation Department is responsible for operating and maintaining the City's parks, community centers, sports facilities, and open spaces, and for providing a broad range of community programs and recreational services. The fees examined within this study relate to indoor and outdoor facility rentals, athletic field use, community garden plots, photography and filming permits, Manor Art Studio rentals, and tree removal permits.

Programming-related fees differ from rental or access-based fees and are typically calculated based on enrollment levels, staffing requirements, and direct program costs. As a result, this analysis did not assess all program-based fees.

The following subsections discuss fee schedule modifications and detailed per-unit results for Parks & Recreation's fee-related services.

FEE SCHEDULE MODIFICATIONS

The project team worked with City staff to review and augment the current fee schedule. Various fees were added and modified to reflect the current fee-based services offered. The following modifications were proposed to the fee schedule:

NEW FEES

Three (3) fees were added to the fee schedule to capture services already being provided or new services the City would like to formalize:

- 'Outdoor Game Rentals – Volleyball'
- 'Outdoor Game Rentals – Horseshoes'
- 'Arborist Report Review'

ELIMINATED FEE

The Barrett Community Center Multi-purpose room rentals were eliminated / removed from the schedule as that room is no longer available to the public for rental purposes.

MODIFIED FEES

Various fees were revised to better reflect the City's current processes for providing these services:

- The processing fee, staff setup, and hourly rental were combined into a single hourly rate to align with industry standards and to streamline rental-related fees. As such, under "current fees," hourly rates are

listed as “modified”, as currently the processing fee is a flat rate per rental, but staff setup and rental fees are hourly.

- Belmont Non-Profit and Non-Belmont Non-Profits were consolidated into a singular non-profit category for rental services.
- Athletic Field rental fees were broken out between use of full fields and use of shared fields to accommodate the cost differential associated with those groups that share fields with other groups and don’t have exclusive use of the field.
- The fee name ‘Tree Removal Permit’ was modified to ‘Tree Removal Permit Associated with General Property Maintenance’ to better reflect the nature of the fee and differentiate from tree removals associated with development projects.
- All Athletic Field rental fees within the ‘Youth Activity / Camp’ and ‘Adult Activity’ categories were consolidated into a single category.

These modifications ensure that the proposed fee schedule more accurately reflects the services that Parks & Recreation provides.

DETAILED RESULTS

Parks & Recreation collects fees for indoor and outdoor facility rentals, athletic field use, community garden plots, photography and filming permits, Manor Art Studio rentals, and tree removal permits. Unlike other fee areas, the cost calculated for Parks and Recreation is referred to as the ‘baseline cost’. This cost reflects certain baseline assumptions regarding the utilization of rental spaces, participation, etc. The ‘baseline costs’ incorporate staff and support costs, as well as direct material and use-of-space costs. Deposits were not included in the table below as those can be refunded and are not cost-based. The following table details, for each fee-based service, the fee name, the current fee, the calculated baseline cost, and the associated difference.

TABLE 5: TOTAL COST PER UNIT RESULTS – PARKS & RECREATION

Fee Name	Current Fee	Baseline Cost	Difference
Indoor Facility Rental Fees			
Change in Date Fee (Facilities)	\$75	\$99	(\$24)
Facility Staffing Fee	\$30-\$50	\$36	N/A
Custodial Fee	\$122	\$110	\$12
Technology Access Fee (Optional)	\$75	\$85	(\$10)
Barrett Community Center - Classroom			
Resident			
Rental	Modified	\$165	N/A
Non-Resident			
Rental	Modified	\$165	N/A
Non-Profit			
Rental	Modified	\$165	N/A
Commercial			
Rental	Modified	\$165	N/A
Twin Pines Cottage (Max Capacity: 35)			

Fee Name	Current Fee	Baseline Cost	Difference
Resident			
Rental	Modified	\$107	N/A
Non-Resident			
Rental	Modified	\$107	N/A
Non-Profit			
Rental	Modified	\$107	N/A
Commercial			
Rental	Modified	\$107	N/A
Twin Pines Lodge (Entire Facility) (Max Capacity: 125)			
Resident			
Rental	Modified	\$209	N/A
Non-Resident			
Rental	Modified	\$209	N/A
Non-Profit			
Rental	Modified	\$209	N/A
Commercial			
Rental	Modified	\$209	N/A
Twin Pines Lodge (Meeting Room 4 Only)			
Resident			
Rental	Modified	\$166	N/A
Non-Resident			
Rental	Modified	\$166	N/A
Non-Profit			
Rental	Modified	\$166	N/A
Commercial			
Rental	Modified	\$166	N/A
Twin Pines Manor (Max Capacity: 70)			
Resident			
Rental	Modified	\$141	N/A
Non-Resident			
Rental	Modified	\$141	N/A
Non-Profit			
Rental	Modified	\$141	N/A
Commercial			
Rental	Modified	\$141	N/A
Sports Complex Conference Center (Max Capacity: 170)			
Resident			
Rental	Modified	\$177	N/A
Non-Resident			
Rental	Modified	\$177	N/A
Non-Profit			
Rental	Modified	\$177	N/A
Commercial			
Rental	Modified	\$177	N/A
TP Sr. & Community Center (Entire Facility) (Max Capacity: 250)			
Resident			
Rental	Modified	\$253	N/A
Non-Resident			
Rental	Modified	\$253	N/A
Non-Profit			

Fee Name	Current Fee	Baseline Cost	Difference
Rental	Modified	\$253	N/A
Commercial			
Rental	Modified	\$253	N/A
TP Sr. & Community Center (Craft Room Only)			
Resident			
Rental	Modified	\$157	N/A
Non-Resident			
Rental	Modified	\$157	N/A
Non-Profit			
Rental	Modified	\$157	N/A
Commercial			
Rental	Modified	\$157	N/A
Photography & Filming Fees			
Photography Daily Fee	\$100	\$142	(\$42)
Filming Daily Fee	\$1,200	\$1,807	(\$607)
Outdoor Facility Rental Fees			
Change in Date Fee (Picnic)	\$25	\$99	(\$74)
Festival Service Fee	\$200	\$236	(\$36)
Outdoor Game Rentals			
Volleyball	New	\$52	N/A
Horseshoes	New	\$45	N/A
Picnic Rentals			
<100 People			
Resident	\$146	\$194	(\$48)
Non-Resident	\$197	\$194	\$3
Non-Profit	\$146	\$194	(\$48)
Commercial	\$234	\$194	\$40
100+ People			
Resident	\$196	\$194	\$2
Non-Resident	\$265	\$194	\$71
Non-Profit	\$196	\$194	\$2
Commercial	\$314	\$194	\$120
Group Park and Open Space Use			
Resident	\$25	\$55	(\$30)
Non-Resident	\$30	\$55	(\$25)
Non-Profit	\$80	\$55	\$25
Commercial	\$68	\$55	\$13
Community Garden Fees			
Full Plot	\$122	\$194	(\$72)
Half Plot	\$86	\$167	(\$81)
Athletic Field Rental (2 Hour Minimum)			
Belmont Sports Complex North Field (Full Field)			
Resident	\$192	\$189	\$3
Non-Resident	\$259	\$189	\$70
Non-Profit	\$115	\$189	(\$74)
Commercial	\$303	\$189	\$114
Belmont Sports Complex North Field (Shared Field)			
Resident	\$96	\$95	\$1
Non-Resident	\$130	\$95	\$35

Fee Name	Current Fee	Baseline Cost	Difference
Non-Profit	\$58	\$95	(\$37)
Commercial	\$152	\$95	\$57
Belmont Sports Complex South Field (Full Field)			
Resident	\$172	\$105	\$67
Non-Resident	\$232	\$105	\$127
Non-Profit	\$103	\$105	(\$2)
Commercial	\$275	\$105	\$170
Belmont Sports Complex South Field (Shared Field)			
Resident	\$86	\$53	\$33
Non-Resident	\$116	\$53	\$63
Non-Profit	\$52	\$53	(\$1)
Commercial	\$138	\$53	\$85
All Other Fields (Full Field)			
Resident	\$86	\$165	(\$79)
Non-Resident	\$116	\$165	(\$49)
Non-Profit	\$52	\$165	(\$113)
Commercial	\$138	\$165	(\$27)
All Other Fields (Shared Field)			
Resident	\$43	\$83	(\$40)
Non-Resident	\$58	\$83	(\$25)
Non-Profit	\$26	\$83	(\$57)
Commercial	\$69	\$83	(\$14)
Lights			
Belmont Sports Complex (North Field)	\$22	\$24	(\$2)
Tree Removals			
Tree Removal Permit Associated with General Property Maintenance			
	\$92	\$372	(\$280)
Arborist Report Review	New	\$182	N/A

The baseline costs calculated for Parks and Recreation reflect various over- and under-recoveries. This is typical for these types of services, as they are market-driven. Services such as tree permits tend to be heavily subsidized, while premium rentals may show some higher cost recovery. It is important to note that these fees are not subject to the same rules and regulations and, therefore, can be set at a rate the market can bear.

POLICE

The Police Department provides law enforcement and public safety services to the Belmont community. Fee-related services include fingerprinting, background check processing, police report and records services, reproduction of photos/audio/video, solicitor permits, vehicle and bicycle releases, false alarm response administration, alarm permit processing, massage establishment permitting, cannabis business permitting, and firearm and ammunition storage. The following subsections discuss fee-schedule modifications and detailed per-unit results, for fee-related services provided by the Police Department.

FEE SCHEDULE MODIFICATIONS

The project team worked with City staff to review and augment the current fee schedule. The following modifications were proposed to the current Police fee schedule:

MODIFIED FEES

Various fees were revised to better reflect the City's current processes for providing these services:

- In an effort to more accurately describe the service offered, the following fee name changes were made:
 - 'Digital 8½ x 11' was renamed 'Photo Review and Release (includes printing)'
 - 'Video Review and Release' was renamed 'Audio / Video Review and Release'
 - 'CD Rom' was renamed 'Electronic Media'
 - 'Storage' was renamed 'E-Bike Storage & Release' and expanded into 1st incident and 2nd and subsequent incidents.
- In an effort to streamline the fee schedule, the following fees were consolidated:
 - Fees associated with 'Incident Print-out', 'Accident Report Fee', and 'Crime Report Fee' were consolidated into two flat fees: 'Victim Requested First Copy' and 'Non-Victim Requested / Subsequent Victim Requested Copies'.
 - 'Smart System' and 'All Other' fees within the Alarm Permit Fee section were consolidated into a single unified annual fee per address.
 - Fees associated with 'Firearm, Ammunition, Ammunition Feeding Devices Storage' were consolidated into two 'per item per year' fees: 'Intake & First Year Storage' and 'Annual Storage Beyond 1st Year'.

These modifications ensure the proposed fee schedule more accurately reflects the services provided by Police staff.

DETAILED RESULTS

The Police Department collects fees for fingerprinting, background checks, police records and report services, alarm-related permits and fees, regulatory permits, photo/audio/video reproduction, etc. The total cost calculated for each service includes direct staff costs and indirect Departmental, Divisional, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered. The table includes only fees reviewed in this analysis; fines/penalties, actual costs, etc., were omitted as those are not based on cost.

TABLE 6: TOTAL COST PER UNIT RESULTS – POLICE

Fee Name	Current Fee	Total Cost	Difference
Fingerprint Fee	\$107	\$102	\$5
Background Check Processing Fee	\$500	\$1,441	(\$941)
Report Fee			
Victim Requested First Copy	\$0	\$47	(\$47)
Non-Victim Requested / Subsequent Victim Requested Copies	\$27	\$47	(\$20)
Records Search/Print-out	\$320	\$189	\$131
Local Clearance Letter	\$53	\$31	\$22
Reproduction of Photos, Audio, Video			
Photo Review & Release (includes printing)	\$27	\$55	(\$28)
Audio / Video Review and Release	\$320	\$265	\$55
Electronic Media	\$53	Actual Cost	N/A
Solicitors Permit	\$320	\$773	(\$453)
Vehicle / Bike Release			
Release Fee	\$107	\$110	(\$3)
E-Bike Storage & Release			
1 st Incident	\$50	\$362	(\$312)
2 nd or More Incidents	\$50	\$362	(\$312)
Lost Citations	\$27	\$15	\$12
Ticket Sign-off (outside agency)	\$27	\$70	(\$43)
False Alarm Fees			
1 st and 2 nd incident	\$0	\$315	(\$315)
3 rd incident	\$125	\$315	(\$190)
4 th incident	\$225	\$315	(\$90)
5 th incident or more	\$525	\$315	\$210
Alarm Permit Fee	\$30	\$42	(\$12)
Massage Permits			
Biannual Permit Processing Fee	\$2,500	\$3,466	(\$966)
Annual Inspection Fee	\$150	\$1,115	(\$965)
Cannabis Business Permit			
Permit Processing Fee	\$2,500	\$3,629	(\$1,129)
Inspection Fee	\$1,500	\$1,115	\$385
Firearm, Ammunition, Ammunition Feeding Devices Storage (per item per year)			
Intake & First Year Storage	\$140	\$671	(\$531)
Annual Storage Beyond 1st Year	\$35	\$182	(\$147)

Police fees generally under-recover for their services. Some key exceptions relate to streamlined processes.

PUBLIC WORKS - ENGINEERING

The Engineering Division, part of the Public Works Department, is responsible for inspecting construction projects, monitoring erosion control, managing use of the City's right-of-way and public utilities, ensuring compliance with stormwater requirements, and providing storm drain and sanitary sewer services. The fees examined in this study include grading, public improvements, engineering plan check and inspections, final maps, stormwater reviews, easement and right-of-use, miscellaneous storm drain and sanitary sewer fees, and various fee-related services. The following subsections discuss fee schedule modifications and detailed per-unit results for the fee-related services provided by the Engineering Division.

FEE SCHEDULE MODIFICATIONS

The project team worked with City staff to review and augment the current fee schedule. Various fees were added and modified to reflect the current fee-based services offered. The following modifications were proposed to the fee schedule:

NEW FEES

Several new fee categories were proposed to be added, including Transportation Demand Management Compliance Report Review, Permit Extensions, New Roadways, Inspection No Shows, and Inspections outside of normal business hours. These fees were added to capture services provided but not codified on the fee schedule.

MODIFIED FEES

Various fees were revised to better reflect the City's current processes for providing these services:

- The Grading Permit section was restructured and reworded to clarify the applicable refundable deposit and fee based on grading volume and project type.
- The NPDES C.3 and C.4 inspections were consolidated into per inspection fees depending on C3 or C4 inspection needed.
- The Encroachment Permit section was restructured and reworded to more accurately reflect the services provided. For example, Permanent Encroachment were parsed into Utility Temporary (UTE) - All Projects - Public Utility, Major (PE) - All Projects, per BCC Section 22, and Major (PE) - All Projects - Public Utility; 'Driveway Approach' was renamed 'Concrete Frontage Improvements (100 sqft or less) or Driveway Approach'; 'Scope Change/Revision to active/under review Temporary Encroachment Permit' was covered under deposit but is now called out as a flat fee; various fees were pulled into a new section titled Street Improvement Permit (SIP) - Complex & San Juan Hills Area Plan Projects; etc.

- A new Miscellaneous - All Projects section was created to house fees that are assessed regardless of project type, including 'Per hour in excess of initial review (engineering)', 'Work without Permit / Stop Work Notice', 'Inspection No Show', etc.

These modifications ensure that the proposed fee schedule more accurately reflects the services that Engineering provides.

DETAILED RESULTS

The Engineering Division collects fees for subdivision map processing, building permit plan checks, hauling and grading permits, NPDES stormwater and FOG compliance inspections, transportation demand management reviews, encroachment and street improvement permits, right-of-way and easement processing, and other miscellaneous engineering services. The total cost calculated for each service includes direct staff costs and indirect Departmental, Divisional, and Citywide overhead. The following tables detail the fee name, current fee, total cost, and difference associated with each service offered.

Only fees reviewed in this analysis appear in the table; fines/penalties, actual costs, etc., were omitted because the project team did not calculate total costs for these service types.

Deposit-based fees are indicated in the table with a **(D)**. As deposits are either refunded if unused or replenished as costs are incurred, the difference does not represent a true deficit or subsidy; rather, it reflects whether current deposit thresholds are sufficient to cover the anticipated cost of providing services.

TABLE 7: TOTAL COST PER UNIT RESULTS – ENGINEERING

Fee Name	Current Fee	Total Cost	Difference
Subdivision Maps			
Parcel Map: Deposit (D)	\$12,481	\$12,000	\$481
Final Maps: Deposit (D)	\$19,502	\$24,000	(\$4,498)
Hourly rate in excess of deposit	\$390	\$290	\$100
Building Permit Plan Check			
Estimated Project cost under \$4,000			
Initial	\$390	\$247	\$143
Per Hour	\$390	\$247	\$143
Estimated Project cost \$4,001-\$10,000			
Initial	\$780	\$494	\$286
Per Hour	\$390	\$247	\$143
Estimated Project cost \$10,001-\$50,000			
Initial	\$1,365	\$864	\$501
Per Hour	\$390	\$247	\$143
Estimated Project cost \$50,001-\$100,000			
Initial	\$1,950	\$1,235	\$715
Per Hour	\$390	\$247	\$143
Estimated Project cost \$100,001-\$250,000			
Initial	\$2,730	\$1,729	\$1,001
Per Hour	\$390	\$247	\$143

Fee Name	Current Fee	Total Cost	Difference
<u>Estimated Project cost over \$250,000</u>			
Initial (D)	\$5,851	\$6,500	(\$649)
Per Hour	\$390	\$247	\$143
Consultant Management (20 hours initial deposit) (D)	Modified	\$6,000	N/A
Hauling Permit			
0-50 CY	\$390	\$369	\$21
Each Additional CY Over 50 CY	\$3.00	\$4.08	(\$1.08)
Grading Permit Fees			
<u>Refundable Deposit</u>			
0-50 CY (D)	\$600	\$1,000	(\$400)
Each additional CY over 50 CY up to 499 CY	\$60	\$65	(\$5)
Complex Geotechnical Condition (500+ CY, landslide, creek improvement, San Juan Area Plan project, Bay mud, or as determined by City Engineer)	\$90	\$109	(\$19)
<u>0 to 500 CY</u>			
0-500 CY	\$1,170	\$1,755	(\$585)
Each additional CY over 50 CY up to 499 CY	\$3.00	\$3.65	(\$0.65)
Complex Geotechnical Condition (500+ CY, landslide, creek improvement, San Juan Area Plan project, Bay mud, or as determined by City Engineer)	Modified	5%	N/A
Grading Moratorium Exception (5 business days)	Modified	\$818	N/A
NPDES C.3 Development/Redevelopment Stormwater Inspection Fee	Modified	\$413	N/A
NPDES C.4 Business Stormwater Inspection	\$390	\$261	\$261
NPDES C.6 Construction Inspection (6 inspections for one rainy season) (D)	Modified	\$500	N/A
FOG Inspection Fees			
Initial Inspection	\$1,170	\$261	\$909
Additional Inspection	\$585	\$261	\$324
Transportation Demand Management Compliance Report Review	New	\$1,117	N/A
Encroachment Permit			
<u>Sidewalk Policy</u>			
Deferment or Exception Review Request to Sidewalk Installation Policy	Modified	\$850	N/A
Executed Deferred Improvement Agreement with San Mateo County	\$1,037	\$267	\$770
Exception Approval Letter	Modified	\$140	N/A
<u>Temporary (TE) - Small Projects</u>			
Scope Change/Revision to active/under review Temporary Encroachment Permit	Modified	\$859	N/A
Debris Bin (per 14 days)	\$195	\$338	(\$143)
Storage Pod (per 7 days)	Modified	\$234	N/A
Concrete Frontage Improvements (100 sq. ft. or less) or Driveway Approach	\$1,755	\$926	\$829

Fee Name	Current Fee	Total Cost	Difference
Concrete Frontage Improvements (101 sq. ft. or more)	\$1,560	\$1,800	(\$240)
Utility Trenching (storm/sewer/water)	\$1,268	\$1,225	\$43
Pavement Restoration	Modified	\$2,625	N/A
Sewer Lateral Video Review Inspection (Report & Certificate)	Modified	\$370	N/A
Sewer Lateral Certificate (only)	\$150	\$107	\$43
Permit Extension (per 5 days)	Modified	\$169	N/A
<u>Utility Temporary (UTE) - All Projects - Public Utility</u>			
Application Review and Permit (i.e. utility lid adjustments, grade adjustments, and minor in-kind modifications to existing facilities)	\$3,120	\$2,757	\$363
Permit Extension (per 5 days)	Modified	\$169	N/A
<u>Major (PE) - All Projects, per BCC Section 22</u>			
Application Review	Modified	\$2,063	N/A
Administrative Permanent Encroachment Agreement (does not require council approval)	\$659	\$688	(\$29)
Permanent Encroachment Agreement (requires Council approval)	Modified	\$1,820	N/A
Inspection	Modified	\$382	N/A
<u>Major (PE) - All Projects - Public Utility</u>			
Application Review (i.e. poles, wires, guy anchors, hydrants, aboveground cabinets for housing splices, transformers or switches)	\$3,120	\$3,356	(\$236)
Administrative Permanent Encroachment Agreement (does not require council approval)	\$659	\$688	(\$29)
Permanent Encroachment Agreement (requires Council approval)	Modified	\$1,820	N/A
Per hour in excess of initial review (engineering)	\$390	\$265	\$125
Per hour in excess of initial review (inspection)	\$390	\$261	\$129
Complex Street Improvement Permit (SIP)			
<u>Construction (applicable improvement(s) may be included under a single SIP, per project. Review falls under Building Permit. Consultant Services Fee may be required.)</u>			
Concrete Frontage Improvements (100 sq. ft. or less) or Driveway Approach	Modified	\$523	N/A
Concrete Frontage Improvements (101 sq. ft. or more)	Modified	\$1,046	N/A
Poles and/or Street Signs	\$683	\$261	\$422
Sewer Lateral in Easement on Private Property	\$683	\$523	\$160
Sewer Lateral in right-of-way	\$1,268	\$784	\$484
Trenching in the right-of-way or easement	\$780	\$523	\$257
Pavement Restoration	Modified	\$3,547	N/A
New Roadway	Modified	\$5,030	N/A
Miscellaneous Improvement	\$780	\$784	(\$4)

Fee Name	Current Fee	Total Cost	Difference
Miscellaneous - All Projects			
Per hour in excess of initial review (engineering)	\$390	\$265	\$125
Permit Extension for Delayed Pavement Restoration (per 5 days)	Modified	\$365	N/A
Paving Moratorium Exception	Modified	\$711	N/A
Inspection No Show	New	\$130	N/A
Inspection Outside of Normal Business Hours	New	\$261	N/A
Right-of-Way and Easements			
Easement Vacation	\$7,021	\$5,021	\$2,000
Summary Easement Vacation	\$7,021	\$2,437	\$4,584
Easement or Street Dedication	\$7,021	\$1,468	\$5,553
Review per hour in excess of initial fee (engineering)	\$390	\$273	\$117
Miscellaneous			
Engineering and inspection services not covered by any of the above	\$390	\$261	\$129
Annual Transportation Demand Management Compliance Report Review	New	\$607	N/A
Waste Water Discharge Fee			
Processing Fee	\$1,560	\$938	\$622
No Parking Sign	\$3	\$3	\$0
Consultant Management (5 hours initial deposit) (D)	Modified	\$1,500	N/A
Hourly rate in excess of deposit	\$390	\$265	\$125
Work Performed by PW Maintenance Staff			
Labor	\$390	\$219	\$171
Temporary Street Closure Permit			
Community Events (30 days min notice)	\$414	\$771	(\$357)
Community Events (< 30 days' notice)	\$414	\$996	(\$582)
Banner Permit (Ralston Ave)	\$456	\$534	(\$78)
Temporary Street Light Pole Banner Permit			
Group of 5 banners	\$100	\$534	(\$434)
Each additional group of 5 (or less)	\$50	\$267	(\$217)
Transportation (Oversize / Overweight)			
Permit – Caltrans Permit Required¹			
Annual	\$90	\$90	\$0
Per Trip	\$16	\$16	\$0

Engineering fees reflect a mixed pattern of cost recovery across the Division's permitting and review services.

In addition to Engineering-specific services, the Engineering Division provides technical support to the Planning Division for design reviews, conditional use permits, geologic reviews, and subdivision processing. The results of the Engineering staff's support for planning applications are detailed below. The total cost calculated for each service includes direct staff costs and indirect Departmental,

¹ Cal. Code Regs. tit. 21, § 1411.3(a)

Divisional, and Citywide overhead. The following tables detail the fee name, current fee, total cost, and difference associated with each service offered.

The table indicates deposit-based fees with a (D). As deposits are either refunded if unused or replenished as costs are incurred, the difference does not represent a true deficit or subsidy; rather, it reflects whether current deposit thresholds are sufficient to cover the anticipated cost of providing services.

TABLE 8: TOTAL COST PER UNIT RESULTS – ENGINEERING SUPPORT TO PLANNING

Fee Name	Current Fee	Total Cost	Difference
Design Review			
New Building Construction – Commercial	\$5,851	\$5,820	\$31
Additions – Commercial	\$0	\$4,195	(\$4,195)
Single-Family Design Review Tier 2 – Zoning			
Administrator Review without hearing	\$1,170	\$1,651	(\$481)
Single-Family Design Review Tier 3			
Planning Commission Review - Addition	\$6,228	\$4,039	\$2,189
Planning Commission Review - New Homes (D)	\$6,228	\$5,500	\$728
Conditional Use Permit			
Administrative Permit - Community Development Director	\$2,354	\$968	\$1,386
Permit - Planning Commission Review	\$2,354	\$1,453	\$901
Geologic Review			
Small Geologic Review (D)	\$3,120	\$0	\$3,120
Large Geologic Review (D)	\$3,120	\$0	\$3,120
Map Modification or Exception (D)	\$3,120	\$0	\$3,120
Additional Fees			
Grading Plan, Planning Commission Review	\$4,290	\$3,342	\$948
Complex Project (D)	\$0	\$6,000	(\$6,000)
Subdivisions			
Tentative Map (D)	\$0	\$15,000	(\$15,000)
Tentative Parcel Map (D)	\$15,602	\$12,000	\$3,602
Lot Merger / Lot Line Adjustment	\$3,510	\$3,633	(\$123)
Certificate of Compliance	\$0	\$628	(\$628)
Complex Certificate of Compliance (D)	\$0	\$1,500	(\$1,500)
SB-9 Application			
SB-9 Application - Lot Split (D)	\$0	\$8,000	(\$8,000)
Pre-Application Review			
Small Pre-Application	\$0	\$494	(\$494)
Large Pre-Application	\$0	\$4,893	(\$4,893)

If Engineering has a specific fee that it assesses for these reviews that has been shown in the current fee, anything with a \$0 in the current fee, means that Engineering does not currently collect a separate fee for that review component. This could mean that Engineering time is directly captured on the deposit-based component.

Alternatively, any line item with a \$0 in the total cost refers to services that Engineering currently has a fee for in support of Planning, but based on staff discussion, do not currently provide any support, or that support has been directly captured in other areas on the planning fee schedule and thus does not need to be represented separately.

DRAFT

ELECTRIC VEHICLE (EV) CHARGING FEES

The City of Belmont is installing 12 Electric Vehicle (EV) Charging stations. The City would like to establish a fee to offset the costs associated with the station's installation, electricity use, and general oversight. The proposed fee would be charged per kilowatt-hour (kWh) to recover the costs associated with EV Charging Station operations.

The project team worked with City staff to identify the total operating costs associated with the charging stations, including the following cost components:

- **Preventive Maintenance:** Reflects the total cost of regular upkeep and maintenance of the charging stations, annualized over a 5-year period.
- **On-Call Maintenance:** Reflects the total costs associated with ChargePoint on-call services, annualized over a 5-year timeframe.
- **Installation / Replacement:** Reflects the cost to fund the replacement and installation of EV stations, annualized over a 5-year timeframe.
- **Annual Electricity Cost:** Reflects the total annual electricity charges assessed to the City based on estimated charging station usage.

The following table breaks out the total annual cost for EV Charging Stations by the previously discussed cost components:

Cost Category	Total Cost
Annual Preventive Costs	\$844
Annual Electricity Costs ²	\$103,679
Annual On-Call Maintenance Costs	\$1,571
Total Annual Cost	\$5,200
Total Direct and Indirect Costs	\$111,294

The \$111,294 is divided by the total kWh to calculate the cost per kWh. The following graphic shows this calculation:

$$\frac{\$111,294 \text{ total cost}}{246,855^3 \text{ kWh annually}} = \$0.45 \text{ per kWh}$$

Based on the calculation, the full cost of a charging station is \$0.45 per kWh.

Since EV Charging Station rates are considered similar to parking meter rates, they are not subject to user fee regulations. However, the state of California does require all EV Charging Stations (public and

² The annual electricity cost was estimated based on the average rate of \$0.42 per kWh and estimating the number of kilowatts used for the charging stations based on the hours of operation for the facility.

³ The estimated kWh utilization is based on the 12 units of EV Charging Station with an average annual utilization of 20,571 kWh per unit, provided by City staff based on neighboring jurisdictions.

private) to be charged based on hourly utilization⁴. As such, the calculated full cost rate (\$0.45 per kWh) is per kWh and is compliant with this new state regulation.

The City would assess this fee on top of any parking lot fees at the locations of the EV charging stations. This practice is consistent with other private and public entities, which charge for both the use of the parking space and the EV charging station.

DRAFT

⁴ Cal. Code Regs. tit. 4, §§ 4001–4002.11

GENERAL PLAN MAINTENANCE FEE

The City of Belmont currently charges a General Plan Maintenance fee as 0.75% of the total building permit valuation. This is a fairly common and standard fee charged by many jurisdictions. The General Plan Maintenance Fee is governed by Government Code Section 66014(b), which states that fees “may include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and recommendations.” This code states that fees may be charged for zoning changes, zoning variances, use permits, building inspections, and application filing.

More typically, the fee is charged during the building permit phase to ensure any development project that gets to that phase makes enough of an impact to require the need for an update to the Zoning Code or the General Plan. It is recommended that this fee be applied only to major building permits (i.e., new construction or remodel/tenant improvements), as these permits impact the General Plan, whereas standalone permits (i.e., water heaters, electrical outlets, etc.) do not.

The project team used the FY26 direct and indirect budgeted costs, divided by the years between updates, to calculate the total annual cost. The table below shows the cost category and the resulting annual cost.

TABLE 9: GENERAL PLAN MAINTENANCE FEE COST COMPONENTS

Cost Category	Annual Cost
Direct Costs	\$784,322
Citywide Overhead	\$137,447
Total Annual Cost	\$921,769

The annual cost to the City for updating its general plan is roughly \$922,000. To assess this fee based on valuation, the project team took the annual cost associated with general plan upkeep and divided it by the total project valuation associated with commercial, multi-family, and single-family residential construction for building permits submitted in the prior year. The following table shows this calculation:

TABLE 10: GENERAL PLAN MAINTENANCE FEE CALCULATION

Category	Valuation
Total Annual Cost	\$921,769
General Plan Fee Basis – Building Valuation	\$119,083,256
General Plan Maintenance Fee	0.77%

The full cost of the General Plan Maintenance Fee is 0.77% of Building Valuation. The fee calculated as part of this study is the maximum justifiable fee that the City can assess to help recover for its general plan maintenance-related costs.

The following table compares the City’s current fee to the full cost calculated through this study:

TABLE 11: COST PER UNIT RESULTS – GENERAL PLAN MAINTENANCE FEE

Fee Name	Current Fee	Total Cost	Difference
General Plan Maintenance Fee	0.75%	0.77%	(0.02%)

The full cost is 0.02 percentage points higher than the City's current fee. This means the City can raise its General Plan fee by approximately 0.02%.

As part of this analysis, the project team conducted a comparative survey of other local jurisdictions and their assessment of the General Plan Maintenance Fee. The following table shows the results of this comparative analysis:

TABLE 12: GENERAL PLAN MAINTENANCE FEE – COMPARATIVE SURVEY

Jurisdiction	Fee Basis
Burlingame	0.20% of Valuation
Foster City	0.50% of Valuation
Menlo Park	3% of Permit Fee
Redwood City	0.39% of Valuation
San Carlos	0.74% of Valuation
San Mateo	0.59% of Valuation

The majority of the jurisdictions charge the General Plan Fee as a percentage of the construction valuation similar to Belmont. The city's current and full cost fee would be higher than all surveyed jurisdictions.

It is a best practice to collect and account for General Plan Maintenance surcharges in a specific fund. The City of Belmont already follows this best practice and should continue to do so to ensure compliance with funding requirements, enable the appropriate allocation of funds to general plan-related activities, and mitigate potential issues with the commingling of funds.

COST RECOVERY CONSIDERATIONS

The following sections provide guidance on how and where to increase fees, determine annual update factors, and develop cost-recovery policies and procedures.

FEE ADJUSTMENTS

This study documents and outlines, on a fee-by-fee basis, where the City is under- and over-collecting for its fee-related services. City and Department management will now need to review the study results and adjust fees in accordance with the Department's and City's philosophies and policies. The following graphic outlines the major options the Town has in adjusting its fees:



The City will need to review the fee study results and associated cost-recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are straightforward, the Town can choose to either adopt fees at full cost immediately or phase in any large increases.

ANNUAL ADJUSTMENTS

Conducting an annual comprehensive analysis of fee-related services and costs would be quite cumbersome and costly. The general recommendation is to conduct a comprehensive fee analysis every 5 to 7 years. This allows jurisdictions to ensure they account for organizational changes, such as staffing levels and merit increases, as well as process efficiencies, code or rule changes, or technology improvements. The following graphic provides insight into two options.



The City of Belmont should continue its practice of implementing annual fee increases.

POLICIES AND PROCEDURES

This study identified areas where the City is under-collecting the costs of providing services. This known funding gap is therefore being subsidized by other City revenue sources. The City should review and implement the results of this analysis, in line with its existing cost recovery policies, to ensure that current and future decision-makers understand how and why fees were determined and set.

APPENDIX – COMPARATIVE SURVEY

As part of the Cost of Services (User Fee) study for the City of Belmont, Matrix Consulting Group conducted a comparative survey of user fees. The City identified six (6) municipalities to be included in the comparative survey for fees: Burlingame, Foster City, Menlo Park, Redwood City, San Carlos, and San Mateo. The project team then reviewed public documents (e.g., agenda items, staff reports, budgets, fee schedules, and ordinances) and/or contacted jurisdictions to obtain comparative information.

While this full report provides the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to benchmark themselves against other comparable jurisdictions to understand the local “rates” for comparable services. This type of comparative analysis allows the City to assess the types of fee-level changes its community can bear. However, benchmarking does not provide adequate information on the relationship between other jurisdictions’ costs and their fees (e.g., policy decisions to subsidize, cost-recovery goals, etc.). To contextualize this portion of the analysis, the project team provided economic and recency factors for the comparable jurisdictions.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the City.

ECONOMIC FACTORS

To provide additional context for the comparative survey information, the project team collected economic data for the included jurisdictions. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. These factors can affect how and when fees are administered: a jurisdiction with a smaller population may choose not to charge a fee, and a smaller workforce may limit its ability to administer a fee. The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

TABLE 13: RANKING OF JURISDICTIONS BY POPULATION

Jurisdiction	Population ⁵
Belmont	28,129
San Carlos	29,249
Foster City	32,364
Burlingame	32,438
Menlo Park	33,785
Redwood City	81,809
San Mateo	104,020

⁵ California Department of Finance estimates as of 1/1/2026 were used to determine each jurisdiction's population.

TABLE 14: RANKING OF JURISDICTIONS BY CITYWIDE TOTAL BUDGET

Jurisdiction	FY25-26 Budget
Belmont	\$80,811,030
San Carlos	\$129,090,000
Burlingame	\$162,152,166
Foster City	\$204,710,215
Menlo Park	\$129,521,531
Redwood City	\$200,900,000
San Mateo	\$271,974,917

TABLE 15: RANKING OF JURISDICTIONS BY FTE

Jurisdiction	FY25-26 FTE
San Carlos	104
Belmont	145
Foster City	181
Burlingame	235
Menlo Park	296
San Mateo	633
Redwood City	634

Compared with the surveyed jurisdictions, the City of Belmont ranks towards the bottom in terms of population, budget, and staffing.

RECENCY FACTOR

While the above comparative information can provide some perspective when comparing Belmont's fees with those of surveyed jurisdictions, other key factors to consider include when a jurisdiction's fee schedule was last updated and when the last comprehensive analysis was undertaken. It is important to note that even when jurisdictions have conducted recent fee studies, their fees are not always set at full cost recovery. The comparative results show only the adopted fee for the surveyed jurisdiction, not necessarily the full cost of the comparable service.

The following tables detail when each surveyed jurisdiction last conducted a fee analysis and when they last updated their fee schedule:

TABLE 16: LAST FEE STUDY

Jurisdiction	Response
San Mateo	2020
Redwood City	2023
Burlingame	2025
San Carlos	2023
Foster City	2023

Jurisdiction	Response
Menlo Park	Currently ongoing ⁶

TABLE 17: LAST FEE SCHEDULE UPDATE

Jurisdiction	Response
Menlo Park	2025
San Carlos	2025
Burlingame	2025
Foster City	2025
Redwood City	2025
San Mateo	2025

San Mateo, Redwood City, and Burlingame have all conducted a fee study within the last five to six years. All comparable jurisdictions have updated their fee schedule within the last year.

ADDITIONAL FACTORS

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- **Cost Recovery Factors:** Each jurisdiction and its fees differ, and many are not based on the actual cost of providing services, as various policy decisions may subsidize them.
- **Fee Variance Factors:** A fee with the same name may encompass different types of services or activities across jurisdictions. Variability may stem from differences in service delivery models (e.g., in-house vs. contracted), the scope of work included under the fee, and staffing configurations, all of which can influence how indirect and overhead costs are allocated.

In addition to the issues noted, market surveys can also risk creating an excess of confusing data that obscures rather than clarifies policy issues. Since each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than the primary method for determining an acceptable price point for services.

COMPARATIVE SURVEY RESULTS

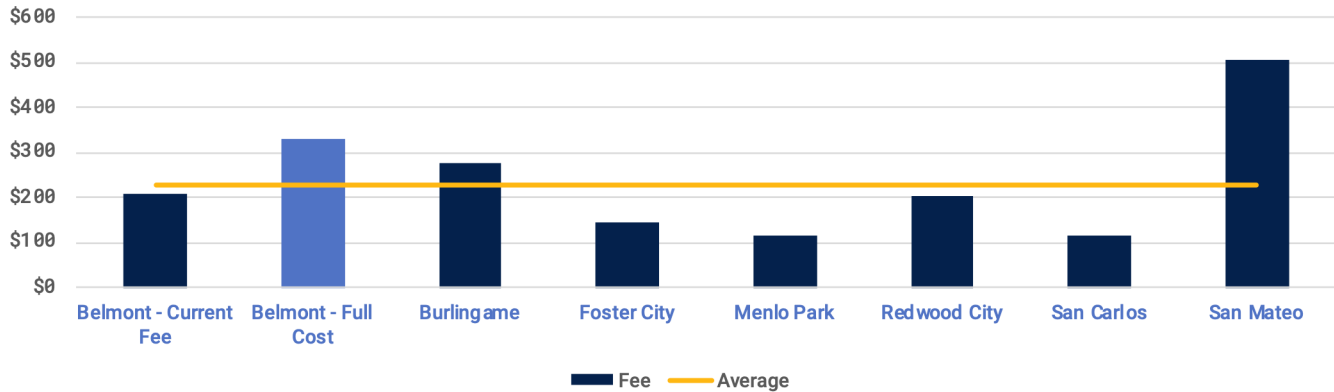
As part of this study, the project team conducted a survey comparing the City's current user fees and calculated full costs with those of other identified jurisdictions. The following subsections provide a comparative overview of several fee-related services offered by the City and the surveyed jurisdictions.

WATER HEATER

Currently, the Building Division charges a fee of \$206 for a water heater permit. Through this study, the project team calculated the full cost of this service to be \$329. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.

⁶ Fees reflected in the comparative survey only reflect the published fee schedule not the results of the ongoing fee study.

Water Heater

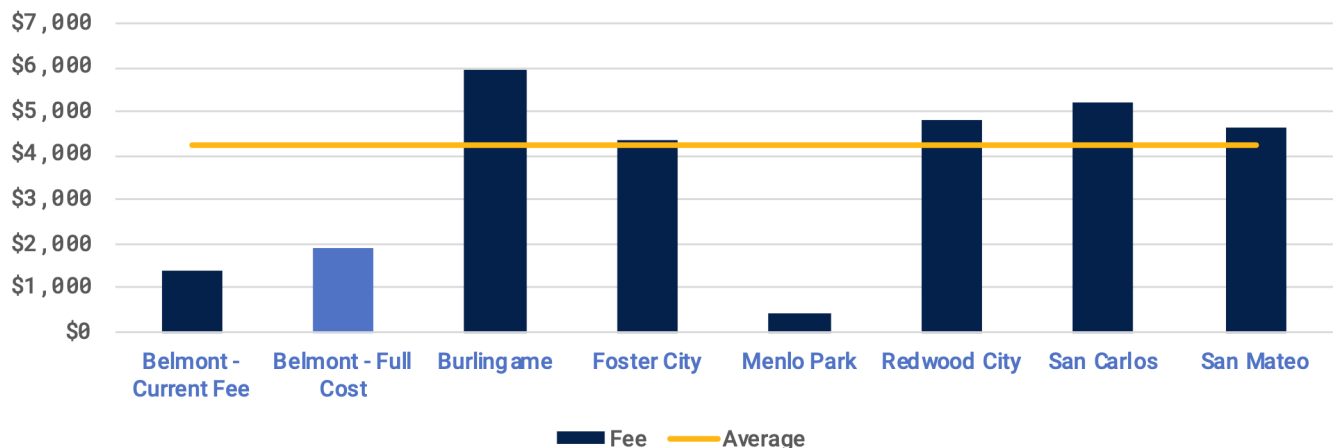


Belmont's current fee of \$206 is below the jurisdictional average of \$227 and is most closely aligned with Redwood City at \$204. The full cost of \$329 is above the average. San Mateo charges the highest fee in the survey at \$507, while San Carlos charges the lowest at \$115.

SWIMMING POOL PERMIT VALUED AT \$75,000

Currently, the Building Division charges a \$1,389 fee for a swimming pool permit valued at \$75,000. In this study, the project team calculated the total cost of this service at \$1,898. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.

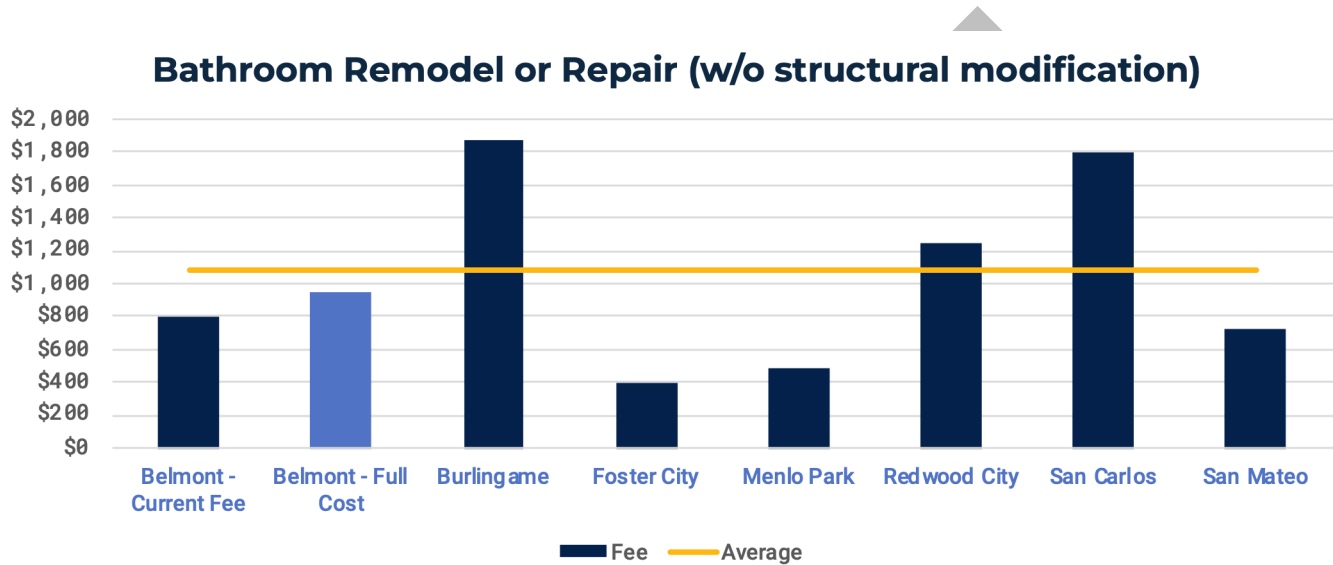
Swimming Pool Permit



Belmont's current fee of \$1,389 and full cost of \$1,898 are both significantly below the jurisdictional average of \$4,224. Burlingame charges the highest fee in the survey at \$5,922, while Menlo Park charges the lowest at \$443. Belmont's current fee is the second lowest among all surveyed jurisdictions.

BATHROOM REMODEL OR REPAIR (W/O STRUCTURAL MODIFICATION)

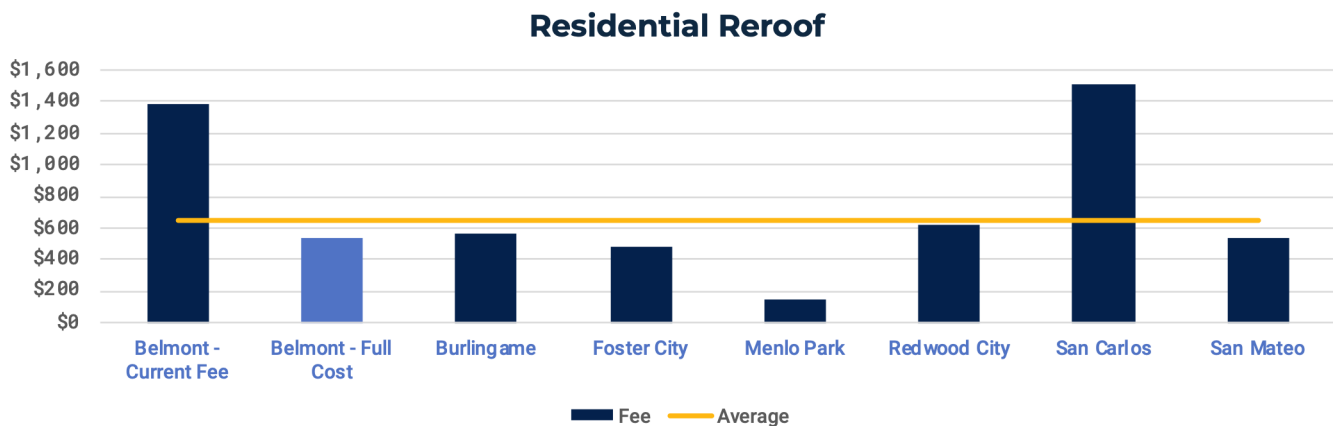
Currently, the Building Division charges a \$793 fee for a bathroom remodel or repair without structural modification. In this study, the project team calculated the total cost of this service at \$946. The following graph shows how the division's current fee and full cost compare with those of the surveyed jurisdictions.



Belmont's current fee of \$793 and full cost of \$946 are both below the jurisdictional average of \$1,084. San Carlos charges the highest fee in the survey at \$1,798, while Foster City charges the lowest at \$394. Belmont's current fee is most closely aligned with San Mateo at \$720.

RESIDENTIAL REROOF

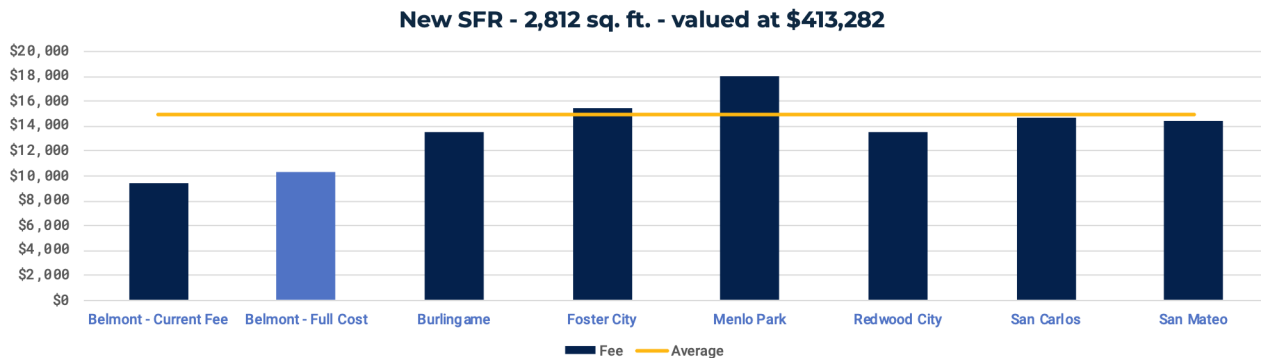
Currently, the Building Division charges a fee of \$1,389 for a residential reroof. Through this study, the project team calculated the full cost of this service to be \$534. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.



Belmont's current fee is among higher other than San Carlos. It's full cost fee at \$494 is below the jurisdictional average of \$644 for residential reroofs.

NEW SINGLE-FAMILY RESIDENCE - 2,812 SQ. FT. - VALUED AT \$413,282

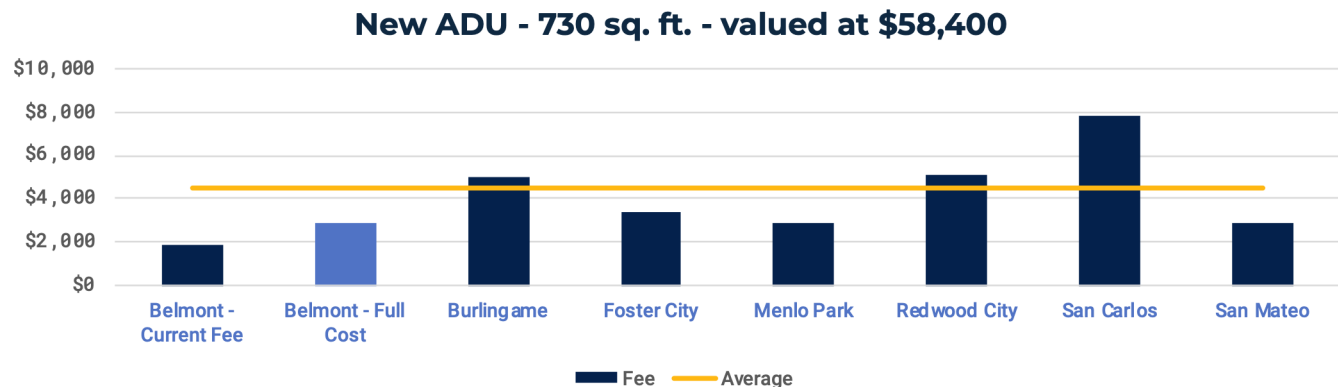
Currently, the Building Division charges a fee of \$9,454 for plan review and inspection of a new 2,812 square foot single-family residence valued at \$413,282. To be consistent with other jurisdictions only the building inspection and building plan review components were included. Through this study, the project team calculated the full cost of this service to be \$10,253. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.



Belmont's current fee of \$9,454 and full cost of \$10,253 are both below the jurisdictional average of \$14,920. Menlo Park charges the highest fee in the survey at \$18,010, while Burlingame charges the lowest at \$13,475. Belmont's current fee and full cost are the lowest among all surveyed jurisdictions.

NEW ACCESSORY DWELLING UNIT - 730 SQ. FT. - VALUED AT \$58,400

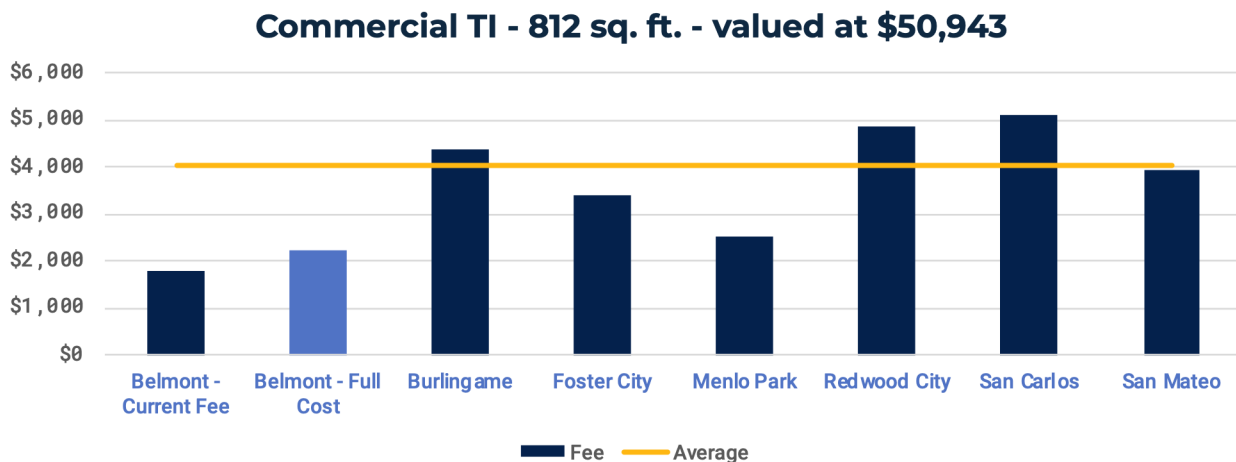
Currently, the Building Division charges a fee of \$1,870 for a new 730-square-foot accessory dwelling unit valued at \$58,400. To be consistent with other jurisdictions only the building inspection and building plan review components were included. In this study, the project team calculated the total plan check and inspection cost at \$2,898. The following graph compares the division's current fee and full cost with the surveyed jurisdictions.



Belmont's current fee of \$1,870 and full cost of \$2,898 are both below the jurisdictional average of \$4,519. San Carlos charges the highest fee in the survey at \$7,857, while San Mateo charges the lowest at \$2,832. Belmont's current fee is the lowest among all surveyed jurisdictions, and the full cost is most closely aligned with Menlo Park at \$2,900 and San Mateo at \$2,832.

COMMERCIAL TI - 812 SQ. FT. - VALUED AT \$50,943

Currently, the Building Division charges a fee of \$1,785 for plan review and inspection of an 812-square-foot commercial tenant improvement valued at \$50,943. To be consistent with other jurisdictions only the building inspection and building plan review components were included. Through this study, the project team calculated the full cost of this service to be \$2,204. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.

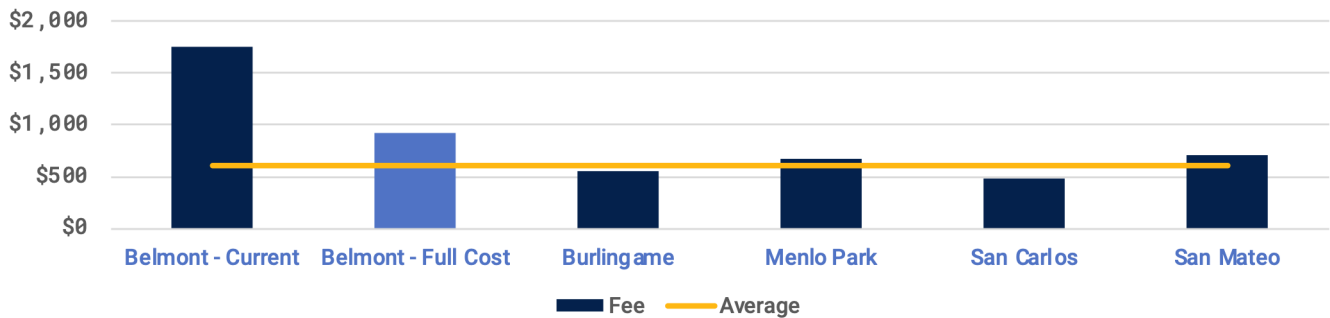


Belmont's current fee of \$1,785 and full cost of \$2,204 are both significantly below the jurisdictional average of \$4,028. San Carlos charges the highest fee in the survey at \$5,102, while Menlo Park charges the lowest at \$2,500. Belmont's current fee is the lowest among all surveyed jurisdictions.

CONCRETE FRONTAGE IMPROVEMENTS (100 SQFT OR LESS) OR DRIVEWAY APPROACH

Currently, the Engineering Division charges a fee of \$1,755 for concrete frontage improvements of 100 square feet or less or a driveway approach. Through this study, the project team calculated the full cost of this service to be \$926. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.

Concrete Frontage Improvements (100 sqft or less) or Driveway Approach

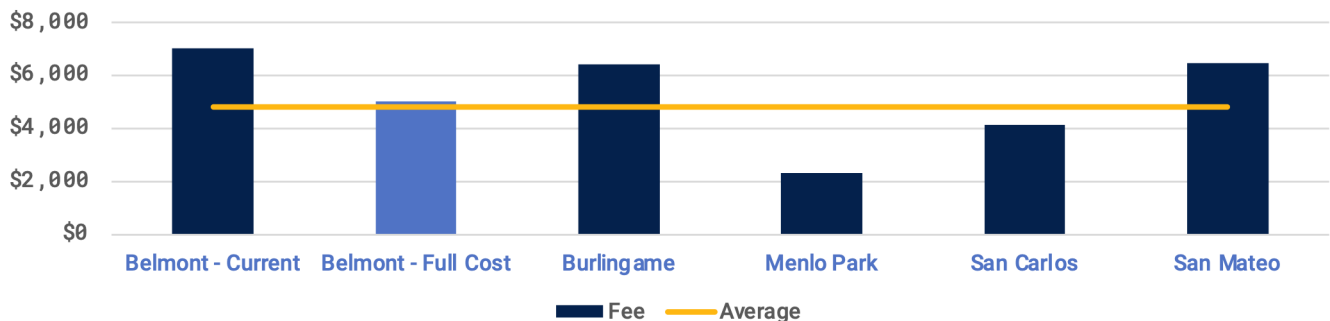


Belmont's current fee of \$1,755 is the highest among all surveyed jurisdictions and is well above the jurisdictional average of \$603. The full cost of \$884 is also above the average. San Mateo has the next highest fee at \$712, while San Carlos charges the lowest at \$477.

EASEMENT VACATION

Currently, the Engineering Division charges a \$7,021 fee for an easement vacation. In this study, the project team calculated the total cost of this service at \$5,021. The following graph shows how the division's current fee and full cost compare with those of the surveyed jurisdictions.

Easement Vacation

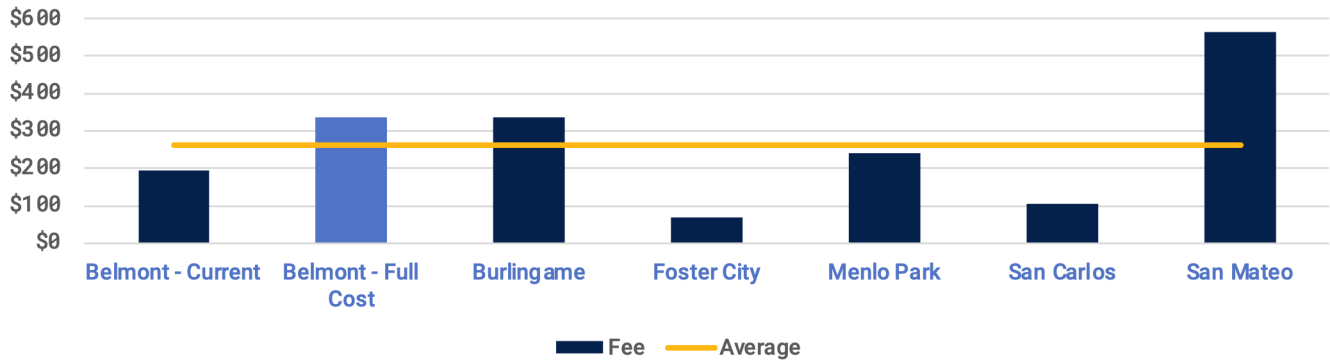


Belmont's current fee of \$7,021 is the highest among all surveyed jurisdictions and above the jurisdictional average of \$4,831. The full cost of \$5,021 is just below the average and closely aligned with San Mateo's fee of \$6,468 — the highest among peer jurisdictions — and Burlingame's fee of \$6,408. Menlo Park charges the lowest fee in the survey at \$2,320. Note that Foster City and Redwood City do not charge a fee for this service and are excluded from the graph.

TEMPORARY ENCROACHMENT: DEBRIS BIN

This is a new fee for Belmont; the city currently charges \$195 for temporary encroachment debris bins. In this study, the project team calculated the full cost of this service at \$338 per 14-day period. The following graph shows how the proposed full cost compares to the surveyed jurisdictions.

Temporary Encroachment: Debris Bin (per 14 days)

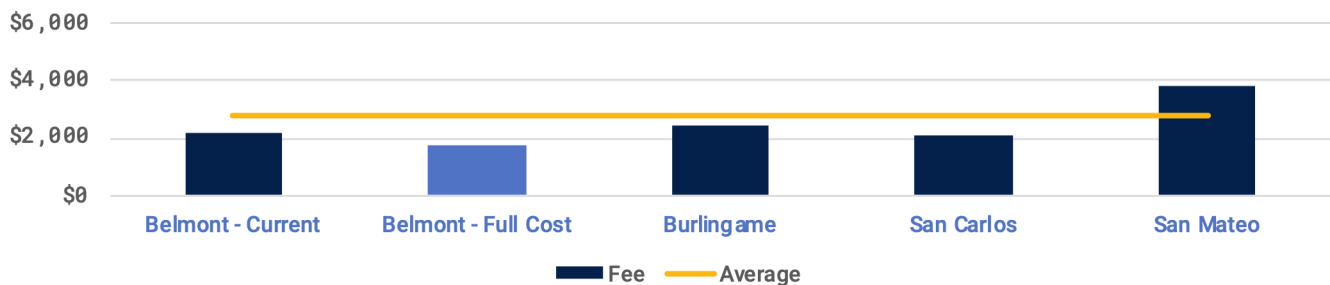


The jurisdictional average for this service is \$263, which is above Belmont's current fee. Belmont's full cost of \$338 is above the average and closely aligned with Burlingame's fee of \$336, the highest in the survey. San Mateo charges \$564, which is an outlier well above the rest of the survey. Foster City charges the lowest fee at \$68.

GRADING PERMIT (0 TO 500 CY): 500 CY

Currently, the Engineering Division charges a fee of \$2,220 for a grading permit covering up to 500 cubic yards. Through this study, the project team calculated the full cost of this service to be \$1,755. The following graph compares the division's current fee and full cost with those of the surveyed jurisdictions.

Grading Permit (0 to 500 CY)

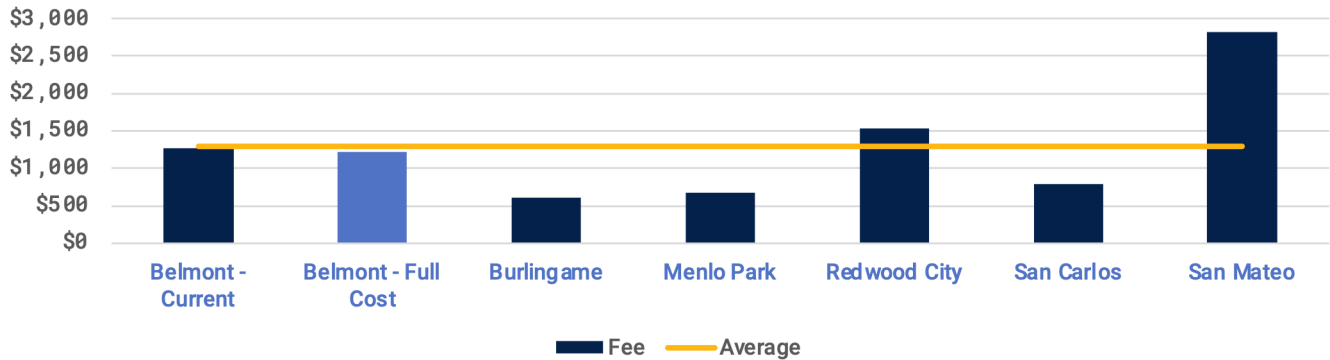


Belmont's current fee and full cost are both below the jurisdictional average of \$2,796. San Mateo charges the highest fee in the survey at \$3,834, while San Carlos charges the lowest at \$2,117.

UTILITY TRENCHING / UTILITY ENCROACHMENT PERMIT

Currently, the Engineering Division charges a fee of \$1,268 for utility trenching. In this study, the project team calculated the total cost of this service at \$1,225. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.

Utility Trenching / Utility Encroachment Permit

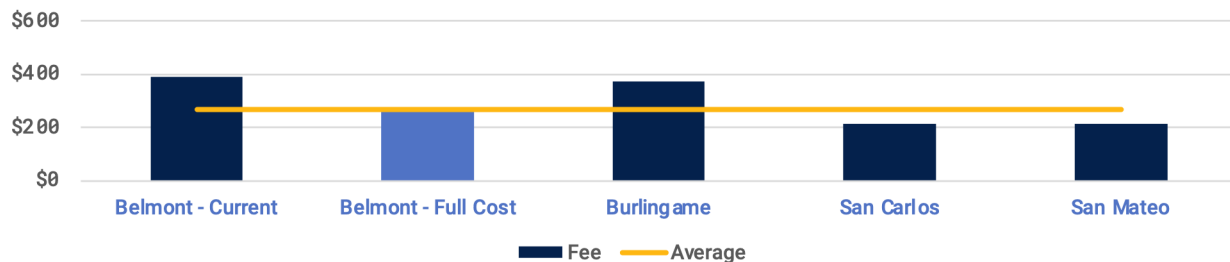


Belmont's current fee of \$1,268 and full cost of \$1,169 are both near the jurisdictional average of \$1,288.04. San Mateo charges the highest fee in the survey at \$2,825, while Burlingame charges the lowest at \$616. Belmont's current fee is most closely aligned with Redwood City at \$1,535.

ENGINEERING HOURLY RATE

Currently, the Engineering Division charges an hourly rate of \$390. In this study, the project team calculated the full-cost hourly rate to be \$261. The following graph shows how the division's current rate and full cost compare to the surveyed jurisdictions.

Engineering Hourly Rate

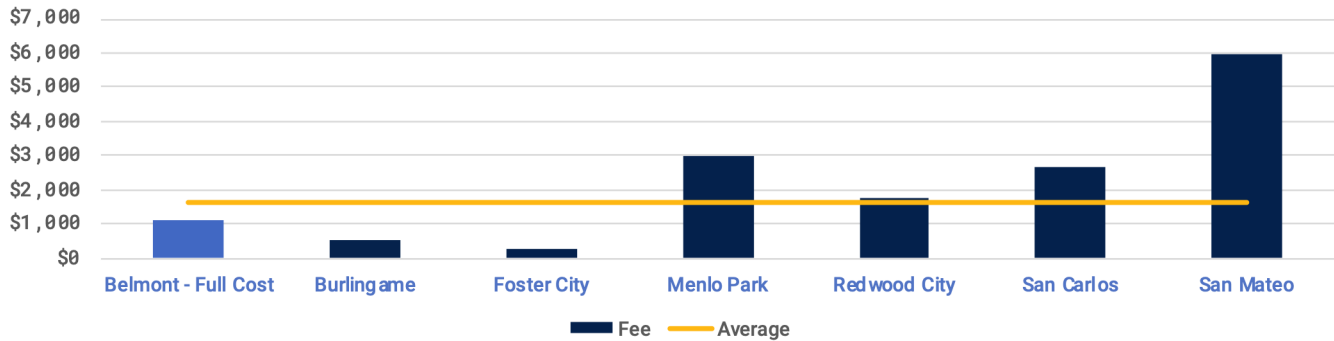


Belmont's current hourly rate of \$390 is the highest among all surveyed jurisdictions and above the jurisdictional average of \$267. The full cost of \$261 is just below the average. Burlingame's rate of \$374 is the next highest after Belmont. Note that Foster City, Menlo Park, and Redwood City do not charge a published hourly rate for this service and are excluded from the graph.

TEMPORARY USE PERMIT

This is a new fee for Belmont; the city does not currently charge for temporary use permits. Through this study, the project team calculated the full cost of this service to be \$1,149. The following graph shows how the proposed full cost compares to the surveyed jurisdictions.

Temporary Use Permit

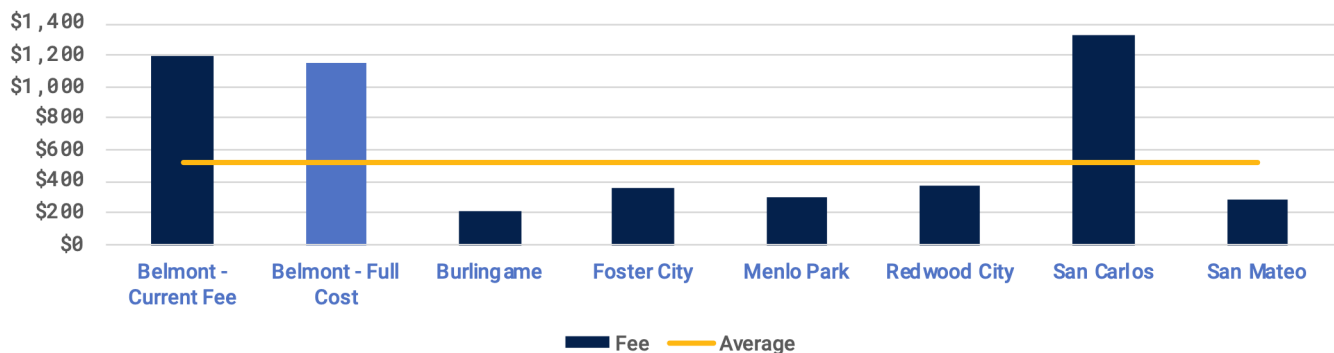


The jurisdictional average for this service is \$1,667. Belmont's full cost of \$1,149 is below the average and most all surveyed jurisdictions. San Mateo has the highest fee in the survey at \$6,000, followed by Menlo Park at \$3,000. Note that San Mateo and Menlo Park fees are indicative of initial deposits and are not calculated as part of the average. Foster City charges the lowest fee at \$300. Note that Foster City's fee of \$300 is structured as actual cost with a minimum and is noted as such in the survey.

ADMINISTRATIVE SIGN REVIEW

Currently, the Planning Division charges a fee of \$1,191 for an administrative sign review. Through this study, the project team calculated the full cost of this service to be \$1,149. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.

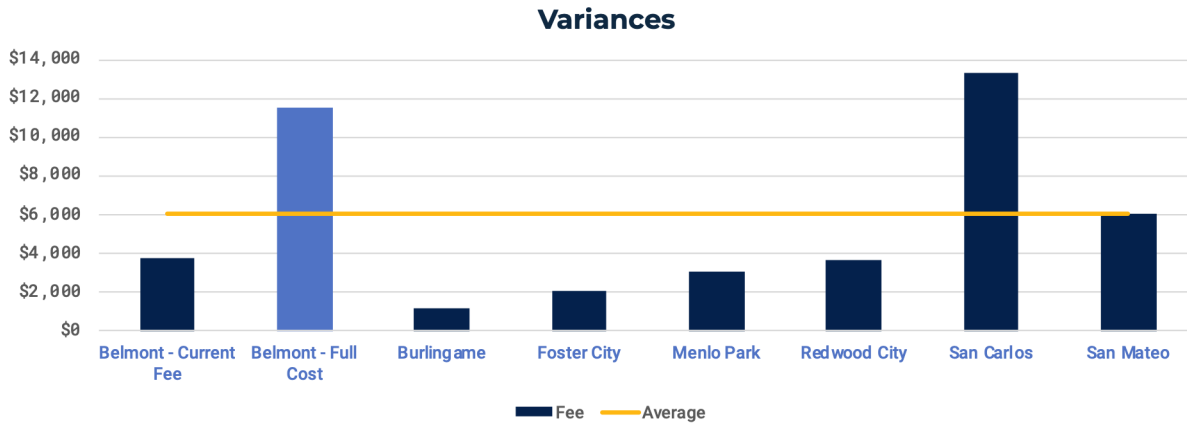
Administrative Sign Review



Belmont's current fee of \$1,191 is well above the jurisdictional average of \$515 and is the second-highest among all surveyed jurisdictions. The full cost of \$1,149 is above the peer average, only slightly lower than the current fee. San Carlos charges the highest fee in the survey at \$1,328, while Burlingame charges the lowest at \$217. Note that San Mateo's fee of \$289 is structured as a variable cost with a minimum and is noted as such in the survey.

VARIANCES

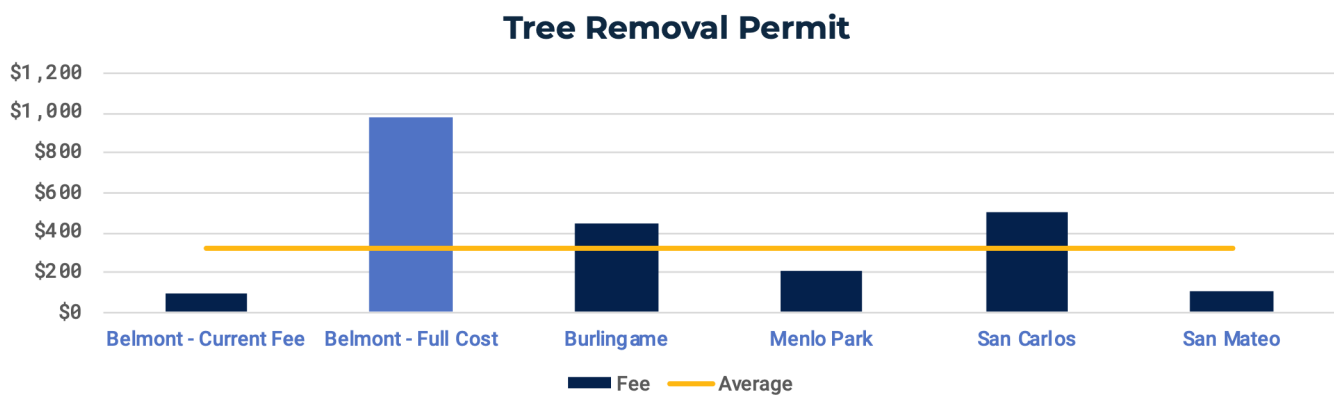
Currently, the Planning Division charges a \$3,771 fee for a variance. In this study, the project team calculated the total cost of this service at \$11,499. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.



Belmont's current fee of \$3,771 is below the jurisdictional average of \$6,003, while the full cost of \$11,499 is well above the average and the highest among all jurisdictions in the survey. San Carlos charges the highest fee among peer jurisdictions at \$13,284, while Burlingame charges the lowest at \$1,112. Note that Foster City's fee of \$2,000, Menlo Park's fee of \$3,000, and San Mateo's fee of \$6,000 are structured as minimum deposits and, therefore, are not included in the average calculation.

TREE REMOVAL PERMIT

Currently, the Planning Division charges a \$92 fee for a tree removal permit associated with development activity. In this study, the project team calculated the total cost of this service at \$985. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.

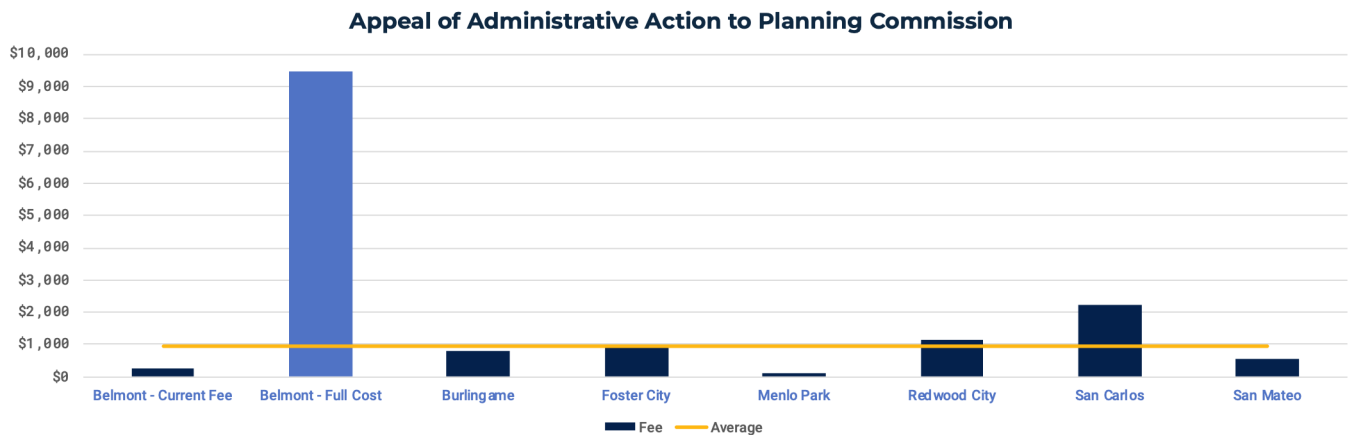


Belmont's current fee charged by Planning of \$92 is below the jurisdictional average of \$215 and among the lowest in the survey, most closely aligned with San Carlos and San Mateo, both of which charge

\$100. The full cost of \$985 significantly exceeds both the current fee and the survey average. Burlingame charges the highest fee at \$451. It is important to note that many jurisdictions subsidize this service.

APPEAL OF ADMINISTRATIVE ACTION TO PLANNING COMMISSION

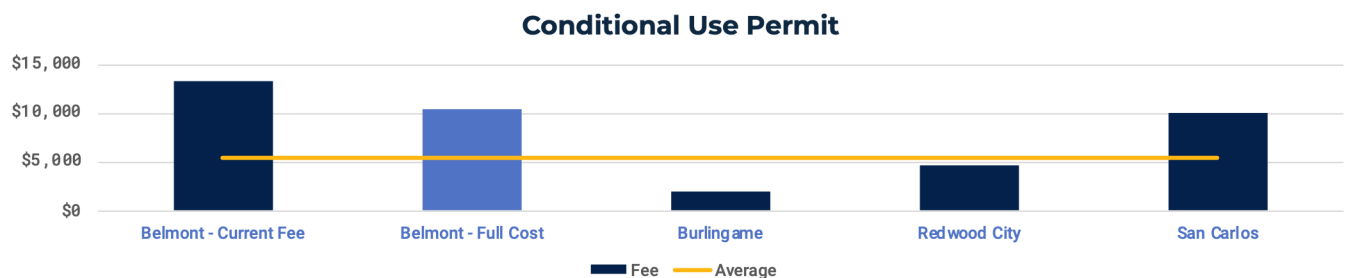
Currently, the Planning Division charges a fee of \$259 for an appeal of an administrative action to the Planning Commission. Through this study, the project team calculated the full cost of this service to be \$9,484. The following graph shows how the division's current fee and full cost compare to the surveyed jurisdictions.



Belmont's current fee of \$259 is well below the jurisdictional average of \$965 and the lowest among all surveyed jurisdictions. The full cost of \$9,484 is dramatically above both the current fee and the peer average, indicating a significant subsidy to appellants under the current fee structure. San Carlos charges the highest fee in the survey at \$2,217, while Menlo Park charges the lowest at \$110. Note that Foster City's fee of \$1,000 is structured as actual cost with a minimum deposit and is not included in the average calculation. This type of service is typically subsidized.

CONDITIONAL USE PERMIT - PERMIT - PLANNING COMMISSION REVIEW

Currently, the Planning Division charges a fee of \$13,198 for a conditional use permit requiring Planning Commission review. In this study, the project team calculated the full cost of this service at \$10,431. The following graph compares the division's current fee and full cost with those of the surveyed jurisdictions.

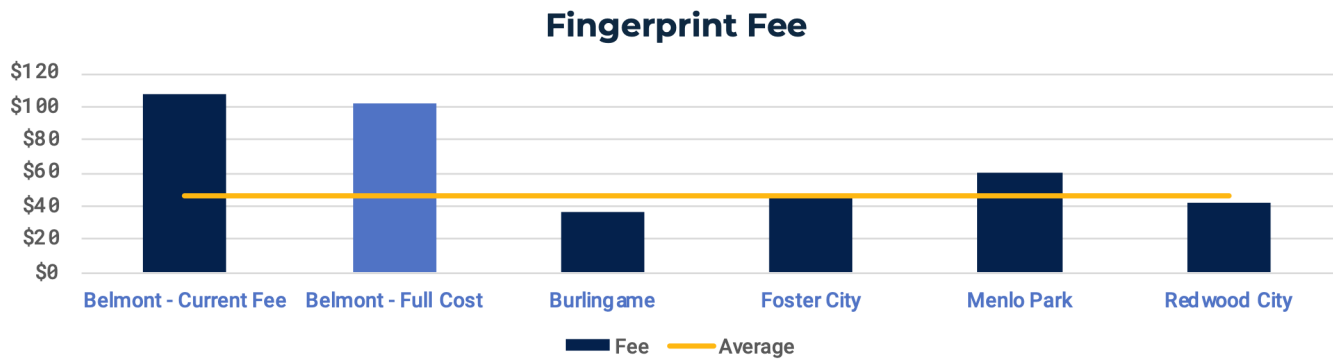


Belmont's current fee of \$13,198 is the highest among all surveyed jurisdictions and significantly above the jurisdictional average of \$5,520. The full cost of \$10,431 is also above the average. San Carlos has

the next highest fee at \$9,963, while Burlingame charges the lowest at \$2,031. Foster City (\$5,000), Menlo Park (\$3,000), and San Mateo (\$6,000) charge initial deposits for this type of entitlement application and were not included in the graphic or average fee calculation.

FINGERPRINT FEE

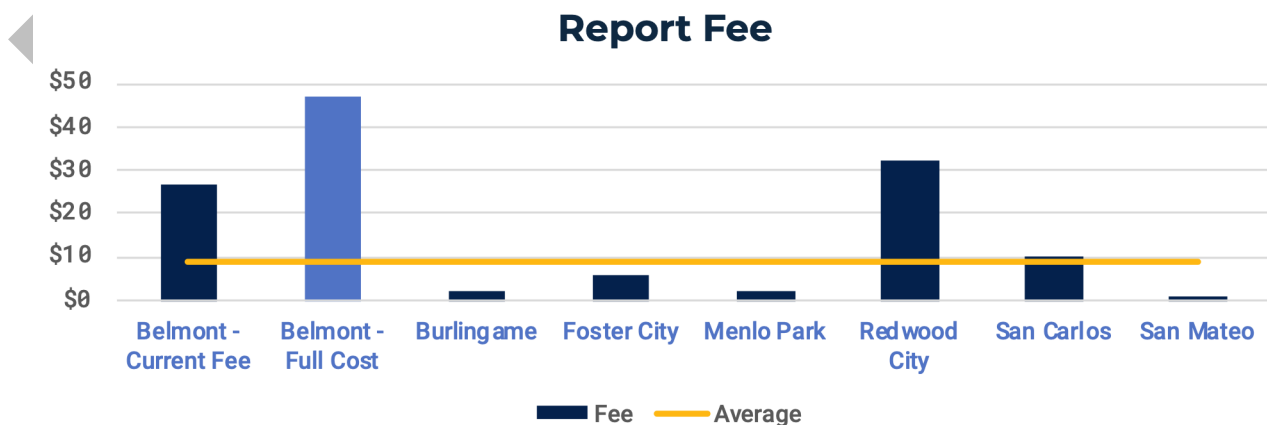
Currently, the Police Department charges a fee of \$107 for fingerprinting services. Through this study, the project team calculated the full cost of this service to be \$102. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Belmont's current fee is the highest among all jurisdictions in the survey and is above the jurisdictional average of \$47. The full cost of \$102 is also above the average.

REPORT FEE

Currently, the Police Department charges a \$27 fee for an 8-page report. In this study, the project team calculated the total cost of this service at \$47. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.

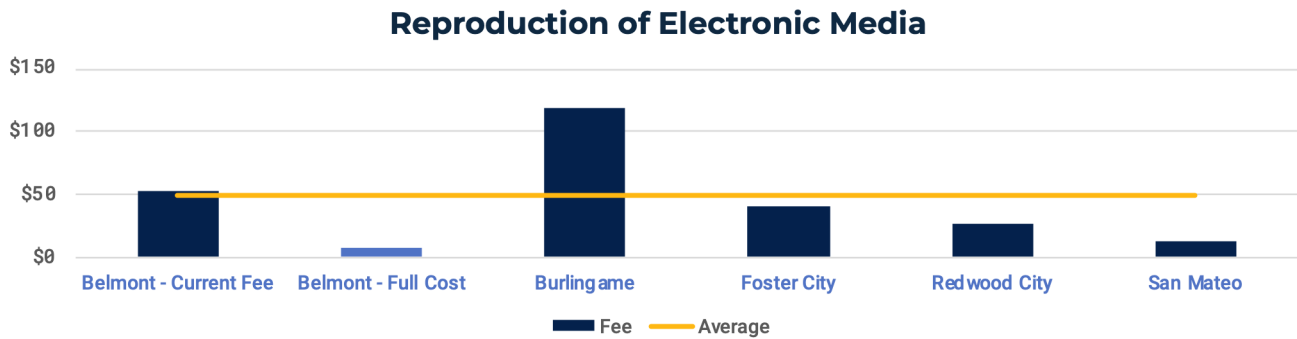


Belmont's current fee of \$27 and full cost of \$47 are both above the jurisdictional average of \$9. The wide spread in fees across the survey reflects varying methodologies — some jurisdictions, such as

Burlingame and Menlo Park, charge as little as \$2 per report, while Redwood City charges \$32. Belmont's full cost of \$47 exceeds all surveyed jurisdictions.

REPRODUCTION OF ELECTRONIC MEDIA

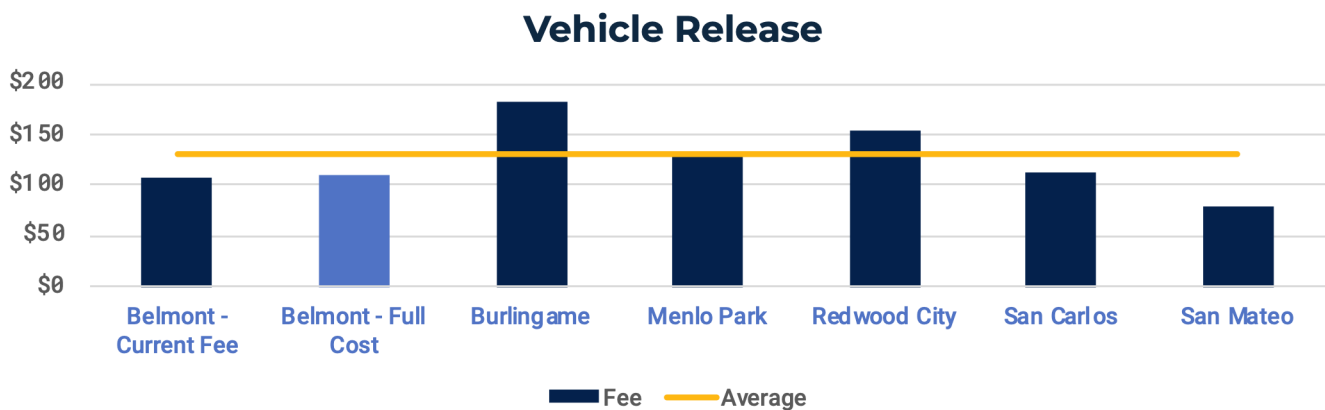
Currently, the Police Department charges a fee of \$53 for the reproduction of electronic media. Through this study, the project team calculated the full cost of this service to be \$8. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Belmont's current fee of \$53 is slightly above the jurisdictional average of \$49 and is lower than the highest fee of \$118 charged by Burlingame. The full cost of \$8 is well below the average. Note that San Carlos charges for this service at cost and is excluded from the graph.

VEHICLE RELEASE

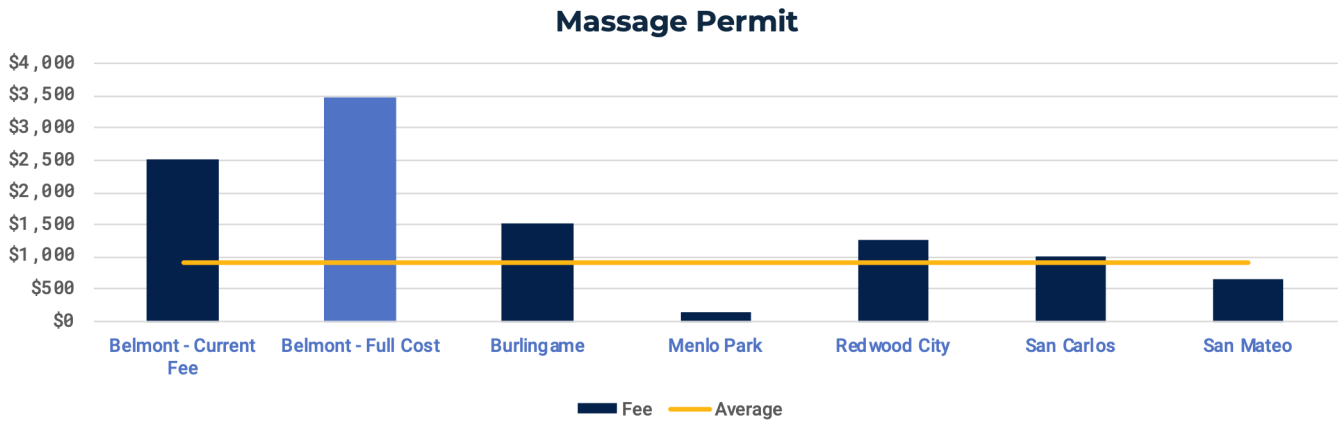
Currently, the Police Department charges a \$107 fee for a vehicle release. In this study, the project team calculated the full cost of this service at \$110. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Belmont's current and full cost fees are just below the jurisdictional average of \$113 and are most closely aligned with San Carlos at \$112. The highest fee in the survey is \$183, charged by Burlingame, while San Mateo charges the lowest at \$80.

MESSAGE PERMIT

Currently, the Police Department charges a fee of \$2,500 for message permit processing. Through this study, the project team calculated the full cost of this service to be \$3,466. The following graph shows how the department's current fee and full cost compare to the surveyed jurisdictions.



Belmont's current fee of \$2,500 and full cost of \$3,466 are both significantly above the jurisdictional average of \$912 and the highest surveyed fee, \$1,523, charged by Burlingame. Menlo Park charges the lowest fee in the survey at \$135. Note that Foster City does not charge a fee for this service and is excluded from the graph.

PARKS & RECREATION COMPARATIVE SURVEY

The following section summarizes a comparative market-rate survey of Parks and Recreation fees. All comparative jurisdiction data is drawn from publicly available fee schedules, recreation guides, and program pages as of 2026. Each section presents Belmont's current fees and baseline costs alongside data collected from peer jurisdictions, enabling direct comparison across program categories.

At a high level, the following themes emerged from the comparative benchmark survey:

- Belmont's indoor rental fees generally fall in the lower-to-middle range of the peer market, especially compared with San Mateo, Foster City, and Redwood City. Burlingame and Menlo Park are typically higher for larger or premium indoor spaces.
- Belmont's outdoor rental fees are mixed. Picnic and open space rentals generally align with peer ranges, while volleyball and horseshoe courts currently differ because Belmont offers free use, whereas several peers charge rental fees.
- Community garden current fees are below the identified annual peer example in Burlingame, while Belmont's baseline costs are closer to or above that peer range.

The following sections break down these findings by service area, providing a more detailed comparison of Belmont's current fees and calculated baseline costs alongside those of comparable jurisdictions. This analysis highlights where fees align with regional norms, where they differ, and how those

differences reflect broader policy choices regarding cost recovery and community access. These types of fees are not static. They are reactive to economic conditions and public demands, balancing the community's needs with accessibility. When assigning fees, the department must strike a delicate balance, ensuring they are reasonable for users while generating sufficient revenue to support ongoing operations and improvements.

INDOOR RENTALS

The City of Belmont charges fees for the use of indoor facilities at its community center and other public buildings. The table below compares Belmont's current fee schedule and calculated baseline costs against six comparable jurisdictions: San Carlos, San Mateo, Foster City, Redwood City, Burlingame, and Menlo Park.

TABLE 18: COMPARATIVE FEE SUMMARY – INDOOR RENTALS

Fee Category	Belmont Current Fee	Belmont Baseline Cost	Comparative Jurisdictions Summary
Reservation Change/Modification Fee	\$75 per facility change; \$25 per picnic site change	\$99 per change	San Mateo: \$20 processing fee (picnic only). Foster City: \$10 per change (first facility change free). San Carlos, Redwood City, Burlingame, Menlo Park: N/A.
Multi-Purpose Room	\$51–\$165/hr (by applicant type) + \$39 processing fee + \$300 deposit	\$73/hr + \$73 processing fee + \$300 deposit	San Carlos: \$873–\$1,047 (3-hr weekend block). San Mateo: \$40–\$150/hr + \$100 fee. Foster City: \$37–\$197/hr. Redwood City: \$90–\$230/hr. Burlingame: \$117–\$386/hr. Menlo Park: \$184–\$660/hr.
Classroom or Craft Room	\$24–\$77/hr (by applicant type) + \$39 processing fee + \$100–\$300 deposit	\$16/hr + \$73 processing fee + \$300 deposit	San Carlos: \$522–\$626 (3-hr weekend block). San Mateo: \$40–\$150/hr. Foster City: \$37–\$197/hr. Redwood City: \$25–\$90/hr. Burlingame: \$117–\$386/hr. Menlo Park: \$184–\$660/hr.
Meeting Room	\$34–\$107/hr (by applicant type) + \$39 processing fee + \$400 deposit	\$17/hr + \$73 processing fee + \$400 deposit	San Carlos: \$522–\$626 (3-hr weekend block). San Mateo: \$40–\$150/hr. Foster City: \$37–\$197/hr. Redwood City: \$35–\$100/hr. Burlingame: \$104–\$207/hr. Menlo Park: \$43–\$122/hr.
Entire Facility	\$137–\$437/hr (by applicant type) + \$39 processing fee + \$500 deposit	\$109/hr + \$36 processing fee + \$500 deposit	San Mateo: \$40–\$150/hr. Foster City: \$37–\$197/hr. Redwood City: \$150–\$400/hr + \$1,000 deposit. Burlingame: \$205–\$571/hr (2x rate outside business hours). San Carlos, Menlo Park: N/A.

The key findings from this analysis are summarized below:

- **Multi-Purpose Room:** Belmont's current hourly rate (\$51–\$165) falls below the baseline cost (\$73) and is among the most affordable compared to peer jurisdictions. Redwood City (\$90–\$230), Burlingame (\$117–\$386), and Menlo Park (\$184–\$660) charge significantly more. Foster City (\$37–\$197) and San Mateo (\$40–\$150) are most aligned with Belmont's current fee range.
- **Classroom/Craft Room:** Belmont's current rate (\$24–\$77/hr) exceeds the baseline cost (\$16/hr), suggesting this category is priced above cost recovery. Redwood City (\$25–\$90) is most comparable to Belmont's current fee. Burlingame (\$117–\$386) and Menlo Park (\$184–\$660) are dramatically higher.
- **Meeting Room:** Belmont's current rate (\$34–\$107/hr) significantly exceeds the baseline cost (\$17/hr). Menlo Park (\$43–\$122) and Redwood City (\$35–\$100) most closely align. Burlingame (\$104–\$207) is somewhat higher, while San Carlos uses a block rental model that limits direct comparison.
- **Entire Facility:** Belmont's current rate (\$137–\$437/hr) is above baseline (\$109/hr) and is competitive with Redwood City (\$150–\$400) and Burlingame (\$205–\$571). Menlo Park does not offer this rental category.
- **Reservation Change Fees:** Belmont's \$75 facility change fee and \$25 picnic site change fee are below the baseline cost of \$99 per change. Most comparable jurisdictions charge \$10–\$20 for picnic changes only, or do not charge at all, making Belmont's fees relatively higher in this category.

Overall, Belmont's indoor rental fees are generally competitive with or below those of comparable jurisdictions for multipurpose and meeting rooms. The classroom/craft room and meeting room categories are priced above baseline costs, while the multi-purpose room remains below baseline. Reservation modification fees are above regional norms for most peer jurisdictions.

OUTDOOR RENTALS

Belmont offers a range of outdoor facility rentals including athletic fields, picnic sites, courts, and open space. The table below compares current fees and baseline costs to six peer jurisdictions. Note that San Carlos restricts field rentals to nonprofits and sport leagues only; several jurisdictions do not charge for certain court types.

TABLE 19: COMPARATIVE FEE SUMMARY – OUTDOOR RENTALS

Fee Category	Belmont Current Fee	Belmont Baseline Cost	Comparative Jurisdictions Summary
Volleyball Court	Free to use	\$52 per rental	Foster City: \$26–\$32/hr per court. Menlo Park: \$88–\$250/hr per court (indoor gymnasium). San Carlos, San Mateo, Redwood City, Burlingame: N/A.
Horseshoe Court	Free to use	\$45 per rental	Redwood City: Free to use. Burlingame: \$35–\$40/hr + \$11 equipment rental + \$42 deposit. San Carlos, San Mateo, Foster City, Menlo Park: N/A.

Fee Category	Belmont Current Fee	Belmont Baseline Cost	Comparative Jurisdictions Summary
Picnic Site	Less than 100 people: \$146–\$234/day; more than 100 people: \$196–\$314/day + \$39 processing fee (by residency and applicant type)	\$194/day + \$41 processing fee	San Carlos: \$81–\$160/day. San Mateo: \$75–\$246/day (25% nonprofit discount). Foster City: \$71–\$106/day. Redwood City: \$15–\$300/day (by size). Burlingame: \$135–\$340/day. Menlo Park: \$10–\$20/hr.
Open Space	\$25–\$80 (by residency and applicant type) + \$100 deposit	\$55 + \$100 deposit	Foster City: \$44–\$55/day. Burlingame: \$26–\$66/day. Menlo Park: \$17–\$23/hr. San Carlos, San Mateo, Redwood City: N/A.
Athletic Field	\$52–\$350 (by residency and applicant type)	\$105–\$189 (by residency and applicant type)	San Carlos: Nonprofit/sport leagues only. San Mateo: \$27–\$34/hr. Foster City: \$4–\$40/hr (youth/adult). Redwood City: \$30–\$125/hr. Burlingame: \$30–\$113/hr. Menlo Park: \$24–\$225/hr (natural and synthetic turf).
Field Lights	\$22/hr	\$24/hr	San Mateo: \$30/hr. Foster City: \$32–\$40/hr. Redwood City: \$30–\$50/hr. Burlingame: \$46/hr. Menlo Park: \$6–\$28/hr. San Carlos: N/A.

The key findings from this analysis are summarized below:

- **Volleyball and Horseshoe Courts:** Belmont currently offers both at no charge, well below baseline costs of \$52 and \$45 per rental, respectively. No directly comparable jurisdictions offer free court rentals except Redwood City for horseshoe courts. This represents a notable revenue gap relative to both baseline costs and peer fees.
- **Picnic Sites:** Belmont's current fees (\$146–\$314/day) are generally above or at the high end compared to most peer jurisdictions. San Carlos (\$81–\$160), Foster City (\$71–\$106), and Redwood City (\$15–\$300) charge less, while Burlingame (\$135–\$340) is most comparable. Belmont's baseline cost (\$194/day) falls within the peer range.
- **Open Space:** Belmont's current range (\$25–\$80) is below the baseline (\$55) at the low end and aligns with Foster City (\$44–\$55) and Burlingame (\$26–\$66). Limited comparable data is available across the region.
- **Athletic Fields:** Belmont's current fees (\$52–\$350) span a wide range and are below baseline (\$105–\$189) at the low end. San Mateo (\$27–\$34/hr), Foster City (\$4–\$40/hr for youth), and Burlingame (\$30–\$113/hr) are generally lower. Menlo Park (\$24–\$225/hr) and Redwood City (\$30–\$125/hr) are most comparable to Belmont's range.
- **Field Lights:** Belmont's \$22/hr is below the baseline (\$24/hr) and is the lowest among jurisdictions that charge for lights. Comparable jurisdictions charge \$28–\$50/hr, with the exception of Menlo Park (\$6–\$28/hr). Burlingame (\$46/hr) charges the most.

Belmont's outdoor rental fees present a mixed picture. Court rentals (volleyball, horseshoe) are offered free, well below both baseline and peer rates. Picnic site fees are generally at or above peer levels.

Athletic field and field light fees are at the low end of the regional range, with room for upward alignment. Open space fees are limited in comparability but appear consistent with available peer data.

COMMUNITY GARDEN

Belmont operates a community garden program with annual plot rental fees for full and half plots. The table below compares current fees and baseline costs to peer jurisdictions. Only San Mateo and Burlingame among the comparison cities offer a community garden program.

TABLE 20: COMPARATIVE FEE SUMMARY – COMMUNITY GARDEN

Fee Category	Belmont Current Fee	Belmont Baseline Cost	Comparative Jurisdictions Summary
Full Garden Plot	\$122/year	\$194/year	San Mateo: \$0.30/sq. ft. annually. Burlingame: \$141–\$170/year + \$100 deposit. San Carlos, Foster City, Redwood City, Menlo Park: N/A.
Half Garden Plot	\$86/year	\$167/year	San Mateo: \$0.30/sq. ft. annually (prorated by plot size). Burlingame: \$141–\$170/year range applies (half plot data not separately reported). San Carlos, Foster City, Redwood City, Menlo Park: N/A.

The key findings from this analysis are summarized below:

- **Community Garden – Full Plot:** Belmont’s current fee of \$122/year is well below the baseline cost of \$194/year, indicating fees do not fully recover costs. Burlingame charges \$141–\$170/year, which is more aligned with the baseline. San Mateo uses a per-square-foot pricing model (\$0.30/sq. ft.) that may yield comparable or higher totals depending on plot size.
- **Community Garden – Half Plot:** Belmont’s \$86/year is similarly below baseline (\$167/year). Only San Mateo and Burlingame offer community garden programs among the comparison jurisdictions; Belmont’s fees are below both the baseline and Burlingame’s comparable rate.

Overall, Belmont’s community garden fees represent a significant subsidy relative to baseline costs. Adjusting toward the baseline or toward Burlingame’s rate structure (\$141–\$170) would bring fees closer to cost recovery.

SUMMARY

Comparative market surveys provide a critical framework for evaluating fee structures by placing Belmont’s fees in the context of how similar services are priced across peer jurisdictions. While these comparisons are not intended to serve as direct benchmarks for setting fees, they illustrate the range of approaches used to balance cost recovery, community access, and service priorities. Differences between Belmont’s current fees, calculated total/baseline costs, and comparable jurisdiction pricing reflect intentional policy choices, particularly where the City elects to subsidize high-demand or community-benefit services or recover a greater share of costs for private or exclusive uses.

Overall, Belmont generally has current fees that are higher or in the middle compared to those of the other surveyed jurisdictions. It is important to note that the results of this survey reflect only the fees adopted by other jurisdictions' Councils, not the cost-recovery policy decisions for departments or for a jurisdiction. As such, the results of this survey should be used as a secondary decision-making tool.

DRAFT

Proposed Master Revenue Schedule

Attachment D

Fee Name	Unit	Current Fee	Proposed Fee
Finance			
General Government Fees			
Returned Check Fee			
First returned check	Each	\$25	\$25
Subsequent checks	Each Add'l	\$35	\$35
Reproduction Costs			
Standard 8 1/2 x 11 Copy	Per Page	\$0.30	\$0.30
Miscellaneous Reproductions	Each	Actual Cost	Actual Cost
Credit Card Transactions			
Transactions \$10,000 or above	% of Transaction	2.45%	2.45%
EV Charging Fee	per kWh per Space	New	\$0.45
Business License Tax (Rates set by ordinance (Section 23-203))			
Businesses grossing under \$10,000	Each	\$0	\$0
Businesses grossing over \$10,000			
Minimum	Each	\$25	\$25
Category 1	Per \$1,000 in Gross Receipts	\$0.40	\$0.40
Category 2	Per \$1,000 in Gross Receipts	\$0.75	\$0.75
Category 3	Per \$1,000 in Gross Receipts	\$1	\$1
Category 4	Per \$1,000 in Gross Receipts	\$60	\$60

*For Category 3 and 4 only, if the gross receipts within Belmont are less than the cost of maintaining operations within the city and the difference between the gross receipts and the cost of operations is the greater of either \$300,000 or 20% of the gross receipts, the business must produce gross receipts in an amount at least equal to the cost of maintaining such operations. Costs of operations include, but are not limited to, rent, depreciation, salaries, wages, fixed charges, loan payments, utilities, insurance premiums, and other expenses.

Notes:

A business licensee must pay a license tax for each tax year based on gross receipts derived from business activity in the city if those gross receipts are greater than \$10,000. If those gross receipts are \$10,000 or less, no tax is owed. When a business license tax is owed the amount is equal to the greater of the minimum amount or the amount calculated by applying the rates in the Rate Table to the licensee's business category or categories. The rates in the Rate Table are expressed in dollars per thousand dollars of the licensee's total gross receipts derived from business conducted in the city for the previous tax year, except when a licensee did not operate in the city for the entirety of the previous tax year in which case the tax is measured by the licensee's gross receipts derived from business conducted in the city for the current tax year. The rate applied is the maximum rate unless lowered by appropriate Council action.

Fee Name	Unit	Current Fee	Proposed Fee
Police			
Police Fees			
Fingerprint Fee			
Fingerprint Fee	Per Person	\$107	\$102
State & Federal Fees	Per Person	Actual Cost	Actual Cost
Background Check Processing Fee	Per Person	\$500	\$1,441
Report Fee			
Victim Requested First Copy	Each	\$0	\$0
Non-Victim Requested / Subsequent Victim Requested Copies	Each	\$27	\$47
Records Search/Print-out	Per Hour	\$320	\$189
Local Clearance Letter	Per Person	\$53	\$31
Reproduction of Photos, Audio, Video			
Photo Review and Release (includes printing)	Each	\$27	\$55
Audio / Video Review and Release	Per Hour	\$320	\$265
Electronic Media	Each	\$53	Actual Cost
Solicitors Permit	Per Person	\$320	\$773
Vehicle / Bike Release			
Release Fee	Per Vehicle	\$107	\$110
<u>E-Bike Storage & Release:</u>	Each		
1st Incident	Each	\$50	\$150
2nd or more incidents	Each	\$50	\$362
Lost Citations	Per Citation	\$27	\$15
Ticket Sign-off (outside agency)	Per Vehicle	\$27	\$20
		As allowed by statute	
Emergency Cost Recovery	Each		As allowed by statute
False Alarm Fees (per calendar year)			
1st and 2nd incident	Each	\$0	\$0
3rd incident	Each	\$125	\$150
4th incident	Each	\$225	\$275
5th or more incident	Each	\$525	\$315
Alarm Permit Fee	Per Address Per Year	\$30	\$42
Massage Permits			
Biannual Permit Processing Fee	Biannual	\$2,500	\$3,466
Annual Inspection Fee	Annual	\$150	\$1,115
Cannabis Business Permit			
Permit Processing Fee	Every 2 years	\$2,500	\$3,629
Inspection Fee	Annual	\$1,500	\$1,115
Firearm, Ammunition, Ammunition Feeding Devices Storage			
Intake & First Year Storage	Per Item Per Year	\$140	\$671
Annual Storage Beyond 1st Year	Per Item Per Year	\$35	\$182

Fee Name	Unit	Current Fee	Proposed Fee
Police			
Fines			
Old County Rd Parked on Right of Way Doing Work	Each	\$40	\$50
Old County Rd Parked on Right of Way (2000-0600 HRS)	Each	\$40	\$50
Old County Rd Parked 3' Easement (0600-2000 HRS)	Each	\$40	\$50
Parked in Excess of 72 hrs	Each	\$40	\$72
No Parking Anytime	Each	\$42	\$60
Parking in Violation of Regulatory Sign	Each	\$42	\$60
Timed Zone Parking	Each	\$42	\$50
Wheels Not Curbed	Each	\$40	\$50
Violate Temporary Signs	Each	\$42	\$50
Expired Registration	Each	\$56	\$80
Replace Lost/Stolen Plate	Each	New	\$72
Improper Use of Registration/Plate/Placard	Each	New	\$195
False Display of Registration (Tab)	Each	\$56	\$125
Front and/or Rear Plate Missing	Each	\$40	\$50
Improper Position of Plates	Each	\$40	\$50
Period of Display/License Plate	Each	\$40	\$50
Year and/or Month Tab Missing	Each	\$40	\$50
Parked/Drive on Public Ground Without a Permit	Each	\$40	\$50
Parked Blocking a Bicycle Lane	Each	\$40	\$50
Parked in Intersection	Each	\$40	\$50
Parked in Crosswalk	Each	\$40	\$50
Parked Within 15' of Fire Station Driveway	Each	\$40	\$50
Parked Blocking Driveway	Each	\$40	\$50
Parked on Sidewalk	Each	\$40	\$50
Parked in Highway Work Zone	Each	New	\$50
Double Parked	Each	\$40	\$50
Parked in Bus Zone	Each	\$255	\$255
Parked in Front of Lowered Curb/Access Ramp	Each	\$355	\$355
Parked in Posted Fire Lane	Each	\$40	\$60
Parked on Wrong Side of Roadway/18" from Curb	Each	\$40	\$50
Parked in Disabled Person Marking	Each	\$355	\$355
Parked in Disabled Parking Accessibility Area	Each	\$355	\$355
Parked in or blocking EV Designated Space	Each	New	\$60
Parked Within 15' of Fire Hydrant	Each	\$40	\$60
Unattended Vehicle Engine Running	Each	New	\$50
Parked Within 7 ½' of Railroad Tracks	Each	\$40	\$50
Parked Within 3' of Sidewalk Access Ramp	Each	\$355	\$355
Abandoned Vehicle			
On Highways	Each	\$255	\$255
Public or Private Property	Each	\$255	\$255
Unlisted California Vehicle Code Infraction	Each	New	\$60
Unlisted Belmont City Code Infraction	Each	New	\$50
Correctable Violation Fee	Each	\$20	\$25
Penalty Fee - Overdue Violations	Each	New	\$42
Administrative Citations - Infractions			
First Offense	Each	\$100	\$100
Second Offense	Each	\$200	\$200
Third Offense	Each	\$500	\$500
Administrative Citations - Misdemeanor			
First Offense	Each	\$100	\$100
Second Offense	Each	\$300	\$300
Third Offense	Each	\$500	\$500

Fee Name	Unit	Current Fee	Proposed Fee
Planning / Development Review			
Appeals			
Appeal of Planning Action to City Council	Each	\$1,683	\$5,000
Appeal of Administrative Action to Planning Commission	Each	\$259	\$3,000
Appeal of tree permit	Each	\$523	\$2,000
Design Review			
New Building Construction - Commercial	Each	\$13,992	\$13,251
Additions - Commercial	Each	\$13,198	\$10,998
Administrative Design Review - exterior modifications	Each	\$3,771	\$3,926
Single-Family Design Review Tier 2* - Zoning Administrator Review without hearing	Each	\$3,969	\$4,783
<u>Single-Family Design Review Tier 3</u>			
Planning Commission Review - Addition	Each	\$11,572	\$10,166
Planning Commission Review - New Homes	Deposit	\$11,572	\$13,000
*Single-Family Design Review Tier 1 only requires a building permit.			
Conditional Use Permit			
Administrative Permit - Community Development Director	Each	\$3,771	\$4,683
Permit - Planning Commission Review	Each	\$13,198	\$10,431
Variance	Each	\$3,771	\$11,499
FAR Exception			
Administrative Permit - Community Development Director	Each	\$5,954	\$4,419
Permit - Planning Commission Review	Each	\$5,954	\$10,267
Geologic Review			
Small Geologic Review	Deposit	\$4,692	\$3,500
Large Geologic Review	Deposit	\$4,692	\$5,000
Map Modification or Exception	Deposit	\$4,692	\$8,500
Environmental Fees			
Minor Categorical Exemption - Community Development Director	Each	\$397	\$336
Environmental Analysis	Deposit	\$43,341	Actual Cost
Additional Fees			
General Plan Amendment, Specific Plan Amendment, Rezoning, or Zoning Ordinance Amendment	Deposit	\$20,640	\$40,500
Historic Building Alteration, Community Development Director	Each	\$13,496	\$3,345
Historic Building Alteration, City Council Review	Each	\$13,496	\$9,980
Grading Plan, Planning Commission Review	Each	\$11,908	\$8,113
Extension of Permits	Each	\$1,191	\$1,995
Property Profile Report	Each	\$1,588	\$1,234
Fiscal Impact Analysis Review	Deposit	New	\$3,500
Complex Project	Deposit	\$31,754	\$30,000
Tree Removal Permit - With Development			
Protected Trees Removal Permit with Development	Each	\$92	\$985
Public Notice Fee	Each	\$358	\$684
Subdivisions			
Tentative Map	Deposit	\$15,878	\$6,500
Tentative Parcel Map	Deposit	\$15,878	\$5,000
Lot Merger / Lot Line Adjustment	Each	\$3,771	\$3,747
Certificate of Compliance	Each	\$3,771	\$2,926
Complex Certificate of Compliance	Deposit	New	\$5,500
Signage			
Administrative Sign Review	Each	\$1,191	\$1,149
Banner/Temporary Sign Review	Each	\$397	\$657
Master Sign Program	Each	\$2,382	\$4,000
Legal Review	Deposit	\$9,689	\$10,000
SB-9 Application - Lot Split	Deposit	New	\$5,000

Fee Name	Unit	Current Fee	Proposed Fee
Planning / Development Review			
Pre-Application Review			
Small Pre-Application	Each	New	\$2,373
Large Pre-Application	Each	New	\$5,908
Housing Development			
Affordable Housing Plan	Each	New	\$1,601
Affordable Housing Monitoring			
Up to 100 Units	Per Unit	New	\$83
Over 100 Units	Deposit	New	\$7,500
SB-330 - Housing Preliminary Application			
150 Units or Less	Each	New	\$5,437
Greater Than 150 Units	Deposit	New	\$8,000
Affordable Housing Agreement	Each	New	\$2,401
Wireless Communication Facility Application			
6409 Application	Deposit	New	\$6,000
Other	Deposit	New	\$10,000
Temporary Use Permit	Each	New	\$1,149
Development Agreement or Conditional Use Permit Monitoring	Each	New	\$955
For services requested of City Staff for which no fee/deposit is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate deposit to be collected.			
	Per Hour	New	\$345
		Actual Cost + 30%	Actual Cost + 15%
Services Provided by Outside Consultants			
	Each		

Notes:

Services provided by Outside Consultants can be charged in addition to any of the fees / deposits noted.

All complex project charges / deposits must be paid prior to public hearing.

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

Fees are additive; multiple applications require multiple fees, until they reach the complex deposit, then the complex deposit is collected.

Each parcel requires separate Use Permit or Variance Fees.

Deposit-based fees incur actual time charges and material / consultant costs. Additional funds can be requested or funds can be reimbursed if the full amount of funds are not utilized.

Fee Name	Unit	Current Fee	Proposed Fee
Engineering Support to Planning / Development Review			
Design Review			
New Building Construction - Commercial	Each	\$5,851	\$5,820
Additions - Commercial	Each	\$0	\$4,195
Single-Family Design Review Tier 2 - Zoning Administrator Review without Hearing	Each	\$1,170	\$1,651
Single-Family Design Review Tier 3			
Planning Commission Review - Addition	Each	\$6,228	\$4,039
Planning Commission Review - New Homes	Deposit	\$6,228	\$5,500
Conditional Use Permit			
Administrative Permit - Community Development Director	Each	\$2,354	\$924
Permit - Planning Commission Review	Each	\$2,354	\$1,386
Additional Fees			
Grading Plan, Planning Commission Review	Each	\$4,290	\$3,219
Complex Project			
Consultant Management (20 hrs initial deposit)	Deposit	Modified	\$6,000
Subdivisions			
Tentative Map	Deposit	\$0	\$14,500
Tentative Parcel Map	Deposit	\$15,602	\$11,500
Lot Merger / Lot Line Adjustment	Each	\$3,510	\$3,465
Certificate of Compliance	Each	\$0	\$606
Complex Certificate of Compliance	Deposit	\$0	\$1,000
SB-9 Application - Lot Split	Deposit	New	\$7,500
Pre-Application Review			
Small Pre-Application	Each	New	\$471
Large Pre-Application	Each	New	\$4,709
For services requested of City Staff for which no fee/deposit is listed in this Master Fee Schedule, the City Manager or Department Director shall determine the appropriate deposit to be collected.			
Services Provided by Outside Consultants		Actual Cost + 30%	Actual Cost + 15%

Notes:

Services provided by Outside Consultants can be charged in addition to any of the fees / deposits noted.

All complex project charges / deposits must be paid prior to public hearing.

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

Fees are additive; multiple applications require multiple fees.

Each parcel requires separate Use Permit or Variance Fees.

Deposit-based fees incur actual time charges and material / consultant costs. Additional funds can be requested or funds can be reimbursed if the full amount of funds are not utilized.

Fee Name	Unit	Current Fee	Proposed Fee
Building			
Building Permit Fee			
\$1 - \$2,000			
First \$1	Base	\$42.65	\$424.35
Each additional \$100 or fraction thereof, to and including \$2,000	Each Add'II \$100	\$4.92	\$3.80
\$2,001 - \$25,000			
First \$2,000	Base	\$125.63	\$500.25
Each additional \$1,000 or fraction thereof, to and including \$25,000	Each Add'II \$1,000	\$22.68	\$19.80
\$25,001 - \$50,000			
First \$25,000	Base	\$841.45	\$955.65
Each additional \$1,000 or fraction thereof, to and including \$50,000	Each Add'II \$1,000	\$16.36	\$46.44
\$50,001 - \$100,000			
First \$50,000	Base	\$1,774.48	\$2,116.58
Each additional \$1,000 or fraction thereof, to and including \$100,000	Each Add'II \$1,000	\$11.35	\$93.05
\$100,001 - \$500,000			
First \$100,000	Base	\$6,612.37	\$6,768.92
Each additional \$1,000 or fraction thereof, to and including \$500,000	Each Add'II \$1,000	\$9.07	\$11.12
\$500,001 - \$1,000,000			
First \$500,000	Base	\$10,931.92	\$11,215.98
Each additional \$1,000 or fraction thereof, to and including \$1,000,000	Each Add'II \$1,000	\$7.69	\$16.05
\$1,000,001 - \$10,000,000			
First \$1,000,000	Base	\$15,242.85	\$19,239.79
For each additional \$1,000 or fraction thereof	Each Add'II \$1,000	\$5.91	\$3.66
\$10,000,001 - \$50,000,000			
First \$10,000,000	Base	\$68,432.85	\$52,141.63
For each additional \$1,000 or fraction thereof	Each Add'II \$1,000	\$5.91	\$1.82
\$50,000,001 and Above			
First \$50,000,000	Base	\$304,832.85	\$124,748.76
For each additional \$1,000 or fraction thereof	Each Add'II \$1,000	\$5.91	\$0.91
Building Support Fees			
Plan Check - Building Review	% of Building Fee	65%	65%

Fee Name	Unit	Current Fee	Proposed Fee
Building			
Building Permits			
Residential			
Bathroom	Each	\$793	\$946
Cellular Antenna	Each	\$1,191	\$1,246
Deck	Each	\$993	\$1,355
Drainage System	Each	\$993	\$1,141
Fireplace Insert	Each	\$595	\$642
Kitchen Remodel	Each	\$793	\$946
Pergola	Each	\$1,191	\$1,160
Re-Roofs	Each	Valuation	\$534
Retaining Wall			
Linear Foot to 50	Base	\$1,389	\$1,550
Linear Foot Per 10LF	Per 10 LF	New	\$318
Siding/Stucco	Each	\$1,191	\$849
Spa/Hot Tub/Sauna			
Alteration	Each	Valuation	\$989
New	Each	Valuation	\$989
Swimming Pool			
Alteration	Each	\$1,389	\$989
New	Each	\$1,389	\$1,378
Voluntary			
Foundation Upgrade	Each	\$1,191	\$1,160
Seismic Upgrade	Each	\$993	\$1,008
Windows			
Up to 5	Each	\$993	\$600
More than 5	Each	\$993	\$1,055
Commercial			
Swimming Pool			
New	Each	\$1,389	\$1,898
Alteration	Each	\$1,389	\$1,203
Spa/Hot Tub/Sauna			
Alteration	Each	Valuation	\$1,203
New	Each	Valuation	\$1,496
Spray Booth	Each	\$1,191	\$1,291

Fee Name	Unit	Current Fee	Proposed Fee
Building			
Electrical Permits			
Residential			
New, Additions, Alterations	Per Sq. Ft.	\$0.17	\$0.40
Electrical permit	Each	\$203	\$382
Temp Power	Each	\$187	\$303
Subpanel	Each	\$203	\$303
Service Panel			
Up to 200A	Each	\$203	\$303
201-1000	Each	\$203	\$303
Over 1000	Each	\$406	\$303
Rewire	Each	\$203	\$400
EV Charger			
Single Family/Duplex	Each	\$203	\$303
Level I or II	Each	\$203	\$303
Commerical			
New, Additions, Alterations	Per Sq. Ft.	\$0.17	\$0.30
Electrical permit	Each	\$203	\$401
Temp Power	Each	\$187	\$401
Subpanel	Each	\$203	\$401
Service Panel			
Up to 200A	Each	\$203	\$401
201-1000	Each	\$203	\$401
Over 1000	Each	\$406	\$401
Rewire	Each	\$203	\$651
EV Charger			
Level I or II	Each	Valuation	\$857
Level 3	Each	Valuation	\$1,550
Solar			
Residential			
Solar Energy	Base	\$450	\$450
Per kW above 15 kW	Each Add'II	\$15	\$15
Solar Thermal	Base	\$450	\$450
Per kW above 15 kW	Each Add'II	\$15	\$15
Battery Storage	Each	New	\$450
Commercial			
Solar Energy	Base	\$1,000	\$1,000
Per kW above 50 kW to 250 kW	Each Add'II	\$7	\$7
Per kW above 250 kW	Each Add'II	\$5	\$5
Solar Thermal	Base	\$1,000	\$1,000
Per kW above 50 kW to 250 kW	Each Add'II	\$7	\$7
Per kW above 250 kW	Each Add'II	\$5	\$5
Battery Storage	Each	New	\$1,000

Fee Name	Unit	Current Fee	Proposed Fee
Building			
Plumbing Permits			
Residential			
New, Additions, Alterations	Per Sq. Ft.	Modified	\$0.40
Plumbing Permit	Each	\$206	\$382
Sewer Lateral	Each	\$286	\$362
Water Repipe	Each	\$220	\$362
Gas Lines			
1 - 5	Each	\$190	\$382
Over 5	Each	\$206	\$382
Drain, Waste, Vents DWV	Each	\$206	\$382
Fixtures in Trap	Each	\$206	\$230
Water Heater			
Gas tank	Each	\$206	\$329
Tankless	Each	\$206	\$329
Heat Pump Water Heater	Each	\$206	\$329
Backflow	Each	Valuation	\$382
Commercial			
New, Additions, Alterations	Per Sq. Ft.	Modified	\$0.30
Plumbing Permit	Each	\$206	\$401
Sewer Lateral	Each	Valuation	\$401
Water Repipe	Each	Valuation	\$553
Gas Lines			
1 - 5	Each	\$190	\$401
Over 5	Each	\$206	\$553
Drain, Waste, Vents DWV	Each	\$206	\$401
Fixtures in Trap	Each	\$206	\$401
Water Heater			
Gas tank	Each	\$206	\$401
Tankless	Each	\$206	\$401
Heat Pump Water Heater	Each	\$206	\$553
Backflow	Each	Valuation	\$553
Mechanical Permits			
Residential			
New, Additions, Alterations	Per Sq. Ft.	Modified	\$0.40
Mechanical Permit	Each	\$207	\$382
Furnace only	Each	\$207	\$329
HVAC system	Each	\$207	\$329
Heat Pump HVAC	Each	\$207	\$329
Commercial			
New, Additions, Alterations	Per Sq. Ft.	Modified	\$0.30
Mechanical Permit	Each	\$207	\$401
HVAC	Each	\$207	\$596
Furnace Only	Each	\$207	\$596
Heat Pump	Each	\$207	\$748
Air Handler/Air Condition			
To 10 Tons	Each	\$26	\$748
Over 10 Tons	Each	\$57	\$1,203

Fee Name	Unit	Current Fee	Proposed Fee
Building			
Other Building Admin Fees			
Alternate Materials Request	Each	New	\$1,596
Unreasonable Hardship Request	Each	New	\$1,469
Stop Work Order, Work Without Permits	Each	New	2x Applicable Permit Fee
Violation of Issued Stop Work Per Occurrence	Per Occurrence	New	Actual Cost
Violation of Noise Ordinance Per Occurrence	Per Occurrence	New	Actual Cost
Research Services	Each	Actual Cost	\$131
Temporary Certificate of Occupancy	Each	New	\$1,336
Permit Re-Activation Not Under Construction Time Limits	Each	New	\$595
Address Change Requests	Each	New	\$786
Inspection outside of normal business hours	Per Hour	\$397	\$336
Reinspection	Per Hour	\$397	\$303
Inspection for which no fee is specifically indicated	Per Hour	\$397	\$303
Additional plan review or plan review for which no fee is indicated	Per Hour	\$397	\$389
Plan Check - Planning Review	% of Permit Fee	35%	35%
General Plan Maintenance Fee	% of Building Valuation	0.75%	0.77%

Notes:

Where the valuation reported for the purpose of assessing fees does not reasonably reflect the scope, complexity, or estimated cost of the work, the Building Official may determine an alternative valuation or fee based on documented project information and the City's estimated cost of providing the applicable services.

If projects do not fit into one of the categories defined or are outside of the typical scope of work, the Building Official can determine the most appropriate relatable fee category or collect an initial deposit.

City projects are subject to the fee schedule

Fee Name	Unit	Current Fee	Proposed Fee
Engineering			
Engineering Fees			
Subdivision Maps			
Parcel Map: Deposit	Deposit	\$12,481	\$12,000
Final Maps: Deposit	Deposit	\$19,502	\$24,000
Hourly rate in excess of deposit	Per Hour	\$390	\$290
Consultant Cost	Each	Actual Cost + 30%	Actual Cost + 15%
Building Permit Plan Check			
<u>Estimated Project cost under \$4,000</u>			
Initial	Each	\$390	\$247
Per Hour	Per Hour	\$390	\$247
<u>Estimated Project cost \$4,001-\$10,000</u>			
Initial	Each	\$780	\$494
Per Hour	Per Hour	\$390	\$247
<u>Estimated Project cost \$10,001-\$50,000</u>			
Initial	Each	\$1,365	\$864
Per Hour	Per Hour	\$390	\$247
<u>Estimated Project cost \$50,001-\$100,000</u>			
Initial	Each	\$1,950	\$1,235
Per Hour	Per Hour	\$390	\$247
<u>Estimated Project cost \$100,001-\$250,000</u>			
Initial	Each	\$2,730	\$1,729
Per Hour	Per Hour	\$390	\$247
<u>Estimated Project cost over \$250,000</u>			
Initial	Deposit	\$5,851	\$6,500
Per Hour	Per Hour	\$390	\$247
Estimated Project cost over \$250,000: Consultant	Each	Actual Cost + 30%	Actual Cost + 15%
Consultant Management (20 hours initial deposit)	Deposit	Modified	\$6,000
Hauling Permit			
0-50 CY	Flat	\$390	\$369
Each Additional CY Over 50 CY	Per CY	\$3.00	\$4.08
Grading Permit Fees			
<u>Refundable Deposit</u>			
0-50 CY	Deposit	\$600	\$1,000
Each additional CY over 50 CY up to 499 CY	Per CY	\$60	\$65
Complex Geotechnical Condition (500+ CY, landslide, creek improvement, San Juan Area Plan project, Bay mud, or as determined by City Engineer)	Per CY	\$90	\$109
<u>0 to 500 CY Grading</u>			
0-500 CY	Each	\$1,170	\$1,755
Each additional CY over 50 CY up to 499 CY	Per CY	\$3.00	\$4
Complex Geotechnical Condition (500+ CY, landslide, creek improvement, San Juan Area Plan project, Bay mud, or as determined by City Engineer)	% of Improvement Cost Base	Modified	5%
Grading Moratorium Exception (5 business days)	Per Request	Modified	\$818
NPDES C.3 Development/Redevelopment Stormwater Inspection Fee			
Each Inspection	Each Inspection	Modified	\$413
NPDES C.4 Business Stormwater Inspection			
Each Inspection	Each Inspection	\$390	\$261
NPDES C.6 Construction Inspection (6 inspections for one rainy season)			
Deposit	Deposit	Modified	\$500
FOG Inspection Fees			
Initial Inspection	Each	\$1,170	\$261
Additional Inspection	Each Add'l	\$585	\$261
Transportation Demand Management Compliance Report Review	Annual	New	\$1,078

Fee Name	Unit	Current Fee	Proposed Fee
Engineering			
Encroachment Permit			
<u>Sidewalk Policy</u>			
Deferment or Exception Review Request to Sidewalk Installation Policy	Each	Modified	\$850
Executed Deferred Improvement Agreement with San Mateo Cou	Each	\$1,037	\$267
Exception Approval Letter	Each	Modified	\$140
<u>Temporary (TE) - Small Projects</u>			
Scope Change/Revision to active/under review Temporary Encro	Each	Modified	\$859
Debris Bin (per 14 days)	Each	\$195	\$338
Storage Pod (per 7 days)	Each	Modified	\$234
Concrete Frontage Improvements (100 sq. ft. or less) or Driveway Approach	Each	\$1,755	\$926
Concrete Frontage Improvements (101 sq. ft. or more)	Each	\$1,560	\$1,800
Utility Trenching (storm/sewer/water)	Each	\$1,268	\$1,225
Pavement Restoration	Each	Modified	\$2,625
Sewer Lateral Video Review Inspection (Report & Certificate)	Each	Modified	\$370
Sewer Lateral Certificate (only)	Each	\$150	\$107
Permit Extension	Each	Modified	\$169
<u>Utility Temporary (UTE) - All Projects - Public Utility</u>			
Application Review and Permit (i.e. utility lid adjustments, grade adjustments, and minor in-kind modifications to existing	Each	\$3,120.00	\$2,757
Permit Extension for Delayed Right-of-Way Restoration (per 5	Each	New	\$169
<u>Major (PE) - All Projects, per BCC Section 22</u>			
Application Review	Each	Modified	\$2,063
Administrative Permanent Encroachment Agreement (does not require Council approval)	Each	\$659	\$688
Permanent Encroachment Agreement (requires Council Approval	Each	Modified	\$1,820
Inspection	Each	Modified	\$382
<u>Major (PE) - All Projects - Public Utility</u>			
Application Review (i.e. poles, wires, guy anchors, hydrants, aboveground cabinets for housing splices, transformers or switches)	Each	\$3,120	\$3,356
Administrative Permanent Encroachment Agreement (does not require Council approval)	Each	\$659	\$688
Permanent Encroachment Agreement (requires Council Approval	Each	Modified	\$1,820
Per hour in excess of initial review (engineering)	Per Hour	\$390	\$265
Per hour in excess of initial review (inspection)	Per Hour	\$390	\$261
<u>Complex Street Improvement Permit (SIP)</u>			
Construction (applicable improvement(s) may be included under a single SIP, per project. Review falls under Building Permit.			
Consultant Services Fee may be required.)			
Concrete Frontage Improvements (100 sq. ft. or less) or Drive	Each	Modified	\$523
Concrete Frontage Improvements (101 sq. ft. or more)	Each	Modified	\$1,046
Poles and/or Street Signs	Each	\$683	\$261
Sewer Lateral in Easement on Private Property	Each	\$683	\$523
Sewer Lateral in right-of-way	Each	\$1,268	\$784
Trenching in the right-of-way or easement	Each	\$780	\$523
Pavement Restoration	Each	Modified	\$3,547
New Roadway	Each	New	\$5,030
Miscellaneous Improvement	Each	\$780	\$784

Fee Name	Unit	Current Fee	Proposed Fee
Engineering			
<u>Miscellaneous - All Projects</u>			
Per hour in excess of initial review (engineering)	Per Hour	\$390	\$265
Work without Permit / Stop Work Notice	Each	Permit fee + staff time	2x Permit Fee
Permit Extension for Delayed Pavement Restoration (per 5 days)	Each	Modified	\$365
Paving Moratorium Exception	Per Request	Modified	\$711
Inspection No Show	Each	New	\$130
Inspection Outside of Normal Business Hours	Each	New	\$261
Right-of-Way and Easements			
Easement Vacation	Each	\$7,021	\$5,021
Summary Easement Vacation	Each	\$7,021	\$2,437
Easement or Street Dedication	Each	\$7,021	\$1,468
Review per hour in excess of initial fee (engineering)	Each	\$390	\$273
Miscellaneous			
Engineering and inspection services not covered by any of the above	Per Hour	\$390	\$261
Annual Transportation Demand Management Compliance Report Review	Each	New	\$607
<u>Waste Water Discharge Fee</u>			
		Wastewater	
For non sewer services related discharges into the sewer system	Each	Charges	Wastewater Charges
Processing Fee	Each	\$1,560	\$938
No Parking Sign	Each	\$3	\$3
		Actual Cost +	
Consultant Services Fee	Deposit	30%	Actual Cost + 15%
Consultant Management (5 hours initial deposit)	Deposit	Modified	\$1,500
Consultant Services Fee in excess of deposit	Each	Modified	Actual Cost + 15%
Hourly rate in excess of deposit	Per Hour	\$390	\$265
<u>Work performed by Public Works maintenance</u>			
Labor	Per Hour	\$390	\$219
		Actual Cost +	
Material	Each	30%	Actual Cost + 15%
		Equip. Rental	
Equipment	Each	Rates	Equip. Rental Rates
<u>Temporary Street Closure Permit</u>			
Community Events (30 days min notice)	Each	\$414	\$150
Community Events (less than 30 days notice)	Each	\$414	\$200
Banner Permit (Ralston Ave)	Each	\$456	\$100
<u>Temporary Street Light Pole Banner Permit</u>			
Group of up to 5 banners	Each	\$100	\$100
Each additional group of 5 (or less)	Each Add'l	\$50	\$50
<u>Transportation (Oversize / Overweight) Permit - Caltrans Permit Required</u>			
Annual	Each	\$90	\$90
Per Trip	Each	\$16	\$16

Fee Name	Unit	Current Fee	Proposed Fee
Parks & Recreation			

****Important notice regarding the fees in this section.****

Per Proposition 26, fees for the use of government property (e.g., renting public buildings, parks, or event spaces) or for recreation and programming services are voluntary transactions. Therefore, governments may charge market-based rental fees for these services. Rental fees are listed below as a part of this fee schedule; however, recreation program fees should be referenced in the current activity guide, available at www.belmont.gov/parksandrec or in the Parks and Recreation administrative office.

Indoor Facility Rental Fees			
Change in Date Fee (Facilities)	Per Change	\$75	\$99
Facility Staffing Fee	Per Hour	\$30-\$50	\$36
Custodial Fee*	Per Event	\$122	\$129
Technology Access Fee (Optional)**	Per Event	\$75	\$85
*Required for events with more than 100 guests; optional opt-in for less than 100 guests			
**Available at the Belmont Sports Complex Conference Center only			
Barrett Community Center - Classroom			
Resident			
Rental	Per Hour	Modified	\$198
Refundable Deposit	Deposit	\$300	\$300
Non-Resident			
Rental	Per Hour	Modified	\$247
Refundable Deposit	Deposit	\$300	\$300
Non-Profit			
Rental	Per Hour	Modified	\$165
Refundable Deposit	Deposit	\$300	\$300
Commercial			
Rental	Per Hour	Modified	\$297
Refundable Deposit	Deposit	\$300	\$300
Twin Pines Cottage (Max Capacity: 35)			
Resident			
Rental	Per Hour	Modified	\$128
Refundable Deposit	Deposit	\$300	\$300
Non-Resident			
Rental	Per Hour	Modified	\$160
Refundable Deposit	Deposit	\$300	\$300
Non-Profit			
Rental	Per Hour	Modified	\$107
Refundable Deposit	Deposit	\$300	\$300
Commercial			
Rental	Per Hour	Modified	\$192
Refundable Deposit	Deposit	\$300	\$300
Twin Pines Lodge (Entire Facility) (Max Capacity: 125)			
Resident			
Rental	Per Hour	Modified	\$250
Refundable Deposit	Deposit	\$400	\$400
Non-Resident			
Rental	Per Hour	Modified	\$313
Refundable Deposit	Deposit	\$400	\$400
Non-Profit			
Rental	Per Hour	Modified	\$209
Refundable Deposit	Deposit	\$400	\$400
Commercial			
Rental	Per Hour	Modified	\$376
Refundable Deposit	Deposit	\$400	\$400

Fee Name	Unit	Current Fee	Proposed Fee
Parks & Recreation			
Indoor Facility Rental Fees			
Twin Pines Lodge (Meeting Room 4 Only)			
Resident			
Rental	Per Hour	Modified	\$199
Refundable Deposit	Deposit	\$400	\$400
Non-Resident			
Rental	Per Hour	Modified	\$249
Refundable Deposit	Deposit	\$400	\$400
Non-Profit			
Rental	Per Hour	Modified	\$166
Refundable Deposit	Deposit	\$400	\$400
Commercial			
Rental	Per Hour	Modified	\$298
Refundable Deposit	Deposit	\$400	\$400
Twin Pines Manor (Max Capacity: 70)			
Resident			
Rental	Per Hour	Modified	\$170
Refundable Deposit	Deposit	\$550	\$550
Non-Resident			
Rental	Per Hour	Modified	\$213
Refundable Deposit	Deposit	\$550	\$550
Non-Profit			
Rental	Per Hour	Modified	\$142
Refundable Deposit	Deposit	\$550	\$550
Commercial			
Rental	Per Hour	Modified	\$255
Refundable Deposit	Deposit	\$550	\$550
Sports Complex Conference Center (Max Capacity: 170)			
Resident			
Rental	Per Hour	Modified	\$213
Refundable Deposit	Deposit	\$400	\$400
Non-Resident			
Rental	Per Hour	Modified	\$267
Refundable Deposit	Deposit	\$400	\$400
Non-Profit			
Rental	Per Hour	Modified	\$178
Refundable Deposit	Deposit	\$400	\$400
Commercial			
Rental	Per Hour	Modified	\$320
Refundable Deposit	Deposit	\$400	\$400
TP Sr. & Community Center (Entire Facility) (Max Capacity: 250)			
Resident			
Rental	Per Hour	Modified	\$304
Refundable Deposit	Deposit	\$500	\$500
Non-Resident			
Rental	Per Hour	Modified	\$381
Refundable Deposit	Deposit	\$500	\$500
Non-Profit			
Rental	Per Hour	Modified	\$254
Refundable Deposit	Deposit	\$500	\$500
Commercial			
Rental	Per Hour	Modified	\$457
Refundable Deposit	Deposit	\$500	\$500

Fee Name	Unit	Current Fee	Proposed Fee
Parks & Recreation			
Indoor Facility Rental Fees			
TP Sr. & Community Center (Craft Room Only)			
Resident			
Rental	Per Hour	Modified	\$189
Refundable Deposit	Deposit	\$100	\$100
Non-Resident			
Rental	Per Hour	Modified	\$237
Refundable Deposit	Deposit	\$100	\$100
Non-Profit			
Rental	Per Hour	Modified	\$158
Refundable Deposit	Deposit	\$100	\$100
Commercial			
Rental	Per Hour	Modified	\$284
Refundable Deposit	Deposit	\$100	\$100
Photography & Filming Fees			
Photography Daily Fee	Per Day	\$100	\$184
Filming Daily Fee	Per Day	\$1,200	\$2,349
Outdoor Facility Rental Fees			
Change in Date Fee (Picnic)	Per Change	\$25	\$99
Festival Service Fee	Per Event	\$200	\$236
Outdoor Game Rentals			
Volleyball	Per Rental	New	\$67
Horseshoes	Per Rental	New	\$58
Picnic Rentals			
Special Equipment Refundable Deposit	Deposit	\$250	\$250
<100 People			
Resident	All Day	\$146	\$232
Non-Resident	All Day	\$197	\$291
Non-Profit	All Day	\$146	\$194
Commercial	All Day	\$234	\$349
100+ People			
Resident	All Day	\$196	\$290
Non-Resident	All Day	\$265	\$364
Non-Profit	All Day	\$196	\$243
Commercial	All Day	\$314	\$436
Group Park and Open Space Use			
Resident	Per Hour	\$25	\$68
Non-Resident	Per Hour	\$30	\$85
Non-Profit	Per Hour	\$80	\$57
Commercial	Per Hour	\$68	\$102
Refundable Deposit	Deposit	\$100	\$100
Community Garden Fees			
Full Plot	Annually	\$122	\$176
Half Plot	Annually	\$86	\$142

Fee Name	Unit	Current Fee	Proposed Fee
Parks & Recreation			
Athletic Field Rental (2 Hour Minimum)			
Belmont Sports Complex North Field (Full Field)			
Resident	Per Hour	\$192	\$226
Non-Resident	Per Hour	\$259	\$283
Non-Profit	Per Hour	\$115	\$189
Commercial	Per Hour	\$303	\$340
Belmont Sports Complex North Field (Shared Field)			
Resident	Per Hour	\$96	\$113
Non-Resident	Per Hour	\$130	\$141
Non-Profit	Per Hour	\$58	\$94
Commercial	Per Hour	\$152	\$170
Belmont Sports Complex South Field (Full Field)			
Resident	Per Hour	\$172	\$126
Non-Resident	Per Hour	\$232	\$157
Non-Profit	Per Hour	\$103	\$105
Commercial	Per Hour	\$275	\$189
Belmont Sports Complex South Field (Shared Field)			
Resident	Per Hour	\$86	\$63
Non-Resident	Per Hour	\$116	\$78
Non-Profit	Per Hour	\$52	\$52
Commercial	Per Hour	\$138	\$94
All Other Fields (Full Field)			
Resident	Per Hour	\$86	\$198
Non-Resident	Per Hour	\$116	\$247
Non-Profit	Per Hour	\$52	\$165
Commercial	Per Hour	\$138	\$297
All Other Fields (Shared Field)			
Resident	Per Hour	\$43	\$99
Non-Resident	Per Hour	\$58	\$123
Non-Profit	Per Hour	\$26	\$82
Commercial	Per Hour	\$69	\$148
Lights			
Belmont Sports Complex (North Field)	Per Hour	\$22	\$23
Tree Removals			
Tree Removal Permit Associated with General Property Maintenance	Per Permit	\$92	\$139
In lieu of planting fee	Per Tree Not Replaced	\$611	\$611
Arborist Report Review	Per Review	New	\$182

Fees - Residential Subdivision	Per Dwelling Unit
1. Park In-Lieu Fee	
Fee per dwelling unit contained in residential land subdivisions:	
Single-Family Housing:	
Land Dedication Requirement: 436 land sq. ft. per unit	
Parkland In-Lieu Fee per Unit: \$41,043 per Unit	\$41,043
Multifamily Housing:	
Land Dedication Requirement: 291 land sq. ft. per unit	
Parkland In-Lieu Fee per Unit: \$27,362 per Unit	\$27,362
The Single Family land use category includes single family detached units and single family attached units (e.g., townhouses, row houses, duplexes, etc.).	
2. Multifamily Housing includes dwelling units contained in buildings designed for two or more families that are not on separate parcels.	
3. Applicability	
Quimby Parkland Dedication In-Lieu Fee only applies to residential units developed on mapped parcels created through the Subdivision Map Act if applicant opts not to dedicate the required parkland Subdivision projects that are subject to the Quimby land dedication requirement or that pay the In-Lieu FEE are also required to the pay the Park Improvement Fee.	
4. Credits	
Credits may be given for dedication of land, improvements to dedicated parkland, or private recreational facilities meeting the standards described in Belmont City Code Chapter 17, Article IV.	
5. Land Value	
Park in-lieu fees are based on a land value of \$4,100,000 per acre. A subdivider may request that the City complete an appraisal to determine the fair market value of the subdivider's property as described in Section 17-105 of the Belmont City Code.	

Park Improvement Impact Fees

Fee	FY 2025-26	FY 2026-27
Residential Development		
Fee per dwelling unit:		
Single-Family, per Unit:	\$14,975	\$15,544
Multifamily, per Unit:	\$9,984	\$10,363
Accessory Dwelling Units: (> 750 sq.ft.)	Varies in proportion to size	

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

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

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

Non-Residential Development

Retail & Other Commercial, per gross sq. ft.:	\$2.71	\$2.81
Office, per gross sq. ft.:	\$0.81	\$0.84
Industrial, per gross sq. ft.:	\$1.08	\$1.13
Lodging, per room	\$487.49	\$506.02

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

"Industrial Uses" means all manufacturing facilities.

Applicability

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

Annual Adjustment to Fee

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

Fee	FY 2025-26	FY 2026-27
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1. Residential Development

Fee per dwelling unit:

Single-Family, per Unit:	\$8,093.35	\$8,400.90
Multifamily, per Unit:	\$6,281.63	\$6,520.33
Accessory Dwelling Units: (> 750 sq.ft.)	<i>Varies in proportion</i>	

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

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

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

2. Non-Residential Development

Retail & Other Commercial, per gross sq. ft.:	\$18.93	\$19.65
Office, per gross sq. ft.:	\$12.62	\$13.10
Industrial, per gross sq. ft.:	\$5.26	\$5.46
Lodging, per room	\$11,073.28	\$11,494.07

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

"Industrial Uses" means all manufacturing facilities.

3. Applicability

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

4. Annual Adjustment to Fee

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

Public Art Requirement and In-Lieu Fee

Pursuant to City Code Chapter 17, Article V.

Effective 01/08/2021

Fees

Public Art Requirement.

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

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

In-Lieu Fee Contribution.

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

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

Alternative Public Location.

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

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

Exclusions.

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

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

	FY 2025-26	FY 2026-27	FY 2027-28	Effective 7/1/2026 FY 2028-29
COLLECTION				
<u>Low Strength</u>				
Base Charge	\$465.80	\$470.46	\$475.16	\$479.91
Flow Charge (\$/HCF)	6.63	7.36	7.43	7.50
<u>High Strength</u>				
Base Charge	\$465.80	\$470.46	\$475.16	\$479.91
Flow Charge (\$/HCF)	12.88	14.30	14.44	14.58
TREATMENT				
<u>Low Strength</u>				
Base Charge	\$244.81	\$247.26	\$249.73	\$252.23
Flow Charge (\$/HCF)	3.28	3.64	3.68	3.72
<u>High Strength</u>				
Base Charge	\$244.81	\$247.26	\$249.73	\$252.23
Flow Charge (\$/HCF)	6.38	7.08	7.15	7.22
COMBINED				
<u>Low Strength</u>				
Base Charge	\$710.61	\$717.72	\$724.89	\$732.14
Flow Charge (\$/HCF)	9.91	11.00	11.11	11.22
<u>High Strength</u>				
Base Charge	\$710.61	\$717.72	\$724.89	\$732.14
Flow Charge (\$/HCF)	19.26	21.38	21.59	21.80

Note: Present Drought Regulation Adjustment (DRA) is Hundred Cubic Feet (HCF) X 1.10 X \$/HCF
Proposed DRA is reset to 0% for proposed and forecasted rates (HCF X 1.0)

Notes:

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

Effective 7/1/2026

Sewer Connection Fees:

Residential Use - including but not limited to:

1. Single family dwellings, duplex and multiple family dwellings apartments and multiple dwelling structures used for human inhabitation, per living unit.	\$9,889.11
	<u>\$2,135.70</u>
	\$12,024.81

2. Non Residential Use		
Occupancies where the calculated flow to the sanitary sewer is less than 270 gallons per day, per connection.	\$9,889.11	270 GPD per City ordinance
	<u>\$2,135.70</u>	
	\$12,024.81	

Occupancies where the calculated flow to the sanitary sewer is greater than 270 gallons per day, per connection.	\$9,889.11	270 GPD per City ordinance
	\$36.63	(Vi-270)
	\$2,135.70	
	<u>\$7.91</u>	(Vi-270)
	\$12,024.81	
	\$44.54	(Vi-270)

Where:

Vi = Volume of waste water in gallons per day to be discharged from the nonresidential use.

270 GPD is the maximum flow, per City ordinance, not subject to the additional fee

Sewer Lateral Certificate Application Review Fee:	\$150.00
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These fees are set on a calendar year basis. Please see the City of Belmont's website for subsequent updates.

Residential Carts

1 pickup per week.

Residential customers are billed based on their Garbage Cart size.

The monthly rate includes the following:

- One (1) Garbage Cart provided to customer
- Curbside Household Hazardous Waste Collection
- One (1) 64-Gallon Recycling Cart and one (1) 96-Gallon Yard Waste Cart

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

Commercial Carts

The monthly rate includes the following:

- One (1) Garbage Cart
- Recycling Cart

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

Commercial Carts Organics

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

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

Commercial Bins

The monthly rate includes the following:

- One (1) Garbage Bin
- Recycling container at customer's requested size

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

Commercial Bins Organics

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

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

Garbage Compactors

The monthly rate includes the following:

Recycling container at customer's requested size

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

NPDES

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

San Mateo Consolidated Fire Fees

Rates are established by the San Mateo Consolidated Fire Department. Please visit smcfire.org for most up-to-date fee information.



STAFF REPORT

Meeting Date: September 22, 2026
Agency: City of Belmont
Staff Contact: Kevin Kobayashi, Parks & Recreation Director, kkobayashi@belmont.gov; and Afshin Oskoui, City_Manager@belmont.gov
Agenda Title: Citywide Naming and Donor Recognition Policy and Establish a Framework for Philanthropic Recognition
Agenda Action: Resolution

Recommendation

1. Adopt the attached Resolution approving the Citywide Naming and Donor Recognition Policy.
2. Authorize the City Manager to establish and maintain administrative procedures, naming opportunity schedules, recognition standards, and standard agreement templates consistent with the Policy.
3. Authorize the City Manager to work with qualified nonprofit or philanthropic partners, as appropriate, to support fundraising and donor stewardship for City capital projects and programs.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The City periodically receives philanthropic gifts, requests for commemorative recognition, and proposals to name City facilities, parks, trails, public art, rooms, amenities, and other civic assets. The City currently does not have a single, consistent framework applicable across these different settings.

The proposed Citywide Naming and Donor Recognition Policy establishes a simple, durable framework for evaluating and approving naming and donor recognition opportunities. It is intended to apply to the Community Center, parks, trails, public art, future facilities, Centennial projects, and future capital campaigns.

The item also asks the Council to authorize the City Manager to work collaboratively with the Belmont Community Foundation (“BCF” or the “Foundation”) to design and implement a philanthropic capital campaign consistent with the Policy. The Policy preserves City ownership and operational control while providing donors and philanthropic partners with greater clarity regarding available recognition opportunities, approval authority, and general contribution.

Because the campaign will unfold during Belmont's Centennial, staff recommends branding the effort “Belmont Together: Building Our Next 100 Years.” The theme ties the Community Center Campus, the Centennial, and community philanthropy into a single forward-looking narrative: every donor becomes part of Belmont's next century, not simply a contributor to a building. Framed this way, the effort functions



as both a fundraising campaign and a civic legacy initiative, and it positions the Foundation to engage residents, businesses, and philanthropic partners around a shared vision for Belmont's future.

Analysis

Public agencies throughout California routinely pair major capital projects with structured naming and donor recognition policies. Doing so in advance of active fundraising is considered a best practice because it: (1) gives potential donors clarity and confidence before they are asked to give; (2) protects the City Council's ultimate authority over public assets; (3) prevents ad hoc or inconsistent naming decisions; and (4) allows the City's philanthropic partner (in Belmont's case, the Belmont Community Foundation) to solicit gifts against a known, Council-adopted framework rather than negotiating terms gift-by-gift.

A citywide policy is preferable to adopting separate policies each time the City undertakes a capital project or receives a significant philanthropic opportunity. A single framework allows the City to administer naming consistently while allowing individual projects to establish their own recognition schedules and campaign materials.

The proposed Policy establishes broad categories of naming and recognition opportunities and delegates routine administration to the City Manager. A separate Administrative Naming and Recognition Schedule would identify specific opportunities and suggested contribution ranges. This schedule is intended as a guiding framework, not a promise that a particular naming opportunity will be available at a particular contribution level.

The proposed framework builds on the naming and donor recognition concepts developed for various assets in the community. The proposed draft emphasizes public benefit, City ownership and control, transparency, due diligence, defined terms, and protection of the City's interests.

The Belmont Community Foundation is well positioned to serve as the City's philanthropic partner for this effort. As an independent 501(c)(3) organization, BCF can solicit, receive, and steward charitable gifts in ways that are often more efficient and donor-friendly than direct City fundraising, while the City retains all decision-making authority over naming, design, and use of public facilities. This item authorizes the City Manager to formalize that collaboration through a Memorandum of Understanding consistent with the Policy's terms.

The suggested ranges below are intentionally broad. Final contribution expectations should consider the significance, visibility, useful life, capital cost, donor market, and fundraising objectives associated with each project. The current Community Center draft similarly contemplated different recognition levels for major facilities, interior spaces, site features, and donor recognition.

These ranges are illustrative planning guidelines only. They do not establish entitlement to naming, create a contractual value for recognition, or require the City to offer every category for every project. The City Manager may adjust the ranges for a specific project, subject to the Policy and any required Council approval.



Illustrative Recognition Ranges

Opportunity	Illustrative Contribution Range	Approval
Campus / major civic facility	\$10,000,000+	City Council
Major building or major capital asset	\$5,000,000+	City Council
Major park, plaza, trail segment or public art installation	\$250,000 – \$5,000,000+	City Council
Major interior space / program area	\$100,000 – \$750,000+	City Manager or Council, based on significance
Room / classroom / meeting space	\$25,000 – \$250,000+	City Manager
Pool, court, playground, garden or similar amenity	\$250,000 – \$2,500,000+	City Manager
Trail feature, landscape feature or significant site element	\$10,000 – \$100,000+	City Manager
Bench, tree, plaque, paver or commemorative feature	\$2,500 – \$25,000+	City Manager
Donor wall / general donor recognition	\$500 – \$25,000+	City Manager

Adoption of the Policy itself has no direct fiscal impact. Philanthropic contributions may provide resources for capital improvements, enhancements, public art, amenities, programs, or other approved public purposes. Administrative costs associated with fundraising, donor recognition, legal services, or campaign support would be addressed through the applicable project budget, agreement, or normal budget process.

Alternatives

1. Return to staff
2. Don't adopt the policy

Attachments

- A. Resolution
- B. Exhibit A: Citywide Naming and Donor Recognition Policy & Community Center Philanthropic Campaign Framework (informational)

Fiscal Impact

☒ No Fiscal Impact

Adoption of the Policy itself has no direct fiscal impact. Philanthropic contributions may provide resources for capital improvements, enhancements, public art, amenities, programs, or other approved public purposes. Administrative costs associated with fundraising, donor recognition, legal services, or campaign support would be addressed through the applicable



project budget, agreement, or normal budget process.

☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING A CITYWIDE NAMING AND DONOR RECOGNITION POLICY

WHEREAS, the City of Belmont owns and operates a variety of public facilities, parks, trails, public art, capital improvements, programs, and other civic assets; and; and,

WHEREAS, the City may receive philanthropic gifts and requests for naming or commemorative recognition associated with those assets; and,

WHEREAS, a consistent citywide framework will promote transparency, consistency, public benefit, and protection of the City's ownership and operational interests; and,

WHEREAS, the City Council desires to establish a permanent policy applicable to current and future projects, including the Community Center, parks, trails, public art, Centennial projects, and future capital campaigns.

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

SECTION 1. The City Council of the City of Belmont hereby adopts the Citywide Naming and Donor Recognition Policy attached as Exhibit A.:

SECTION 2. The City Manager, or designee, is authorized to establish administrative procedures, maintain naming and recognition schedules, conduct appropriate due diligence, and execute agreements consistent with the Policy and applicable approval requirements.

SECTION 3. That the City Manager may collaborate with qualified nonprofit organizations, foundations, or other philanthropic partners in connection with fundraising and donor stewardship, subject to applicable agreements and City requirements.

* * *

ADOPTED September 22, 2026 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 NAMING AND DONOR RECOGNITION POLICY

BELMONT TOGETHER
Building Our Next 100 Years



SEPTEMBER 22, 2026
OFFICE OF CITY MANAGER
City of Belmont, California

CITYWIDE NAMING AND DONOR RECOGNITION POLICY

1. Purpose and Scope

This Policy establishes a consistent framework for naming and donor recognition associated with City-owned or City-controlled facilities, parks, trails, public art, programs, capital improvements, commemorative projects, and other civic assets.

The Policy may be applied to the Community Center, parks, trails, public art, future facilities, Centennial projects, and future philanthropic or capital campaigns. The City Council may designate additional City assets for inclusion.

2. Guiding Principles

- **Public Benefit.** Naming and recognition should advance a public purpose and support City facilities, programs, services, or improvements.
- **City Ownership and Control.** Naming conveys recognition only and does not convey ownership, management, operational control, exclusive access, or any property interest.
- **Transparency and Consistency.** Naming opportunities and recognition levels should be established in advance and applied consistently.
- **Community Values.** Gifts from any donor, or from a corporation, industry, or entity, whose primary business is inconsistent with a family- and community-oriented recreational and civic facility (including, without limitation, tobacco, firearms manufacturing for non-lawful purposes, or adult entertainment) shall not be accepted for naming purposes.
- All proposed names are subject to due diligence by staff, including a reputational and legal review, prior to any recommendation to the City Manager or City Council
- **Long-Term Flexibility.** The City must retain the ability to modify, relocate, or discontinue recognition including but not limited to when necessary to protect the public interest as determined by the city government organization.

3. Naming and Recognition Opportunities

- Major facilities and civic assets, including buildings, parks, major recreational facilities, significant capital projects, and major public art installations.
- Spaces, amenities and features, including rooms, program areas, plazas, playgrounds, courts, gardens, trail segments, pools, and similar assets.
- Donor recognition, including donor walls, plaques, pavers, benches, trees, markers, digital recognition, and published donor lists.

The City Manager will maintain an Administrative Naming and Recognition Schedule identifying available opportunities and suggested contribution ranges. The Schedule may be updated as projects, designs, and fundraising objectives evolve.

4. Naming Criteria

1. The proposed name or recognition must support a legitimate public purpose to advance the public good.
2. The proposed name must not reasonably be expected to embarrass or adversely affect the City, its residents, or the associated public asset.
3. Naming must not imply City endorsement of a commercial product, political party, candidate, or private interest beyond the recognition itself.
4. **Alignment with Community Values.** No naming or recognition opportunity may be granted to an individual, organization, or entity whose association with the facility would conflict with the City's values, legal obligations, or reputation.
5. Proposed donors and honorees are subject to appropriate legal, financial, and reputational due diligence.
6. The proposed naming must not conflict with applicable law, existing agreements, or City policies.

7. Council Authority. The City Council retains sole authority to approve all Major Gift naming agreements and any naming of a whole facility or the public asset, reflecting a significant contribution or meaningful connection to Belmont, or the community.

5. Contribution Guidelines

Contribution amounts associated with naming opportunities are intended as general planning guidelines. They are not fixed fees, do not create a right to naming, and may be adjusted based on the nature, size, visibility, cost, useful life, and fundraising objectives of the asset.

The City Manager will maintain the current ranges in the Administrative Naming and Recognition Schedule. Major or unusual opportunities may be established separately by the City Council.

6. Approval Authority

Action	Approval Authority
Citywide naming, major facility, major park, significant civic asset, or major public art	City Council
Major capital project or other naming specifically reserved by Council	City Council
Interior space or program area	City Manager, unless otherwise reserved
Amenity, site feature, trail feature, furnishing, or routine donor recognition	City Manager
Donor wall or cumulative recognition program	City Manager
Exception to this Policy	City Council

7. Terms and Protection of City Expression and Interests

- Every naming agreement are to identify the gift or contribution, naming opportunity, term, recognition elements, and donor obligations.
- Naming conveys recognition only and does not limit the City's authority over the manner, content or discontinuance of recognition, or design, programming, scheduling, operations, fees, maintenance, or use of city facilities and assets.
- Naming should generally be for a defined term. The City may establish different terms based on the asset and nature of the contribution.
- The City may relocate, modify, rename, or discontinue any naming designation or donor recognition at its discretion including because of renovation, reconstruction, replacement, closure, changed circumstances, or to protect the public interest.
- Agreements may provide for removal or discontinuation of recognition if a donor fails to fulfill a pledge or if continued association would materially harm the City's interests or reputation.
- Naming agreements will be reviewed by the City Attorney as appropriate.

8. Administration

- The City Manager will administer this Policy and maintain an official record of naming and donor recognition agreements.
- The City Manager may establish administrative procedures, application and review forms, due diligence requirements, design and signage standards, and standard agreement templates.
- The City may partner with qualified nonprofit organizations, foundations, or other philanthropic entities for fundraising, gift administration, or donor stewardship under an appropriate agreement.
- The City Manager will provide periodic information to the City Council regarding significant naming actions and the status of the program.
- The City Council may amend this Policy by resolution.

Adopted by Resolution No. [____], [Date].

ADMINISTRATIVE NAMING AND RECOGNITION SCHEDULE

This Schedule is maintained by the City Manager under the Citywide Naming and Donor Recognition Policy. Amounts are illustrative planning guidelines and may be adjusted for individual projects.

Opportunity	Illustrative Contribution Range	Approval
Campus / major civic facility	\$10,000,000+	City Council
Major building or major capital asset	\$5,000,000+	City Council
Major park, plaza, trail segment or public art installation	\$250,000 – \$5,000,000+	City Council
Major interior space / program area	\$100,000 – \$750,000+	City Manager or Council, based on significance
Room / classroom / meeting space	\$25,000 – \$500,000+	City Manager
Pool, court, playground, garden or similar amenity	\$250,000 – \$2,500,000+	City Manager
Trail feature, landscape feature or significant site element	\$10,000 – \$100,000+	City Manager
Bench, tree, plaque, paver or commemorative feature	\$2,500 – \$25,000+	City Manager
Donor wall / general donor recognition	\$500 – \$25,000+	City Manager

Administrative Notes

- Ranges should be reviewed periodically based on project cost, donor interest, market conditions, and experience from prior campaigns.
- The contribution range is a guide for establishing a naming opportunity, not a purchase price for the asset.
- The City may accept gifts below a suggested naming threshold and provide a different form of recognition.
- Multiple gifts, matching gifts, multi-year pledges, or planned gifts may be considered consistent with the applicable gift agreement.
- Final naming opportunities should be established after the project scope and design are sufficiently developed.

COMMUNITY CENTER PHILANTHROPIC CAMPAIGN FRAMEWORK

Purpose

This document is project-specific and is not part of the permanent Citywide Naming and Donor Recognition Policy. It provides a framework for applying the Citywide Policy to the Community Center Campus and any associated philanthropic campaign.

Belmont Together

The Community Center campaign may be presented under the theme “Belmont Together: Building Our Next 100 Years,” connecting the project to Belmont's Centennial and the City's long-term civic legacy. The campaign identity does not itself confer naming rights or approve donor recognition.

Potential Community Center Opportunities

- Community Center or major facility naming: generally, \$5 million–\$10 million+
- Major interior spaces: generally, \$100,000–\$750,000
- Meeting, classroom, fitness, wellness or program spaces: generally, \$25,000–\$500,000+
- Pools, courts, playgrounds, gardens and major amenities: generally, \$25,000–\$2,500,000+
- Plazas, landscape features and other significant site elements: generally, \$10,000–\$500,000+
- Benches, trees, commemorative markers and similar recognition: generally, \$2,500–\$25,000+
- Donor wall and broader campaign recognition: generally, \$500–\$25,000+

These ranges are derived from the structure contemplated in the existing Community Center draft, but are intentionally expressed as broad planning ranges rather than fixed gift requirements. The existing draft contemplated major facility naming, interior spaces, site features, furnishings, donor walls, and endowed programs as separate recognition categories.

Philanthropic Partner

The City may work with the Belmont Community Foundation or another qualified philanthropic partner to identify, solicit, receive, and steward gifts. The City's role, the partner's role, administrative costs, reporting, and handling of restricted gifts should be established through a separate agreement.

Campaign Administration

- Naming opportunities should be finalized as the Community Center design and project scope mature.
- Potential major donors may be approached based on the approved naming schedule and campaign strategy.
- All proposed names remain subject to City due diligence and the approval authority established by the Citywide Policy.
- Individual gift and naming agreements should be prepared or reviewed by the City Attorney.
- Campaign communications may use the Belmont Together identity, subject to City approval of City branding and public communications.

CITYWIDE NAMING & DONOR RECOGNITION POLICY

City Council | September 22, 2026

Action Before Council

Adopt policy and establish the framework for implementation

1 ADOPT

Citywide Naming and
Donor Recognition
Policy

2 AUTHORIZE

City Manager to
administer
procedures,
schedules, standards
and agreements

3 PARTNER

Work with qualified
nonprofit /
philanthropic
partners for
fundraising and donor
stewardship

Why a Citywide Policy

- Belmont receives philanthropic gifts and requests for recognition across a range of civic assets.
- There is no single framework that applies consistently across facilities, parks, trails, public art and future capital projects.
- A permanent policy avoids ad hoc decisions and gives donors clarity before fundraising begins.
- The framework preserves Council's authority while allowing routine administration by the City Manager.

One Policy. Many Applications.

Community Center

Current priority / capital campaign

Parks & Trails

Naming and commemorative opportunities

Public Art

Major installations and components

Future Facilities

Buildings and civic assets

Centennial Projects

Legacy and commemorative projects

Future Campaigns

Future philanthropic capital efforts

Five Core Principles

PUBLIC BENEFIT

Recognition should support a legitimate public purpose.

CITY CONTROL

Naming conveys recognition, not ownership or operational control.

TRANSPARENCY

Opportunities and contribution expectations are established in advance.

COMMUNITY VALUES

Due diligence and consistency with law, policy and City interests.

LONG-TERM FLEXIBILITY

Defined terms and ability to modify or discontinue recognition when necessary.

What Can Be Named or Recognized?

- Major facilities and civic assets: buildings, parks, major recreation facilities, significant capital projects and major public art.
- Spaces, amenities and features: rooms, program areas, plazas, playgrounds, courts, gardens, trail segments, pools and similar assets.
- Donor recognition: donor walls, plaques, pavers, benches, trees, markers, digital recognition and published donor lists.
- Specific opportunities would be established project-by-project through an Administrative Naming and Recognition Schedule.

Illustrative Contribution Ranges

Planning guidelines, not fixed fees or an entitlement to naming

Opportunity	Illustrative Range	Approval
Campus / major civic facility	\$10M+	Council
Major building / capital asset	\$5M+	Council
Major park / plaza / trail / public art	\$250K–\$5M+	Council
Major interior / program area	\$100K–\$750K+	Manager / Council
Room / classroom / meeting space	\$25K–\$500K+	Manager
Pool / court / playground / garden	\$250K–\$2.5M+	Manager
Trail / landscape / site feature	\$10K–\$100K+	Manager
Bench / tree / plaque / paver	\$2.5K–\$25K+	Manager
Donor wall / general recognition	\$500–\$25K+	Manager

The Ranges Are a Guide, Not a Price List

- Final contribution expectations should reflect significance, visibility, useful life, capital cost, donor market and fundraising objectives.
- Ranges can be adjusted as project scope, design and fundraising objectives evolve.
- A gift below a naming threshold may still receive another form of recognition.
- Multiple gifts, matching gifts, multi-year pledges or planned gifts may be considered under the applicable agreement.
- Final naming opportunities should be established after project scope and design are sufficiently developed.

CITY COUNCIL

- Citywide naming
- Major facilities
- Major parks / significant civic assets
- Major public art
- Major capital projects reserved by Council
- Exceptions to the Policy

CITY MANAGER

- Interior spaces / program areas
- Amenities and site features
- Trail features and furnishings
- Routine donor recognition
- Donor walls / cumulative recognition
- Administrative procedures and schedules

Protecting the City's Long-Term Interests

- Every naming agreement identifies the contribution, opportunity, term, recognition elements and donor obligations.
- Naming does not limit City authority over design, programming, operations, maintenance, fees or use.
- Naming is generally for a defined term.
- Recognition may be relocated, modified or discontinued due to renovation, replacement, closure, changed circumstances or protection of the public interest.
- Agreements may address unfulfilled pledges and circumstances that materially harm the City's interests or reputation.
- City Attorney review applies as appropriate.

Belmont Together: Building Our Next 100 Years

- Use the citywide policy as the permanent framework. The Community Center campaign is a project-specific application.
- Potential opportunities include the facility, major interior spaces, program spaces, amenities, site features and donor recognition.
- Campaign-specific naming opportunities can be finalized as design and project scope mature.
- Fundraising and donor stewardship can be conducted with the Belmont Community Foundation under a separate agreement.

Implementation After Adoption

01 **Administrative procedures**

- ✓ Application, review, due diligence and agreement templates

02 **Naming schedule**

- ✓ Maintain current opportunities and contribution guidelines

03 **Project application**

- ✓ Establish project-specific opportunities as scope/design mature

04 **Philanthropic partnership**

- ✓ Coordinate fundraising and donor stewardship under agreement

05 **Council reporting**

- ✓ Periodic information on significant naming actions and program status

COUNCIL ACTION

Adopt the Citywide Naming and Donor Recognition Policy and authorize implementation of the administrative framework and philanthropic partnership.

A durable framework for Belmont's current and future civic investments



Thank you!

belmont.gov



STAFF REPORT

Meeting Date: September 22, 2026
Agency: City of Belmont
Staff Contact: Anais Martinez Aquino, Administrative Services Director, aaquino@belmont.gov, 650-637-2988
Agenda Title: Amendments to the Employment Agreements between the City of Belmont and Afshin Oskoui, and the City of Belmont and Scott M. Rennie
Agenda Action: Resolution

Recommendation

Adopt resolutions establishing the compensation for the City Manager and City Attorney, updating the Master Employee Pay Schedule, and authorizing the Mayor to sign amendments to the City Manager's and City Attorney's employment agreements.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

City Manager

On September 24, 2019, the City Council adopted Resolution 2019-098 and approved an employment agreement with Afshin Oskoui for the position of City Manager, effective September 1, 2019. The employment agreement was amended three times, on November 8, 2022, November 14, 2023 and October 28, 2025.

The City Council met to review Mr. Oskoui's performance in closed session on July 14, 2026, and then selected a subcommittee comprised of Mayor Mates and Council member Latimerlo to review compensation and terms for Mr. Oskoui's continued employment. The subcommittee was also given authority to negotiate with Mr. Oskoui. The subcommittee considered a market survey and performance, and after meeting with Mr. Oskoui, reported to the full council in closed session on September 8, 2026. On that date, Council provided staff direction to move forward with those recommended changes to Mr. Oskoui's contract to be heard in open session.

City Attorney

On September 13, 2011, the City Council adopted Resolution 10417 and approved an employment agreement with Scott M. Rennie for the position of City Attorney, effective October 3, 2011. The employment agreement with the City Attorney was amended four times: April 14, 2015, April 25, 2017, November 17, 2018, and May 14, 2019. On November 9, 2022, the City Council approved a restated agreement between the City and Scott M. Rennie to amend the terms of compensation and benefits, create consistency with format and language, and make other updates as required by City policy and law. This



restated agreement has been amended twice, on September 10, 2024 and October 28, 2025.

The City Council met to review Mr. Rennie’s performance in closed session on July 14, 2026, and then selected a sub-committee comprised of Mayor Mates and Council member Latimerlo to review compensation and terms for Mr. Rennie’s continued employment with the City. The subcommittee was also given authority to negotiate with Mr. Rennie. The subcommittee, in making its recommendation, considered a market survey and performance. After meeting with Mr. Rennie, the subcommittee reported to the full Council in closed session on September 8, 2026. On that date, the Council provided direction to staff to move forward with those recommended changes to Mr. Rennie’s contract to be heard in open session.

Analysis
City Manager

Under Mr. Oskoui’s leadership during the evaluation period, the City has accomplished many achievements consistent with the City Council’s goals and strategic focus areas. Given these accomplishments, the City Council provided direction to amend the City Manager’s employment agreement. Staff conducted a survey of 15 nearby and neighboring cities to determine market position. The survey conducted by staff shows that base pay for the City of Belmont City Manager was in the sixth position out of 15 surveyed cities.

City Manager Survey Summary

Highest Salary:	\$399,490
Lowest Salary:	\$254,752
Mean:	\$342,965
Median:	\$349,312
Belmont	\$372,251

The proposed Third Amendment to the City Manager’s Employment Agreement proposes a 4% cost-of-living increase, effective July 1, 2026. All other terms of the Agreement remain unchanged. The proposed amendment aligns with the City Council’s philosophy reflecting executive compensation using regional benchmarks and recognizes strong leadership performance meeting Council’s directives and goals, preserving retention value, and maintaining fiscal responsibility. Upon approval of the amendment to the agreement, the base pay for the City Manager will be \$387,104 per year.

City Attorney

Following an assessment of Mr. Rennie’s performance and in recognition of his accomplishments during the evaluation year, the City Council provided direction to staff to amend his employment agreement. In June 2026, staff conducted a market survey for the position of City Attorney in San Mateo County jurisdictions, finding that the market position for Belmont was fifth of the seven cities surveyed.

City Attorney Survey Summary

Highest Salary:	\$375,390
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Lowest Salary:	\$300,030
Mean:	\$336,022
Median:	\$330,429
Belmont	\$329,632

The proposed Fourth Amendment to the City Attorney's Employment Agreement proposes a 4% cost of living increase, effective July 1, 2026. All other terms of the Agreement remain unchanged. This adjustment reflects a COLA increase that aligns with market practice and performance. Upon approval of the contract amendment, the base pay for the City Attorney will be \$342,817 per year.

The Council must also consider revisions to the master pay schedule in order to remain compliant. California law and CalPERS regulations require the City to maintain accurate, up-to-date records for all established positions, documenting pay rates, effective dates, time base, and revision history. These regulations further require that any changes be brought before the City Council for approval. Accordingly, staff has updated the Master Employee Pay Schedule reflecting a 4% wage increase for these classifications for the Council's consideration and approval.

Alternatives

1. Take no action.
2. Provide direction to staff to make amendments to the proposed Agreements and return at a future meeting.

Attachments

- A. Resolution, City Manager Compensation
- B. Proposed Fourth Amendment to Employment Agreement between the City of Belmont and Afshin Oskoui
- C. Resolution, City Attorney Compensation
- D. Proposed Third Amendment to Employment Agreement between the City of Belmont and Scott M. Rennie
- E. Revised Master Employee Pay Schedule – September 2026

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The City Manager and City Attorney Department budgets have incorporated salary adjustment assumptions, and a supplemental budget appropriation will be requested into the mid-year budget review for the current fiscal year, if necessary.

Source:

Council

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ESTABLISHING COMPENSATION FOR THE CITY MANAGER AND AUTHORIZING THE MAYOR TO EXECUTE THE FOURTH AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT

WHEREAS, on September 24, 2019 the City Council of the City of Belmont adopted Resolution 2019-098 appointing Afshin Oskoui to the position of City Manager, effective September 1, 2019; and,

WHEREAS, the City Council approved the first amendment to the City Manager's Employment Agreement on November 8, 2022 which included salary adjustments and an adjustment to leave accrual; and,

WHEREAS, the City Council approved the second amendment to the City Manager's Employment Agreement on September 10, 2024 following Mr. Oskoui's performance evaluation considering performance and market position; and

WHEREAS, the City Council approved the third amendment to the City Manager's Employment Agreement on October 28, 2025 following Mr. Oskoui's performance evaluation considering performance and market position; and

WHEREAS, on July 14, 2026, the City Council met to review Mr. Oskoui's performance in closed session, and selected a sub committee to review compensation, market position, and terms, and to negotiate with Mr. Oskoui; and,

WHEREAS, the sub committee reported their findings to the full City Council in Closed Session on September 8, 2026, and directed staff to bring the proposed fourth amendment to the City Manager's Employment Agreement to open session for discussion and consideration; and,

WHEREAS, the proposed fourth Amendment to the City Manager's Employment Agreement reflects the Council's direction, including an increase of base pay retroactively to July 1, 2026.

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

SECTION 1. The City Council approves the Fourth Amendment to the Employment Agreement between the City of Belmont and Afshin Oskoui attached as Exhibit A and authorizes the Mayor to execute the amendment to the Agreement

SECTION 2. The City Council further approves the revised Master Employee Pay Schedule attached as Exhibit B to reflect a 4% cost-of-living wage increase to the classification of City Manager, effective July 1, 2026.

* * *

ADOPTED September 22, 2026 by the City of Belmont City Council by the following
vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2026 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ESTABLISHING COMPENSATION FOR THE CITY ATTORNEY AND AUTHORIZING THE MAYOR TO EXECUTE THE THIRD AMENDMENT TO THE CITY ATTORNEY EMPLOYMENT AGREEMENT

WHEREAS, on September 13, 2011 the City Council of the City of Belmont adopted Resolution 10417 appointing Scott M. Rennie to the position of City Attorney, effective October 3, 2011; and,

WHEREAS, the City Council approved the first amendment to the City Attorney's Employment Agreement on April 14, 2015 which included salary adjustments and an adjustment to leave accrual; and,

WHEREAS, the City Council approved the second amendment to the City Attorney's Employment Agreement on April 25, 2017 following Mr. Rennie's performance evaluation considering performance and market position; and

WHEREAS, the City Council approved the third amendment to the City Attorney's Employment Agreement on November 27, 2018 following Mr. Rennie's performance evaluation considering performance and market position; and

WHEREAS, the City Council approved the fourth amendment to the City Attorney's Employment Agreement on May 14, 2019 following Mr. Rennie's performance evaluation considering performance and market position; and

WHEREAS, on November 8, 2022, the City Council approved a restated agreement between the City and Scott M. Rennie to amend the terms of compensation and benefits; and

WHEREAS, the City Council approved the first amendment to the restated City Attorney's Employment Agreement on September 10, 2024 following Mr. Rennie's performance evaluation considering performance and market position; and

WHEREAS, the City Council approved the second amendment to the restated City Attorney's Employment Agreement on October 28, 2025 following Mr. Rennie's performance evaluation considering performance and market position; and

WHEREAS, on July 14, 2026, the City Council met to review Mr. Rennie's performance in closed session, and selected a sub-committee to review compensation, market position, and terms, and to negotiate with Mr. Rennie; and,

WHEREAS, the sub-committee reported their findings to the full City Council in Closed Session on September 8, 2026, and directed staff to bring the proposed third amendment to the City Attorney's Employment Agreement to open session for discussion and consideration; and,

WHEREAS, the proposed third amendment to the City Attorney's Employment

Agreement reflects the Council's direction, including an increase of base pay retroactively to July 1, 2026.

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

SECTION 1. The City Council approves the Fourth Amendment to the Employment Agreement between the City of Belmont and Scott M. Rennie attached as Exhibit A and authorizes the Mayor to execute the amendment to the Agreement.

SECTION 2. The City Council further approves the revised Master Employee Pay Schedule attached as Exhibit B to reflect a 4% cost-of-living wage increase to the classification of City Attorney, effective July 1, 2026.

* * *

ADOPTED September 22, 2026 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 Master Employee Pay Schedule - Calendar Year 2026 - 2027

Adopted September 22, 2026

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountant I	1/4/2026	MMCEA	\$ 7,634.28	\$ 8,015.99	\$ 8,416.79	\$ 8,837.63	\$ 9,279.51	\$ 9,743.49
Accountant II	1/4/2026	MMCEA	\$ 8,422.05	\$ 8,843.15	\$ 9,285.31	\$ 9,749.58	\$ 10,237.06	\$ 10,748.91
Accountant III	1/4/2026	MMCEA	\$ 9,745.90	\$ 10,233.20	\$ 10,744.86	\$ 11,282.10	\$ 11,846.21	\$ 12,438.52
Accounting Services Supervisor	1/4/2026	MMCEA	\$ 8,994.29	\$ 9,444.00	\$ 9,916.20	\$ 10,412.01	\$ 10,932.61	\$ 11,479.24
Accounting Technician I	7/5/2026	AFSCME	\$ 6,162.29	\$ 6,470.40	\$ 6,793.92	\$ 7,133.62	\$ 7,490.30	
Accounting Technician II	7/5/2026	AFSCME	\$ 6,778.70	\$ 7,117.64	\$ 7,473.52	\$ 7,847.20	\$ 8,239.56	
Accounting Technician III	7/5/2026	AFSCME	\$ 7,612.92	\$ 7,993.57	\$ 8,393.25	\$ 8,812.91	\$ 9,253.56	
Administrative Assistant	1/4/2026	MMCEA	\$ 6,507.77	\$ 6,833.16	\$ 7,174.82	\$ 7,533.56	\$ 7,910.24	\$ 8,305.75
Administrative Services Director	7/5/2026	Unrep	\$ 18,820.66					\$ 23,525.83
Assistant City Manager	7/5/2026	Unrep	\$ 20,832.89					\$ 26,041.11
Assistant Civil Engineer	1/4/2026	MMCEA	\$ 8,998.23	\$ 9,448.14	\$ 9,920.55	\$ 10,416.58	\$ 10,937.41	\$ 11,484.28
Assistant Planner	1/4/2026	MMCEA	\$ 8,001.76	\$ 8,401.85	\$ 8,821.94	\$ 9,263.04	\$ 9,726.19	\$ 10,212.50
Assistant PW Director/City Engineer	1/4/2026	MMCEA	\$ 15,283.91	\$ 16,048.11	\$ 16,850.52	\$ 17,693.05	\$ 18,577.70	\$ 19,506.59
Associate Civil Engineer	1/4/2026	MMCEA	\$ 10,220.57	\$ 10,731.60	\$ 11,268.18	\$ 11,831.59	\$ 12,423.17	\$ 13,044.33
Associate Planner	1/4/2026	MMCEA	\$ 9,015.36	\$ 9,466.13	\$ 9,939.44	\$ 10,436.41	\$ 10,958.23	\$ 11,506.14
Building Inspector I	7/5/2026	AFSCME	\$ 8,749.89	\$ 9,187.38	\$ 9,646.75	\$ 10,129.09	\$ 10,635.54	
Building Inspector II	7/5/2026	AFSCME	\$ 9,281.21	\$ 9,745.27	\$ 10,232.53	\$ 10,744.16	\$ 11,281.37	
City Attorney	7/1/2026	Unrep	\$ 28,568.12					
City Clerk/Constituent Services Manager	1/4/2026	City Clerk	\$ 12,589.70	\$ 13,219.19	\$ 13,880.15	\$ 14,574.16	\$ 15,302.87	\$ 16,068.01
City Manager	7/1/2026	Unrep	\$ 32,258.66					
Chief Building Official	1/4/2026	MMCEA	\$ 12,495.12	\$ 13,119.88	\$ 13,775.87	\$ 14,464.66	\$ 15,187.89	\$ 15,947.28
Code Enforcement Officer	7/5/2026	AFSCME	\$ 8,221.79	\$ 8,632.88	\$ 9,064.52	\$ 9,517.75	\$ 9,993.64	
Community Development Director	7/6/2026	Unrep	\$ 18,418.80					\$ 23,023.50
Community Engagement Specialist	1/4/2026	Unrep	\$ 9,516.89	\$ 9,992.73	\$ 10,492.37	\$ 11,016.99	\$ 11,567.84	\$ 12,146.23
Community Service Officer	1/4/2026	BPOA	\$ 5,778.91	\$ 6,067.86	\$ 6,371.26	\$ 6,689.81	\$ 7,024.31	\$ 7,375.51
Construction Inspector	7/5/2026	AFSCME	\$ 9,719.42	\$ 10,205.39	\$ 10,715.66	\$ 11,251.44	\$ 11,814.01	
Deputy Planning and Comm Dev Director	1/4/2026	Unrep	\$ 15,230.32	\$ 15,991.84	\$ 16,791.43	\$ 17,631.00	\$ 18,512.55	\$ 19,438.18
Deputy City Clerk	1/4/2026	MMCEA	\$ 6,875.19	\$ 7,218.95	\$ 7,579.90	\$ 7,958.90	\$ 8,356.85	\$ 8,774.69
Deputy Finance Director	1/4/2026	MMCEA	\$ 13,488.13	\$ 14,162.54	\$ 14,870.67	\$ 15,614.20	\$ 16,394.91	\$ 17,214.66
Electrician	7/5/2026	AFSCME	\$ 7,929.63	\$ 8,326.11	\$ 8,742.42	\$ 9,179.54	\$ 9,638.52	
Engineering Technician	7/5/2026	AFSCME	\$ 7,868.66	\$ 8,262.09	\$ 8,675.19	\$ 9,108.95	\$ 9,564.40	

City of Belmont Master Employee Pay Schedule - Calendar Year 2026 - 2027

Adopted September 22, 2026

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Equipment Operator	7/5/2026	AFSCME	\$ 6,971.37	\$ 7,319.96	\$ 7,685.94	\$ 8,070.24	\$ 8,473.75	
Executive Assistant To City Manager	1/4/2026	MMCEA	\$ 7,572.83	\$ 7,951.47	\$ 8,349.04	\$ 8,766.49	\$ 9,204.81	\$ 9,665.05
Finance Director	7/5/2026	Unrep	\$ 18,418.80					\$ 23,023.50
Accounting/Budget Manager	1/4/2026	MMCEA	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.21	\$ 14,622.52
GIS Coordinator I	1/4/2026	MMCEA	\$ 8,249.07	\$ 8,661.52	\$ 9,094.60	\$ 9,549.33	\$ 10,026.80	\$ 10,528.14
GIS Coordinator II	1/4/2026	MMCEA	\$ 9,470.01	\$ 9,943.51	\$ 10,440.69	\$ 10,962.72	\$ 11,510.86	\$ 12,086.40
GIS Coordinator III	1/4/2026	MMCEA	\$ 11,113.28	\$ 11,668.94	\$ 12,252.39	\$ 12,865.01	\$ 13,508.26	\$ 14,183.67
Head Teacher	7/5/2026	AFSCME	\$ 5,144.66	\$ 5,401.90	\$ 5,672.00	\$ 5,955.60	\$ 6,253.37	
Housing and Economic Development Manager	1/4/2026	MMCEA	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.22	\$ 14,622.53
Housing Specialist	1/4/2026	MMCEA	\$ 9,015.36	\$ 9,466.13	\$ 9,939.44	\$ 10,436.41	\$ 10,958.23	\$ 11,506.14
IT Business System Analyst	1/4/2026	Unrep	\$ 12,225.64	\$ 12,836.92	\$ 13,478.77	\$ 14,152.70	\$ 14,860.34	\$ 15,603.36
Information Technology Manager	1/4/2026	Unrep	\$ 13,593.10	\$ 14,272.75	\$ 14,986.39	\$ 15,735.70	\$ 16,522.49	\$ 17,348.61
Lead Police Dispatcher	1/4/2026	BPOA	\$ 8,928.73	\$ 9,373.06	\$ 9,844.13	\$ 10,336.86	\$ 10,852.48	\$ 11,395.10
Maintenance Worker I	7/5/2026	AFSCME	\$ 5,764.24	\$ 6,052.44	\$ 6,355.07	\$ 6,672.82	\$ 7,006.46	
Maintenance Worker II	7/5/2026	AFSCME	\$ 6,380.65	\$ 6,699.68	\$ 7,034.66	\$ 7,386.39	\$ 7,755.72	
Management Analyst II	1/4/2026	MMCEA	\$ 9,359.91	\$ 9,827.90	\$ 10,319.29	\$ 10,835.26	\$ 11,377.02	\$ 11,945.87
Management Analyst I	1/4/2026	MMCEA	\$ 8,593.61	\$ 9,023.29	\$ 9,474.46	\$ 9,948.18	\$ 10,445.59	\$ 10,967.87
Mechanic	7/5/2026	AFSCME	\$ 7,069.24	\$ 7,422.70	\$ 7,793.83	\$ 8,183.53	\$ 8,592.70	
Office Assistant I	7/5/2026	AFSCME	\$ 5,470.49	\$ 5,744.02	\$ 6,031.22	\$ 6,332.78	\$ 6,649.41	
Office Assistant II	7/5/2026	AFSCME	\$ 6,077.28	\$ 6,381.15	\$ 6,700.22	\$ 7,035.22	\$ 7,386.98	
Parks & Recreation Director	7/5/2026	Unrep	\$ 18,748.00					\$ 23,435.00
Parks and Facilities Maintenance Worker I ⁵	7/5/2026	AFSCME	\$ 5,764.24	\$ 6,052.44	\$ 6,355.07	\$ 6,672.82	\$ 7,006.46	
Parks and Facilities Maintenance Worker II ⁵	7/5/2026	AFSCME	\$ 6,380.65	\$ 6,699.68	\$ 7,034.66	\$ 7,386.39	\$ 7,755.72	
Parks and Facilities Manager ⁵	1/4/2026	MMCEA	\$ 11,218.44	\$ 11,779.36	\$ 12,368.32	\$ 12,986.73	\$ 13,636.07	\$ 14,317.88
Parks and Facilities Supervisor	1/4/2026	MMCEA	\$ 9,026.79	\$ 9,478.12	\$ 9,952.02	\$ 10,449.63	\$ 10,972.11	\$ 11,520.71
Payroll Manager	1/4/2026	Unrep	\$ 11,457.13	\$ 12,029.99	\$ 12,631.49	\$ 13,263.06	\$ 13,926.22	\$ 14,622.53
Permit Technician	7/5/2026	AFSCME	\$ 7,456.12	\$ 7,828.93	\$ 8,220.37	\$ 8,631.39	\$ 9,062.95	
Planning Manager	4/28/2026	MMCEA	\$ 14,029.43	\$ 14,730.90	\$ 15,467.44	\$ 16,240.82	\$ 17,052.86	\$ 17,250.00
Planning Technician	7/5/2026	AFSCME	\$ 7,456.12	\$ 7,828.93	\$ 8,220.37	\$ 8,631.39	\$ 9,062.95	
Police Captain	1/4/2026	MMCEA	\$ 15,593.20	\$ 16,372.86	\$ 17,191.50	\$ 18,051.08	\$ 18,953.63	\$ 19,901.31
Police Chief	7/5/2026	Unrep	\$ 20,898.55					\$ 26,123.19
Police Corporal Advanced POST	7/5/2026	BPOA	\$ 11,784.08	\$ 12,373.29	\$ 12,991.95	\$ 13,641.55	\$ 14,323.62	\$ 15,039.80
Police Corporal Basic POST	7/5/2026	BPOA	\$ 10,689.78	\$ 11,224.26	\$ 11,785.47	\$ 12,374.75	\$ 12,993.48	\$ 13,643.16

City of Belmont Master Employee Pay Schedule - Calendar Year 2026 - 2027

Adopted September 22, 2026

Position	Effective Date	Labor Group	Monthly Pay Rates					
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Corporal Intermediate POST	7/5/2026	BPOA	\$ 11,222.07	\$ 11,783.18	\$ 12,372.33	\$ 12,990.93	\$ 13,640.49	\$ 14,322.52
Police Dispatcher	1/4/2026	BPOA	\$ 7,901.29	\$ 8,296.35	\$ 8,711.17	\$ 9,146.73	\$ 9,604.07	\$ 10,084.27
Police Lieutenant	1/4/2026	MMCEA	\$ 14,063.46	\$ 14,766.63	\$ 15,504.96	\$ 16,280.21	\$ 17,094.22	\$ 17,948.93
Police Officer Advanced POST	7/5/2026	BPOA	\$ 11,222.07	\$ 11,783.17	\$ 12,372.33	\$ 12,990.94	\$ 13,640.49	\$ 14,322.52
Police Officer Basic POST	7/5/2026	BPOA	\$ 10,180.12	\$ 10,689.13	\$ 11,223.58	\$ 11,784.77	\$ 12,374.01	\$ 12,992.71
Police Officer Intermediate POST	7/5/2026	BPOA	\$ 10,689.78	\$ 11,224.27	\$ 11,785.47	\$ 12,374.75	\$ 12,993.48	\$ 13,643.15
Police Officer Recruit	1/4/2026	BPOA	\$ 7,293.98					
Police Records Specialist I	1/4/2026	BPOA	\$ 5,854.02	\$ 6,146.72	\$ 6,454.06	\$ 6,776.76	\$ 7,115.60	\$ 7,471.38
Police Records Specialist II	1/4/2026	BPOA	\$ 6,146.86	\$ 6,454.20	\$ 6,776.91	\$ 7,115.76	\$ 7,471.55	\$ 7,845.13
Police Sergeant Advanced POST	7/5/2026	BPOA	\$ 13,213.93	\$ 13,874.63	\$ 14,568.36	\$ 15,296.78	\$ 16,061.62	\$ 16,864.70
Police Sergeant Intermediate POST	7/5/2026	BPOA	\$ 12,582.54	\$ 13,211.67	\$ 13,872.26	\$ 14,565.87	\$ 15,294.16	\$ 16,058.87
Principal Management Analyst	1/4/2026	Unrep	\$ 12,461.27	\$ 13,084.33	\$ 13,738.55	\$ 14,425.48	\$ 15,146.75	\$ 15,904.09
Principal Planner	1/4/2026	MMCEA	\$ 12,739.60	\$ 13,376.58	\$ 14,045.41	\$ 14,747.68	\$ 15,485.06	\$ 16,259.31
Public Works Director	7/5/2026	Unrep	\$ 18,872.98					\$ 23,591.23
Public Works Field Supervisor	1/4/2026	MMCEA	\$ 9,026.79	\$ 9,478.13	\$ 9,952.04	\$ 10,449.64	\$ 10,972.12	\$ 11,520.73
Public Works Services Manager	1/4/2026	MMCEA	\$ 12,460.84	\$ 13,083.88	\$ 13,738.07	\$ 14,424.97	\$ 15,146.22	\$ 15,903.53
PW Lead Maintenance	7/5/2026	AFSCME	\$ 7,319.69	\$ 7,685.66	\$ 8,069.95	\$ 8,473.44	\$ 8,897.12	
Recreation Manager	7/19/2026	MMCEA	\$ 11,218.44	\$ 11,779.36	\$ 12,368.32	\$ 12,986.73	\$ 13,636.07	\$ 14,317.88
Recreation Coordinator I	1/4/2026	MMCEA	\$ 6,507.79	\$ 6,833.17	\$ 7,174.84	\$ 7,533.57	\$ 7,910.26	\$ 8,305.77
Recreation Coordinator II	7/1/2026	MMCEA	\$ 7,483.96	\$ 7,858.16	\$ 8,251.07	\$ 8,663.62	\$ 9,096.80	\$ 9,551.64
Recreation Specialist II	7/5/2026	AFSCME	\$ 4,555.57	\$ 4,784.07	\$ 5,023.37	\$ 5,275.25	\$ 5,537.94	
Recreation Supervisor	1/4/2026	MMCEA	\$ 8,607.89	\$ 9,038.28	\$ 9,490.19	\$ 9,964.70	\$ 10,462.94	\$ 10,986.08
Senior Civil Engineer	1/4/2026	MMCEA	\$ 12,569.52	\$ 13,198.00	\$ 13,857.90	\$ 14,550.79	\$ 15,278.33	\$ 16,042.25
Senior Management Analyst	1/4/2026	MMCEA	\$ 10,835.26	\$ 11,377.02	\$ 11,945.87	\$ 12,543.16	\$ 13,170.32	\$ 13,828.84
Senior Mechanic	7/5/2026	AFSCME	\$ 7,509.08	\$ 7,884.52	\$ 8,278.76	\$ 8,692.69	\$ 9,127.33	
Senior Permit Technician	7/5/2026	AFSCME	\$ 8,631.39	\$ 9,062.95	\$ 9,516.10	\$ 9,991.91	\$ 10,491.51	
Senior Planner	1/4/2026	MMCEA	\$ 10,269.16	\$ 10,782.62	\$ 11,321.75	\$ 11,887.84	\$ 12,482.23	\$ 13,106.34
Sr Parks and Facilities Maintenance Worker ⁵	7/5/2026	AFSCME	\$ 7,319.69	\$ 7,685.66	\$ 8,069.95	\$ 8,473.44	\$ 8,897.12	
Street Sweeper Operator	7/5/2026	AFSCME	\$ 6,667.94	\$ 7,001.33	\$ 7,351.41	\$ 7,718.96	\$ 8,104.92	
Teacher	7/5/2026	AFSCME	\$ 4,473.69	\$ 4,697.37	\$ 4,932.23	\$ 5,178.84	\$ 5,437.79	
Teacher's Aide	7/5/2026	AFSCME	\$ 3,916.86	\$ 4,111.17	\$ 4,316.28	\$ 4,533.98	\$ 4,760.68	
Technology Specialist I	1/4/2026	MMCEA	\$ 8,126.14	\$ 8,532.45	\$ 8,959.07	\$ 9,407.02	\$ 9,877.37	\$ 10,371.24
Technology Specialist II	1/4/2026	MMCEA	\$ 10,076.67	\$ 10,580.50	\$ 11,109.53	\$ 11,665.01	\$ 12,248.26	\$ 12,860.67
Technology Specialist III	1/4/2026	MMCEA	\$ 11,114.22	\$ 11,669.93	\$ 12,253.43	\$ 12,866.10	\$ 13,509.41	\$ 14,184.88

City of Belmont Master Employee Pay Schedule - Calendar Year 2026 - 2027

Adopted September 22, 2026

Unrepresented Per Diem Positions

Position	Effective Date	Hourly Pay Rates					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accounting Technician I ¹	7/5/2026	\$ 35.55	\$ 37.33	\$ 39.20	\$ 41.16	\$ 43.21	
Accounting Technician II ¹	7/5/2026	\$ 39.11	\$ 41.06	\$ 43.12	\$ 45.27	\$ 47.54	
Accounting Technician III ¹	7/5/2026	\$ 43.92	\$ 46.12	\$ 48.42	\$ 50.84	\$ 53.39	
Administrative Assistant ¹	1/4/2026	\$ 37.54	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.92
Associate Civil Engineer ¹	1/4/2026	\$ 58.96	\$ 61.91	\$ 65.01	\$ 68.26	\$ 71.67	\$ 75.26
Building Attendant I ^{4**}	1/1/2026	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	\$ 24.20	
Building Attendant II ^{4**}	1/1/2026	\$ 21.89	\$ 22.98	\$ 24.13	\$ 25.34	\$ 26.61	
Dispatcher, Per Diem ³	1/4/2026	\$ 51.51	\$ 54.08	\$ 56.79	\$ 59.64	\$ 62.61	\$ 65.74
Electrician ¹	7/6/2025	\$ 45.75	\$ 48.04	\$ 50.44	\$ 52.96	\$ 55.61	
Head Teacher ¹	7/5/2026	\$ 29.68	\$ 31.16	\$ 32.72	\$ 34.36	\$ 36.08	
Intern I	1/1/2026	\$ 18.95	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	
Intern II	1/1/2026	\$ 25.06	\$ 26.31	\$ 27.63	\$ 29.01	\$ 30.46	
Lifeguard/Swim Instructor I ***	1/1/2026	\$ 20.70	\$ 21.74	\$ 22.83	\$ 23.97	\$ 25.17	
Lifeguard/Swim Instructor II ***	1/1/2026	\$ 21.79	\$ 22.88	\$ 24.02	\$ 25.22	\$ 26.48	
Maintenance Worker I ¹	7/5/2026	\$ 33.26	\$ 34.92	\$ 36.66	\$ 38.50	\$ 40.42	
Nutrition Site Coordinator	1/1/2026	\$ 24.35	\$ 25.57	\$ 26.85	\$ 28.19	\$ 29.60	
Office Assistant I ¹	7/5/2026	\$ 31.56	\$ 33.14	\$ 34.80	\$ 36.54	\$ 38.36	
Office Assistant II ¹	7/5/2026	\$ 35.06	\$ 36.81	\$ 38.66	\$ 40.59	\$ 42.62	
Planning Technician ¹	7/5/2026	\$ 43.02	\$ 45.17	\$ 47.43	\$ 49.80	\$ 52.29	
Police Officer (Advanced POST), Per Diem ²	7/5/2026	\$ 61.66	\$ 64.74	\$ 67.98	\$ 71.38	\$ 74.95	\$ 78.70
Police Officer (Basic POST), Per Diem ²	7/5/2026	\$ 55.93	\$ 58.73	\$ 61.67	\$ 64.75	\$ 67.99	\$ 71.39
Police Officer (Inter POST), Per Diem ²	7/5/2026	\$ 58.74	\$ 61.67	\$ 64.76	\$ 67.99	\$ 71.39	\$ 74.96
Police Records Specialist I, Per Diem ¹	1/4/2026	\$ 33.77	\$ 35.46	\$ 37.23	\$ 39.10	\$ 41.05	\$ 43.10
Police Records Specialist II, Per Diem ¹	1/4/2026	\$ 35.46	\$ 37.24	\$ 39.10	\$ 41.05	\$ 43.11	\$ 45.26
Recreation Leader ⁴	1/1/2026	\$ 18.95	\$ 19.90	\$ 20.90	\$ 21.95	\$ 23.05	
Recreation Program Coordinator ¹	1/5/2025	\$ 37.54	\$ 39.42	\$ 41.39	\$ 43.46	\$ 45.64	\$ 47.92
Recreation Specialist I ⁴	1/1/2026	\$ 22.94	\$ 24.09	\$ 25.29	\$ 26.55	\$ 27.88	
Recreation Specialist II ⁴	1/1/2026	\$ 25.23	\$ 26.49	\$ 27.81	\$ 29.20	\$ 30.66	

City of Belmont Master Employee Pay Schedule - Calendar Year 2026 - 2027

Adopted September 22, 2026

Unrepresented Per Diem Positions

Position	Effective Date	Hourly Pay Rates					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Pool Manager ^{4 ***}	1/1/2026	\$ 23.97	\$ 25.17	\$ 26.43	\$ 27.75	\$ 29.14	
Recreation Leader II ^{4 ***}	1/1/2026	\$ 20.85	\$ 21.89	\$ 22.98	\$ 24.13	\$ 25.34	
Street Sweeper Operator ¹	7/5/2026	\$ 38.47	\$ 40.39	\$ 42.41	\$ 44.53	\$ 46.76	
Teacher ¹	7/5/2026	\$ 25.81	\$ 27.10	\$ 28.46	\$ 29.88	\$ 31.37	
Teacher's Aide ¹	7/5/2026	\$ 22.60	\$ 23.72	\$ 24.90	\$ 26.16	\$ 27.47	
Technology Specialist I ¹	1/4/2026	\$ 46.88	\$ 49.23	\$ 51.69	\$ 54.27	\$ 56.98	\$ 59.83
Technology Specialist II ¹	1/4/2026	\$ 58.13	\$ 61.04	\$ 64.09	\$ 67.30	\$ 70.66	\$ 74.20
Technology Specialist III ¹	1/4/2026	\$ 64.12	\$ 67.33	\$ 70.69	\$ 74.23	\$ 77.94	\$ 81.84
Van Driver ⁴	1/1/2026	\$ 22.94	\$ 24.09	\$ 25.29	\$ 26.55	\$ 27.88	

Notes

Unrepresented per diem: A position having a workweek of fewer hours than the workweek established for full-time positions in the class

** Building Attendants I and II are eligible to receive a weekend differential of \$1.00 per hour for work performed on Saturdays and Sundays

*** Title changes approved by City Council via formal job description adoption March 24, 2026

¹ Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2080 (hours in work year)

² Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2184 (hours in work year)

³ Hourly pay rates derived by multiplying full-time Police Dispatcher by 12 (months in year) adding 13% and dividing by 2080 (hours in work year)

⁴ Tied to Belmont minimum wage as follows:

Recreation Leader - Adjusted to Minimum Wage

Building Attendant I* - 5% Above Above Recreation Ldr

Building Attendant II* - 10% Above Building Attendant I

Lifeguard I - 5% Below Lifeguard II

Lifeguard II - 15% Above Rec Leader

Nutrition Site Coordinator - Tied to Recreation Specialist II

Recreation Specialist I - 10% Above Sr. Rec Leader

Recreation Specialist II - 10% Above Rec Spec I

Sr Rec Leader - 10% Above Rec Leader

Sr. Lifeguard - 10% Above Lifeguard II

Van Driver - Tied to Recreation Specialist I

⁵ "Facilities" added to position title

City of Belmont Master Employee Pay Schedule - Calendar Year 2026 - 2027

Adopted September 22, 2026

Revision History

Resolution 2018-04 Initial Adoption	March 13,2018
Resolution 2019-019 Revised Adoption	February 23,2021
Resolution 2022-093 Revised Adoption	September 27,2022
Resolution 2022-109 Revised Adoption	November 8, 2022
Resolution 2023-058 Revised Adoption	June 27, 2023
Resolution 2023-074 Revised Adoption	September 26, 2023
Resolution 2023-094 Revised Adoption	November 28, 2023
Resolution 2024-02 Revised Adpotion	January 9, 2024
Resolution 2024-19 Revised Adpotion	March 26, 2024
Resolution 2024-53 Revised Adoption	June 25, 2024
Resolution 2024-69 Revised Adoption	September 24, 2024
Resolution 2024-80 Revised Adoption	December 3, 2024
Resolution 2025-23 Revised Adoption	March 25, 2025
Resolution 2025-52 Revised Adoption	July 8, 2025
Resolution 2025-55 Revised Adoption	August 26, 2025
Resolution 2025-77 Revised Adoption	November 25, 2025
Resolution 2025-78 Revised Adoption	December 9, 2025
Resolution 2026-14 Revised Adoption	March 24, 2026
Resolution 2026-29 Revised Adoption	May 26, 2026

**Fourth Amendment to the Employment Agreement
between the City of Belmont
and Afshin Oskoui (City Manager)**

This Fourth Amendment to Employment Agreement (“Fouth Amendment”) is entered into by the City of Belmont, a municipal corporation (“City” or “Employer”), and Afshin Oskoui (“Employee”), collectively the “Parties.”

Recitals

A. The City and Employee entered into an Employment Agreement for employment effective September 1, 2019, for Employee to serve as City Manager, and subsequently entered into a first, second, and third amendment to the Employment Agreement.

B. The City and Employee now desire to enter into a fourth amendment to the Employment Agreement.

Terms of Fourth Amendment

The City and Employee agree to amend the terms of the Employment Agreement as previously amended as follows:

1. Section 9.A (Salary) is amended by adding a paragraph next in order to read:
Employee will receive a 4.0% cost of living increase effective July 1, 2026.
2. Except as amended above, all other provisions of the Employment Agreement as previously amended remain in full force and effect.

By signing below, the Parties agree to the full performance of the terms set forth herein.

City of Belmont

Employee

By: _____
Julia Mates, Mayor

Afshin Oskoui

Dated: _____

Dated: _____

**Third Amendment to the Employment Agreement
between the City of Belmont
and Scott M. Rennie (City Attorney)**

This Third Amendment to Employment Agreement (“Third Amendment”) is entered into by the City of Belmont, a municipal corporation (“City” or “Employer”), and Scott M. Rennie (“Employee”), collectively the “Parties.”

Recitals

A. The City and Employee entered into an Employment Agreement for employment effective October 3, 2011, for Employee to serve as City Attorney, and subsequently entered into a new Employment Agreement on November 29, 2022, and have since entered into a first amendment and second amendment to the new Employment Agreement.

B. The City and Employee now desire to enter into a third amendment to the new Employment Agreement.

Terms of Third Amendment

The City and Employee agree to amend the terms of the November 29, 2022 Employment Agreement as previously amended as follows:

1. Section 8.A (Salary) is amended by adding a paragraph next in order to read:
Employee will receive a 4.0% cost of living increase effective July 1, 2026.
2. Except as amended above, all other provisions of the November 29, 2022, Employment Agreement as previously amended remain in full force and effect.

By signing below, the Parties agree to the full performance of the terms set forth herein.

City of Belmont

By: _____
Julia Mates, Mayor

Dated: _____

Employee

Scott M. Rennie

Dated: _____