AGENDA
Tuesday, April 08, 2014

6:00 P.M. SPECIAL MEETINGS

NOTICE IS HEREBY GIVEN of a Special Meeting called under Government Code Section 54956

6:00 P.M. Third Floor Conference Room
1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS
This is the public’s opportunity to address the City Council on an item that will be considered in Closed Session. This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker.

3. ADJOURN TO CLOSED SESSION
   A. Conference with Labor Negotiator, Greg Scoles, pursuant to Government Code Section 54957.6: BPOA (Belmont Police Officers Association)

6:30 P.M. Emergency Operations Center
4. CONVENE STUDY SESSION
   (This meeting open to the public)
   A. Update on the Ralston Avenue Corridor Study and Discussion and Direction Regarding the Draft Multi-Modal Transportation Improvement Concepts

ADJOURN TO REGULAR MEETING
7:30 P.M. REGULAR MEETING
(City Council Chambers)

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. REPORT FROM CLOSED SESSION

4. SPECIAL PRESENTATIONS

5. PUBLIC COMMENTS AND ANNOUNCEMENTS
   This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker, and is for items of interest not on the Agenda. If you wish to address the hearing body, please complete a Speaker's Card and give it to the City Clerk. If you wish to express an opinion on a non-agenda item without addressing the Council/Board, please fill out a "Comment Form" and give it to the City Clerk. The reading of the full text of ordinances and resolutions will be waived unless a Councilmember requests otherwise.

6. COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

7. AGENDA AMENDMENTS (if any)

8. CONSENT CALENDAR
   Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council/Board or staff request specific items to be removed for separate action.
   
   A. Minutes of Special City Council Meetings of February 27, 2014, March 3, 2014, and March 18, 2014
   
   B. Resolution of the City Council Authorizing the Use of the National Joint Powers Alliance (NJPA) Procurement Contract for the Acquisition of a New Elgin Street Sweeper for a Total Amount not to Exceed $285,000
   
   C. Resolution of the City Council Authorizing the Installation of Security Lights to the Canopy Area at the City's Corporation Yard in an Amount Not to Exceed 12,000.
   
   D. Resolution of the City Council Authorizing the Purchase of Waste Collection Enclosures for City Parks and Athletic Fields in an Amount not to Exceed $45,000
   
   E. Resolution of the Belmont Fire Protection District Authorizing a Purchase Order to L.N. Curtis & Sons in an Amount not to Exceed $8,087.80 for Firefighter Turnout Garments
   
   F. Resolution of the City Council and an Ordinance of the Board of Directors of the Fire Protection District Modifying the Regular Meeting Schedule
ACTION: 1) Motion to approve the Consent Calendar.

9. HEARINGS
A. Public Hearing to Consider a Street Vacation, Four-Lot Single Family Residential Parcel Map, and Environmental Assessment for Property located at 1320 Talbryn Drive (Item to be continued to April 22, 2014)

ACTION:
1) Open Hearing; Take Testimony (if any)
2) Motion to Continue Hearing to April 22, 2014
3) Take other action

10. OTHER BUSINESS
A. Budget Strategic Planning for FY 2015

ACTION:
1) Provide direction to staff regarding draft budget
2) Take other action

11. COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS
A. A Resolution of the City Council of the City of Belmont Appointing a Resident to the City Council to Fill a Vacancy in a Term Expiring After the November 2015 General Election

ACTION:
1) Motion to Approve Resolution
2) Take other action

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

C. Verbal Report from City Manager

12. PUBLIC COMMENTS AND ANNOUNCEMENTS (if any)
For comments longer than 3 minutes or comments that could not be covered in the initial comment period.

13. MATTERS OF COUNCIL INTEREST/CLARIFICATION
Items in this category are for discussion and direction to staff only. No final policy action will be taken by Council/Board.

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

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, Suite 375, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

Meeting televised on Comcast Channel 27, and webstreamed via City’s website at www.belmont.gov
**Recommendation**
The goal of the presentation is to update the City Council on the progress of the Ralston Avenue Corridor Study. It is recommended the City Council provide feedback and direction so that staff can finalize the Draft Conceptual Transportation Improvement Plans for future Council consideration.

**Background**
The Ralston Avenue Corridor Study and Improvements Project was a 2012/13 Council Priority project. The goal of the project was to conduct a comprehensive study to determine the adequacy of the existing and future traffic conditions, circulation, physical inventory of the gaps, and a multi-modal evaluation of the traffic operations related signals, pedestrian and bicycle facilities, transit, and parking in the corridor. Furthermore, developing context sensitive transportation improvement alternatives that incorporated, and enhanced, the diverse roadway characteristics encountered along the entirety of the corridor was important.

The Project was divided into three phases:

- **Phase I** – Data collection, community outreach meetings/workshops with residents, business owners, schools and stakeholders (Council and Planning Commission among others)
- **Phase II** – Mobility assessments and identifying issues along the corridor based on the collected data and Council/community outreach meetings/workshops, develop draft alternatives and draft budget
- **Phase III** – Develop final alternatives, short term and long term capital improvement projects, associated budgets and funding strategies

On February 12, 2013, City Council approved a contract with Whitlock and Weinberger Transportation, Inc. to conduct Phases I and II of the Ralston Avenue Corridor Study. Because the corridor is diverse in pedestrian activity, traffic patterns and community character, the corridor has been broken into four segments:

- **Segment 1** – Highway 101 to El Camino Real
- **Segment 2** – El Camino Real to South Road
- **Segment 3** – South Road to Alameda de las Pulgas
- **Segment 4** – Alameda de las Pulgas to Highway 92
By breaking the corridor into smaller segments, the project team was able to focus on the specific issues within each area. As the project progressed, the concepts developed for each area were blended to create a draft conceptual plan for improving access and mobility along the entire corridor.

**Analysis**

To date, City staff in conjunction with the consultants held three public workshops to receive input from the residents, business owners, schools and community members. These meetings were held on:

- April 18, 2013: Community Workshop and Open House – Defining the Vision
- September 18, 2013: Community Workshop and Open House – Preliminary Design Concepts
- February 20, 2014: Community Workshop and Open House – Draft Conceptual Improvements

Additional individual stake holder meetings were held with other major users along the Corridor as well. Also, a project website was created to share information and data, and to collect input from the community members who could not attend the workshops but were interested in participating in the project development.

The recommended conceptual improvements for the Ralston Avenue Corridor project are summarized in Attachment A. The concept plans are aimed at improving pedestrian and bicycle facilities along with a balanced approach to mobility through the corridor.

Staff is requesting Council feedback and to finalize the conceptual improvements project report.

**Alternatives**

1. Not Applicable

**Attachments**

A. Conceptual Improvements Draft Plan

**Fiscal Impact**

- No Impact/Not Applicable
- Funding Source Confirmed:

<table>
<thead>
<tr>
<th>Source</th>
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<th>Public Outreach</th>
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<td>☒ Staff</td>
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* Notification on Project Website
Conceptual Improvements

Draft Plan

March 2014

ATTACHMENT A
Acknowledgements

Belmont City Council

Warren Lieberman, Mayor
David Braunstein, Vice-Mayor
Christine Wozniak
Eric Reed
Charles Stone

Belmont Public Works

Afshin Oskoui, P.E., Public Works Director
Leticia Alvarez, P.E., Assistant Public Works Director/City Engineer
Bozhena Palatnik, P.E., Associate Civil Engineer

Consulting Team

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Steve Weinberger, PE PTOE, W-Trans
Tony Henderson, PE PTOEW-Trans
Jennifer Donlon Wyant, Alta Planning + Design
Rich Shinn, Iteris, Inc.
Ray Davis, RED3

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1. Introduction

The City of Belmont recognizes the importance of Ralston Avenue as a key community corridor. The corridor includes homes, neighborhood serving retail, schools, and a Caltrain Station. The corridor is also connected with US 101 and SR 92 and can experience high traffic volumes.

The goals of the Ralston Avenue Corridor Study Project are two-fold:

1. Determine the adequacy of the corridor for multi-modal use by evaluating the ability to accommodate pedestrians, bicyclists, transit riders and motorists under existing and projected future conditions.
2. Develop context sensitive transportation alternatives to improve conditions for all users along the corridor.

This report presents context sensitive alternatives for improving multi-modal connectivity along the corridor, and is the culmination of three formative working papers that were produced as part of this effort:
- The first document summarized data collected for the project;
- The second document was an analysis of existing operations along the corridor; and
- The third document was a corridor alternatives report.

Study Segments

For analysis purposes, Ralston Avenue has been studied in four segments, based land use and environment:
- Segment 1: US 101 to El Camino Real
- Segment 2: El Camino Real to South Road
- Segment 3: South Road to Alameda de las Pulgas
- Segment 4: Alameda de las Pulgas to SR 92

Segment Improvement Components

This Plan presents each segment improvement in four sections:
- Background, Challenges, and Recommended Improvements: This section describes the corridor, the identified travel challenges, and the recommended improvements.
- Conceptual Improvement Map: The improvement map illustrates the recommended improvements.
- Benefits and Consequences: Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.
- Improvement Costs: This section presents the costs of the recommended improvements.

Community Input

The recommendations presented in this Plan are the result of input from the Belmont community. The recommendations are informed by:
1. Information Gathering Public Workshop held on April 18, 2013
2. Design Concept Review Community Workshop held on September 18, 2013
3. Conceptual Improvements Community Workshop held on February 20, 2014
4. Comments submitted to the project website: www.ralstonavenuecorridorstudy.org
5. Comments submitted during stakeholder interviews conducted as part of this project
6. Comments submitted to the City as part of ongoing project planning

2. Recommendation Summary

Each segment of the corridor was reviewed for improvement to the walking, bicycling and driving environment with the goal of providing continuous, comfortable and safer facilities. Potential alternatives were presented to the community for review and determination of preference. The following recommendations are the result of that community input. They add mobility options to the corridor without significantly negatively impacting vehicular travel.

<table>
<thead>
<tr>
<th>Pedestrian Crossing Improvements</th>
<th>Sidewalk Improvements</th>
<th>Bikeway Improvements</th>
<th>Signage and Wayfinding</th>
<th>Vehicle Access Improvements</th>
<th>Design and Contingency</th>
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3. Recommended Improvements Toolbox Overview

Overview of Improvements

The conceptual plans on the following pages include a number of treatments which are described below in greater detail.

3.1 High Visibility Crosswalks

There are a number of different marked crosswalk types, including the high visibility continental style as shown to the right. These types of crosswalks are more visible to drivers and are generally recommended at locations with high pedestrian activity, where slower pedestrians are expected (such as near schools), and where high numbers of pedestrian related collisions have occurred.

3.2 Advance Stop Lines

Advance stop lines are a painted stripe in the roadway set back from the crosswalk, directing drivers to stop at least 4 feet before the crosswalk. On multi-lane roads advance stop lines increase pedestrian visibility for drivers in other travel lanes, especially important around schools, as students are harder to see than adults. Advance stop lines also discourage encroachment upon the crosswalk at a red light, leaving more free space for pedestrians to cross.

3.3 Community Wayfinding

A wayfinding system consists of comprehensive signing to guide roadway users to their destinations along preferred routes. The system can be supplemented with pavement markings that primarily benefit bicyclists. There are three general types of wayfinding signs: confirmation signs, turn signs and decision signs. Confirmation signs indicate to bicyclists they are on a designated roadway. Turn signs indicate where a route turns from one street onto another. Decision signs mark the junction of two or more routes, inform roadway users of key destinations and indicate the destination, distance and direction.

3.4 Pedestrian Refuge Island

Pedestrian refuge islands are located at the mid-point of a marked crossing and help improve pedestrian safety by allowing pedestrians to cross one direction of traffic at a time. Refuge islands minimize pedestrian exposure by shortening crossing distance and increasing the number of available gaps for crossing. A refuge island must be accessible, preferably with an at-grade passage through the island rather than ramps and landings. If landscaped, the plant material should not compromise the visibility of pedestrians crossing in the crosswalk. Shrubs and ground plantings should be no higher than 1 ft. 6 in.

3.5 Rectangular Rapid Flashing Beacons

Rectangular rapid flashing beacons (RRFB) are pedestrian actuated devices mounted adjacent to the roadway. The beacon lights are rectangular LED lights installed below a pedestrian crosswalk sign that flash in an alternating pattern when activated. The beacon is dark when not activated. Caltrans has received approval from the Federal Highway Administration (FHWA) for use of RRFBs on a blanket basis at uncontrolled pedestrian crosswalk locations in California, including State highways and all local jurisdictions’ roadways.

3.6 Cross-Bike Crossing

Cross-bike crossings are crossings that are a combination of a crosswalk and bicycle crossing. Typically, a standard crossing is for pedestrian use only and this treatment is designed to alert drivers that bicyclists should be expected at the crossing. The treatment includes a standard high visibility crosswalk markings with a wide green centerline marked with shared lane markings. This treatment is not a Caltrans approved traffic control device, however the City can apply to Caltrans for approval to experiment.

3.7 Roundabout

Modern roundabouts are relatively new to the United States, though in recent years their use has been growing rapidly as decision makers, the public, and the development community have come to realize their benefits. In general, roundabouts are safer than traditional signalized intersections because there are fewer possible conflict areas within a roundabout, and when collisions do occur, they are likely to be less severe than those at signalized or uncontrolled intersections. Roundabouts can also serve as a traffic calming tool by moderating travel speeds in the vicinity, which can lead to lower fuel consumption and improved air quality. Further, roundabouts can provide an excellent opportunity for landscaping and/or public art, and work well as “gateways” into urban areas that visually alert drivers they are entering a different type of street environment.

3.8 Congestion Relief

There are several programs underway that will provide congestion relief along Ralston Avenue, El Camino Real, and the area in general. The San Mateo Smart Corridor Program was initiated by the City/County Association of Governments of San Mateo (C/CAG) in association with Caltrans District 4, the San Mateo County Transportation Authority (SMCTA), and the participating local agencies, to address the operation of the US 101 corridor that includes both freeway and local arterials, with the intent of benefiting a variety of users. The overall goal is to improve operations along the US 101 corridor, including the local arterials in Belmont, to better accommodate the influx of traffic that diverts off of US 101 onto the local arterials during times of recurring and non-recurring congestion on US 101. As a stakeholder in the San Mateo Smart Corridor Program, the City of Belmont will receive a new central traffic signal control system for intersections located in the Smart Corridor project area, which includes signalized intersection between US 101 and Alameda de las Pulgas.

1 Approval number IA-11-83-RRFB-California Statewide.
The Metropolitan Transportation Commission (MTC) administers the Program for Arterial System Synchronization (PASS). The PASS program provides technical assistance to Bay Area agencies to help improve the safe and efficient operation of their traffic signal systems and corridors. MTC has allocated a grant to the City of Belmont under the PASS program that will provide updated traffic signal timing plans at 12 intersections along Ralston Avenue between US 101 and Christian Drive. The goals of the PASS program include air quality improvements through decreased motor vehicle emissions and fuel consumption, improved reliability and predictability of travel along arterials, and improvement to safety of motorists, pedestrians, and bicyclists.
4. Segment 1: US 101 to El Camino Real

4.1 Background, Challenges and Recommended Improvements

4.1.1 Background
This easternmost segment of Ralston Avenue in the City of Belmont is between US 101 and El Camino Real. Ralston Avenue is wider in this segment compared to the other study segments. This segment serves as a transition between the core downtown area of Belmont and office buildings located in Redwood Shores to the east.

Land Use and Connectivity
Generally land uses along this segment are commercial with connections to nearby residential areas. Segment 1 includes a number of important destinations that require consideration for pedestrian, bicycle, and vehicle connectivity. These include:

- US 101
- US 101 bicycle and pedestrian overcrossing
- Nesbit Elementary School
- Post Office
- Retail
- Belmont Caltrain Station

Connectivity challenges are described below in greater detail.

4.1.2 Segment Challenges and Goals

Pedestrian Travel
Segment 1 includes a complete sidewalk network however it was found to be in need of some pedestrian crossing enhancements to connect the neighborhoods to the south with the retail and Nesbit Elementary on the north side of Ralston Avenue.

Pedestrian related challenges include:

- Pedestrians using unmarked crossings
- Missing curb ramps
- Narrow sidewalks
- Insufficient pedestrian crossing times at signalized intersections
- Reported driver non-compliance with the "No Right Turn" illuminated sign at Hiller Street
- Reported low driver yield rates at the Elmer Street pedestrian crossing; The existing crossing is wide and consists of five travel lanes

The pedestrian improvement goals along this segment are to improve crossing visibility, improve crossing safety, and provide adequate crossing times.

Bicycle Travel
The challenge related to bicycle travel in this segment of Ralston Avenue is the lack of bicycle facilities on Ralston; however there are a number of destinations including Downtown Belmont, Belmont Caltrain Station, Post Office, Nesbit Elementary School and the US 101 pedestrian and bicycle overcrossing.

Specific challenges include:

- No on-street bicycle space
- US 101 overcrossing does not have bicycle facilities
- Reported driver non-compliance with the "No Right Turn" illuminated sign at Hiller Street
- Wayfinding from westbound US 101 pedestrian and bicycle overcrossing does not continue past the intersection of Hiller Street and Ralston Avenue
- It is difficult to access the US 101 pedestrian and bicycle overcrossing for eastbound bicyclists
- The Caltrain undercrossing is challenging because of high vehicle volume and speed

The bicycle improvement goals were to provide dedicated bicycle space either on or adjacent to Ralston Avenue. The former requires the elimination of parking in order to accommodate the bike lanes while maintaining the existing travel lanes. There are existing bike lanes on Masonic Way, one block to the north of Ralston Avenue and an alternative was created which utilizes this corridor with additional connectivity elements. Another bicycle related goal for this segment is to increase visibility for bikeways at the freeway ramps.

Vehicle Travel
Ralston Avenue is the primary vehicle traffic carrier to the US 101 interchange. The vehicular challenge in Segment 1 is capacity and timing. Because of its importance to circulation between US 101 and El Camino Real and the need to maintain vehicle capacity, no changes to travel lanes were considered.
4.1.3 Preferred Conceptual Improvements

Pedestrian Travel Improvements

The pedestrian travel improvements along this corridor focus on providing sufficient crossing times at signalized intersections and improved crossing visibility.

Ralston Avenue at Hiller Street: It is recommended that traffic signal timing at Ralston Avenue/Hiller Street could be modified to increase pedestrian crossing times giving slower pedestrians more time to complete their crossing. Depending on traffic demand, the longer pedestrian crossing time may result in a slight increase in intersection delay, but only at times when the pedestrian phase is activated. Additionally, the crosswalk crossing Ralston Avenue would be upgraded with high-visibility markings.

Ralston Avenue at Elmer Street: The currently uncontrolled pedestrian crossing of Ralston Avenue at Elmer Street is recommended to be upgraded to include a HAWK, curb extensions, high visibility pavement markings and a center median pedestrian refuge area coupled with advanced warning signs. The improved markings would increase the visibility of pedestrians crossing the street which is further improved with the HAWK beacon that has been demonstrated to increase driver compliance at crosswalks.

Ralston Avenue at Old County Road: It is recommended that all crosswalks at this intersection be upgraded with high-visibility crosswalks to improve visibility.

Accessibility: Wherever physical improvements are made to a pedestrian crossing, it may be necessary to upgrade curb ramps to meet standards set in the Americans with Disabilities Act (ADA). Additionally, other crossing locations could be upgraded to meet current ADA standards to provide enhanced access for persons with mobility impairments.

Bicycle Travel Improvements

Bicyclists can be directed to use Masonic Avenue as an alternate route to the western segments of Ralston Avenue and Caltrain. Masonic Avenue has significantly lower traffic volumes and speeds than Ralston Avenue. This alternative would include installation of enhanced way-finding signs, connections with proposed pathways and enhanced crossings.

US 101 Ramps: Green bike lanes are recommended at the US 101 ramps to delineate the bicycle travel path and alter drivers to expect bicyclists.

Masonic Avenue: Dedicated bicycle space on Ralston Avenue in Segment 1 would require the removal of on-street parking which was not a community preferred choice. This plan includes the recommendation to direct bicyclists to Masonic Way. Masonic Way has significantly lower traffic volumes and speeds than Ralston Avenue, making the route more comfortable for bicyclists. The existing bike lanes on Ralston Avenue place bicyclists in the ‘door zone.’ It is recommended that the City consider traffic calming and space re-allocation on Masonic Avenue.

Old County Road: A bicycle path is recommended between Masonic

Vehicle Travel Improvements

Ralston Avenue at Old County Road: It is recommended the traffic signal at Ralston Avenue and Old County Road be coordinated and enhanced with the San Mateo Smart Corridor Program.

Ralston Avenue between Old Country Road and El Camino Real: Cross-bike markings are recommended where bicyclists cross from the paths to walkways at both intersections. Additionally, it is recommended dedicated bicycle space be provided on the off-street crossings under the Caltrain overpass.

Ralston Avenue at El Camino Real: One-way off-street bicycle paths are recommended along both sides of Ralston Avenue between El Camino Real and Old County Road (under the Caltrain underpass). Since the width of Ralston Avenue is constrained within this section, the off-street bicycle paths provide bicyclists with an option to ride outside of the travel lanes. Since these paths would be designed as one-way, it would minimize the chance of conflict between two bicyclists; however, the paths would be shared with bi-directional pedestrian traffic, creating a potential for conflicts between bicyclists and pedestrians. Additional intersection ramp improvements would be necessary to facilitate the transition between on-street and off-street bicycle facilities.

Ralston Avenue/ Hiller Street: Ralston Ave (minor) and Hiller Street are recommended to include ‘Bikes May Use Full Lane’ signs, and shared lane markings. To improve operations for bicyclists traveling northbound on Hiller Street, a bicycle loop detector should be added. This will allow bicyclist to trigger a ‘green’ phase at the existing signal.

Entire Segment Improvements: It is recommended the entire segment include installation of enhanced community/bicycle way-finding signs.

4.1.4 Consequences of Preferred Improvements

This segment improvement recommendation would not modify any pedestrian or transit services facilities and therefore would have no negative impact on pedestrian connectivity or transit access.

In general, the bicycling community shared that it would prefer a route on the lower volume and lower speed Masonic Way, with the safety and comfort further enhanced by the designation of Class II bicycle lanes. However, depending on the bicyclist’s origin and destination, this may be an overall longer route; therefore, some bicyclists may choose to continue riding on Ralston Avenue without the benefit of designated bicycle facilities.

It is expected that the recommended projects on this segment would have a negligible impact on vehicle traffic. Use of the enhanced bicycle crossing facilities at Ralston Avenue/El Camino Real and Ralston Avenue/Old County Road may result in a slight increase in vehicle delay at these intersections while bicyclists are crossing the street, but impacts to overall average delay are expected to be minimal. See Table 4-1 for further details.
4.2 Segment 1: US 101 to El Camino Real Conceptual Improvement Map
4.3 Benefits and Consequences

Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

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<th>Improvement</th>
<th>Auto</th>
<th>Bike</th>
<th>Pedestrian</th>
<th>ROW</th>
<th>Benefits</th>
<th>Consequences</th>
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| Increased pedestrian crossing times and install high-visibility markings at Ralston Ave/Hiller St | o   | o   | o   | o   | • Added time to allow pedestrians to cross the street  
  • Increases pedestrian visibility | • Increase in average vehicle delay at the intersection |
| Enhanced pedestrian crossing at Ralston Ave/Emler St, including HAWK beacon, refuge island and curb extensions | o   | o   | o   | o   | • Negligible impact to vehicle traffic  
  • Increased pedestrian crossing visibility  
  • Improves connectivity to transit service  
  • When activated by a pedestrian, HAWK signals generally improve driver crosswalk compliance | • There may be instances where drivers need to come to a complete stop even if a pedestrian is not in the crosswalk  
  • May require limited right of way acquisition |
| Provide ‘Bikes May Use Full Lane’ signs on Ralston Avenue (minor) and Hiller Street, shared lane markings, and bike detection at signal | o   | o   | o   | o   | • Discourages motorists from unsafe passing of bicyclists  
  • Indicates to bicyclists to use the full travel lane to operate | • None |
| Upgrade the following sections to have ADA-compliant curb ramps:  
  • Ralston Ave/US 101 SB Ramps  
  • Ralston Ave/Furlong St  
  • Ralston Ave/Emler St | o   | o   | o   | o   | • Provide enhanced access for persons with mobility impairments | • None |
| Designate an alternative bicycle route on Masonic Way with no change to Ralston Ave | o   | o   | o   | o   | • No change to vehicle travel times  
  • Improves bicycle connectivity  
  • Primary bicycle facility would be located on a roadway with lower traffic volumes and speeds than Ralston Ave  
  • Limited need for additional right-of-way  
  • Enhanced crossing facilities to facilitate bicyclists who need to cross Ralston Ave to reach Masonic Way | • May increase bicycle travel distance  
  • Requires eastbound-travelling bicyclists to cross Ralston Ave |
| One-way off-street bicycle paths under the Caltrain overcrossing (between El Camino Real and Old County Rd) | o   | o   | o   | o   | • Provides bicyclists with an option to ride outside of the travel lanes | • Potential for conflicts between bicyclists and pedestrians |

4.4 Summary of Costs

It is estimated that implementation Segment 1 improvements would cost approximately $245,100.

It is likely that this conceptual plan could be implemented without the acquisition of additional right-of-way, with the exception of the shared use facility along Old County Road and at the cross-bike locations depending on adjacent facilities. Cost estimates for right-of-way acquisition are not included in this cost estimate.

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5. Segment 2: El Camino Real to South Road

5.1 Background, Challenges, Recommended Improvements

5.1.1 Background

The segment of Ralston Avenue between El Camino Real and South Road encompasses the core of downtown Belmont and includes connectivity to El Camino Real and the Belmont Caltrain Station, both of which are regional transportation routes for north-south travel along the San Francisco Peninsula. The westernmost portion of this segment serves as a transition between the downtown core area and Notre Dame de Namur University and residential areas to the west.

Land Use and Connectivity

Land uses along this segment of Ralston Avenue include commercial and community-serving retail and services, recreation and multi-family housing. Segment 2 includes key destinations that require consideration for pedestrian, bicycle and vehicle connectivity including:

- Downtown retail
- Twin Pines Park
- Twin Pines Senior and Community Center
- Central Elementary School

Connectivity challenges are described below in greater detail.

5.1.2 Segment Challenges and Goals

Pedestrian Travel

Segment 2 includes a complete sidewalk network; however, the community identified a need for the following pedestrian improvements.

Pedestrian related challenges include:

- Pedestrians using unmarked crossings
- Missing curb ramps
- Narrow sidewalks
- Insufficient pedestrian crossing times at signalized intersections
- South Road intersection requires pedestrians to cross four travel lanes at a high volume stop-controlled intersection

The pedestrian improvement goals along this segment are to improve crossing visibility, improve crossing safety, and provide adequate crossing times. The Village Project in Belmont will consider a 1,000 feet pedestrian corridor that connects downtown Belmont to Ralston Avenue. Refinements to the pedestrian linkages at 6th Street, 5th Street, Emmett Avenue, and elsewhere will be formulated through the Village project planning effort.

Bicycle Travel

Segment 2 does not include dedicated bicycle space along Ralston Avenue. While there are Shared Lane Markings (see image to the right) stenciled on-street, the speed and volume of cars makes it an uncomfortable bicycling environment for most community members. Many bicyclists choose to bicycle on the sidewalk rather than on-street.

Specific challenges include:

- No on-street bicycle space

The bicycle improvement goals were to provide dedicated bicycle space either on or adjacent to Ralston Avenue. This would be made possible by the elimination of one travel lane in each direction. Another option includes the creation of a bike route corridor along Emmett Avenue with connections through Twin Pines Park on the west and a multi-use path paralleling El Camino Real to the east.

Vehicle Travel

The section between El Camino Real and 6th Avenue includes several driveways on both sides of Ralston Avenue. Vehicles turning left to and from these driveways cause conflicts with vehicle queuing at the ECR traffic signal, especially those vehicles waiting to make an eastbound left-turn movement.

The majority of this section is served by multiple travel lanes. However, the all-way stop-controlled intersection at South Road causes significant queuing.

Ralston Avenue is the primary vehicle traffic carrier to El Camino Real, Old County Road, and the US 101 interchange. The vehicular challenge in Segment 2 is capacity and timing. Because of its importance to circulation and the need to maintain vehicle capacity, no changes to travel lanes were considered.
5.1.3 Preferred Conceptual Improvements

Pedestrian Travel Improvements

The pedestrian travel improvements along this corridor focus on providing sufficient crossing times at signalized intersections, improved crossing visibility and sidewalk widening.

**Ralston Avenue at El Camino Real:** It is recommended that traffic signal timing be modified to increase pedestrian crossing times giving slower pedestrians more time to complete their crossing. Depending on traffic demand, the longer pedestrian crossing time may result in a slight increase in intersection delay, but only at times when the pedestrian phase is activated. Additionally, all crosswalks would be upgraded with high-visibility markings.

**Ralston Avenue between El Camino Real and 6th Avenue:** It is recommended that on-street parking be removed on the south side of the street in order to widen the sidewalk. Widening of the sidewalk will increase pedestrian flow and comfort and contribute to the placemaking of Downtown Belmont.

**Ralston Avenue at 6th Avenue:** It is recommended all existing crosswalks at this intersection be upgraded with high visibility-crosswalks to improve visibility.

**Ralston Avenue at South Road:** It is recommended all existing crosswalks at this intersection be upgraded with high visibility-crosswalks to improve visibility.

**Emmett Avenue at 6th Avenue:** It is recommended all existing crosswalks at this intersection be upgraded with high visibility-crosswalks to improve visibility and yield lines to discourage crosswalk encroachment. A median at both crossings of 6th Avenue will provide refuge. This treatment will require the re-location of a number of existing mailboxes.

Bicycle Travel Improvements

Bicyclists could be directed to Emmett Avenue as an alternative route to riding on Ralston Avenue, which has significantly lower traffic volumes and speeds than Ralston Avenue. This alternative would include installation of enhanced wayfinding signs, connections with nearby paths and enhanced crossing facilities at El Camino Real and Ralston Avenue.

**El Camino Real:** A bicycle path is recommended between Ralston Avenue and Emmett Avenue on the east side of El Camino Real. This path will facilitate bicycle access to Emmett Avenue, Old County Road, and Caltrain. The City of Belmont will need to work with Caltrans on this crossing, and implementation will be dependent on Caltrans approvals and permitting.

**El Camino Real at Emmett Avenue:** It is recommended that an enhanced bicycle crossing with a HAWK signal, pedestrian refuge, high-visibility crosswalks and yield lines be installed at this crossing. These enhanced treatments will facilitate yielding compliance.

**Emmett Avenue:** Emmett Avenue has lower vehicle volumes and speeds that Ralston Avenue and was identified as a preferred route. It is recommended it include Shared Lane Markings and Bike Route signage.

**Emmett Avenue at 6th Avenue:** It is recommended that cross-bike markings be provided for east and west travel on Emmett Avenue across 6th Avenue to improve visibility.

**Ralston Avenue South Road to Twin Pines Lane:** Bike lanes along this segment will connect bicyclists to existing bike lanes west of this segment and east to the Twin Pines Lane enhanced cycling. As an option, a parallel pathway can be created in Twin Pines Park that connects South Road to the multi-use path. This would allow pedestrians and bicyclists to cross South Road at the new traffic signal and enter the park at this location, connecting to the pathway in the park and near the existing path entrance just east of South Road.

Vehicle Travel Improvements

**Ralston Avenue at El Camino Real:** It is recommended the traffic signal at Ralston Avenue and El Camino Real be coordinated and enhanced with the San Mateo Smart Corridor Program.

**Ralston Avenue between ECR and 6th Avenue:** Install a raised median in the mid-block area to prohibit left-turn movements into and out of the northern driveway, west of USA Bank, and the southern driveway on the opposite side of the street. Left-turn movements into the Walgreens driveway could still be maintained. As an option, the two-way left-turn lane could be removed entirely, with traffic directed to access parking lots from side streets.

**Ralston Avenue at South Road:** The existing all-way stop-controlled intersection at Ralston Avenue/South Road is a common source of congestion that affects traffic along the Ralston Avenue corridor. This intersection is recommended to be upgraded to traffic signal control, which would improve overall intersection operations from Level of Service (LOS) F to LOS A under existing traffic volumes. Also considered was installation of a modern roundabout at this location; however, due to topographic and right-of-way constraints, it was determined that a modern roundabout would not be practical for this intersection. Further, a mini-roundabout would also not be recommended at this location due to the volume of traffic passing through the intersection.

**Ralston Avenue westbound merge at South Road:** The merging of lanes that is currently just west of South Road should be moved to the east side of the intersection, after the installation of the traffic signal at South Road. This will facilitate the extension of the westbound bicycle lane on Ralston Avenue through the intersection.

**The PASS program:** Will provide updated traffic signal timing plans along Ralston Avenue at 6th Avenue.
5.1.4 Consequences of Preferred Improvements

It is expected that the recommendations would have a negligible impact on vehicle traffic. Use of the enhanced crossing facilities on El Camino Real may result in a slight increase in vehicle delay while bicyclists are crossing the street, but impacts to overall average delay are expected to be minimal.

The lower traffic volume and speeds on Emmett Avenue would make it a safer and more comfortable route for bicyclists than Ralston Avenue. However, choice of this route may result in a slightly longer travel distance for some bicyclists along with the need to cross Ralston Avenue and/or El Camino Real. Because of this some bicyclists may choose to continue riding on Ralston Avenue without the benefit of designated bicycle facilities, which would be no change from existing conditions.

Removal of on-street parking on the south side of Ralston Avenue between El Camino and 6th Avenue will improve the pedestrian experience and encourage more activity however; there will be a loss on on-street parking.

This alternative would not modify any transit services facilities and therefore would have no impact on transit access.

See Table 5-1 for further details.
5.2 Segment 2: El Camino Real to South Road Conceptual Improvement Map

Legend

Existing

Improvements

Enhanced Bike Crossing Installation
Curb Ramp
Crosswalk
Median
Sidewalk
Shared Path
Bike Lane
Stop Sign
Traffic Signal
HAWK Beacon

Segment 2
Add bike lane through road diet
South Rd to Twin Pines Lane

Intersection Improvements

Ralston Avenue and South Road:
- Traffic signal
5.3 Benefits and Consequences

Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

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<thead>
<tr>
<th>Improvement</th>
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<th>Bike</th>
<th>Pedestrian</th>
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<td>Consequences</td>
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- **Designate an alternative bicycle route on Emmett Ave while retaining existing configuration on Ralston Ave**
  - No change to vehicle travel times
  - Improves bicycle connectivity
  - Primary bicycle facility would be located on a roadway with lower traffic volumes and speeds than Ralston Ave
  - Limited or no need for additional right-of-way
  - Enhanced crossing facilities to facilitate bicyclists who need to cross Ralston Ave and/or El Camino Real to reach Emmett Ave
  - Potential increase in bicycle travel distance
  - Requires bicyclists to cross Ralston Ave and/or El Camino Real

- **Install high visibility crosswalk at Ralston Ave/El Camino Real, Ralston Ave/South Rd, and Ralston Ave/Sixth Ave**
  - Increases pedestrian crossing visibility
  - Negligible impact to vehicular traffic

- **Widen sidewalk on Ralston Ave between El Camino and 6th Avenue**
  - Increases pedestrian flow and comfort

- **Adjust signal timing at Ralston Ave/El Camino Real to provide a leading pedestrian interval (LPI).**
  - Gives pedestrians an opportunity to enter the crosswalk before opposing traffic receives a green light, thereby increasing pedestrian visibility

- **Install a midblock median to prohibit left-turn movements into and out of midblock driveways.**
  - Decreases vehicle conflicts
  - Increases vehicle capacity at adjacent signalized intersections
  - Increases vehicle queuing capacity

- **PASS Program Traffic Signal Timing Plans at Ralston Avenue and 6th Avenue**
  - Improves air quality, travel time reliability, and safety for all users

Note: + indicates a positive impact; - indicates a negative impact, o indicates no impact

5.4 Summary of Costs

It is estimated that implementation Segment 2 improvements would cost approximately $901,000. It is likely that this conceptual plan could be implemented without the acquisition of additional right-of-way, with the exception of the shared use facility along El Camino Real and at the cross-bike locations depending on adjacent facilities. Cost estimates for right-of-way acquisition are not included in this cost estimate.

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6. Segment 3: South Road to Alameda de las Pulgas

6.1 Background, Challenges, Recommended Improvements

6.1.1 Background

The segment of Ralston Avenue between South Road and Alameda de las Pulgas is the narrowest of the Ralston Avenue study segments, with one lane in each direction plus a center turn lane; however, Ralston Avenue currently transitions to a five-lane roadway (two through lanes plus a center turn lane) near both termini of this segment. Additionally the Notre Dame de Namur University and Notre Dame High School are located along this segment of Ralston Avenue.

Land Use and Connectivity

Land uses along this segment of Ralston Avenue are generally residential along the southern side of the roadway and residential/educational along the northern with neighborhood serving retail at the western end. Segment 2 includes key destinations that require consideration for pedestrian, bicycle and vehicle connectivity including:

- Notre Dame de Namur University
- Notre Dame High School
- Barrett Park and Community Center
- Carlmont Village District

Connectivity challenges are described below in greater detail.

6.1.2 Segment Challenges and Goals

Pedestrian Travel

Segment 3 includes a number of challenges including an incomplete sidewalk network, narrow sidewalks and limited marked crossings. Pedestrian related challenges include:

- Missing curb ramps.
- Narrow sidewalk with hill erosion on the north side of Ralston Avenue between South Road and Notre Dame De Namur University.
- Narrow sidewalks in Carlmont Village District despite third highest pedestrian activity area.
- Reported blocked sidewalks near Notre Dame De Namur University during University events.
- Shared bicycle and pedestrian path on the north side of Ralston Avenue in front of Notre Dame High School does not meet Caltrans design standards or NACTO best practices. Stencils indicating travel direction appear to be reversed from typical travel on the right.

- Reported high vehicular speeds between Notre Dame Avenue and South Road make crossing at uncontrolled marked crossings challenging.
- Reported low driver yielding rates at the Chula Vista uncontrolled marked crossing.
- Missing signage warning eastbound drivers of Chula Vista crosswalk.
- Low visibility of Chula Vista crosswalk.
- Reported low driver yielding rates at the Villa Avenue and Maywood Drive pedestrian beacons.
- Wide crossing at Maywood Drive.
- Northeast corner of Alameda De Las Pulgas at Ralston Avenue has a wide turning radius and traffic signal pole in pedestrian path.

Bicycle Travel

While this segment has the most complete bicycle network of all four, there are a number of gaps in the network, particularly for westbound travel. Many bicyclists choose to bicycle on the sidewalk rather than on-street. Specific challenges include:

- No on-street bike lanes between:
  - Notre Dame de Namur entrance and Notre Dame Avenue (north side)
  - Barrett Park and Maywood Drive (north side)
  - Villa Avenue and Alameda De Las Pulgas (north side)
  - Alameda De Las Pulgas and 460 feet west of Alameda De Las Pulgas (south side)
- Bi-directional shared bicycle and pedestrian path on the north side of Ralston Avenue in front of Notre Dame High School does not meet Caltrans design standards or NACTO best practices.
- Reported vehicular travel speeds make the corridor uncomfortable for bicycling except for the most experienced bicyclists.
- Eastbound vehicular travel lane merge just west of Alameda De Las Pulgas poses positioning challenges for bicyclists.
- No bike parking in Carlmont Village District

The bicycle improvement goals were to provide dedicated bicycle space on Ralston Avenue. This could be made possible by reducing the width of the existing travel lane.

Vehicle Travel

The majority of this section is served by the three-lane section (one travel lane in each direction) with a center turn lane. However, several intersections would benefit from traffic control improvements. The all-way stop-controlled intersection at South Road causes significant queuing. Left-turn access out of the University Entrance and the northbound traffic on Chula Vista Drive both experience excessive delays. Traffic control options have been developed to address these issues.
6.1.3 Preferred Conceptual Improvements

Pedestrian Travel Improvements

The pedestrian travel improvements along this corridor focus on providing improved crossing visibility, ADA-compliant curb ramps, and sidewalk improvements. All proposed sidewalks should be a minimum of four-feet wide.

Crosswalk Improvements: The following crossings of Ralston Avenue could be upgraded to include high visibility markings:
- Ralston Avenue/South Road
- Notre Dame Avenue
- Misty Lane-Avon Street
- Alameda de las Pulgas

Ralston Avenue between South Road and Alameda de las Pulgas: In segments where sidewalks currently exist, on both sides of Ralston Avenue, there is a need for rehabilitation of the existing sidewalk. This would enhance the pavement quality and provide a uniform width for the existing sidewalk.

Ralston Avenue between South Road and Notre Dame de Namur: A continuous sidewalk is recommended on the north side of Ralston Avenue between South Road and Notre Dame de Namur University. This would require acquisition of additional right-of-way and installation of retaining walls in some locations. The City of Belmont received a One Bay Area Grant from the Metropolitan Transportation Commission. The project consists of a new four-foot wide concrete sidewalk, curb and gutter improvements between South Road and the Notre Dame de Namur University entrance on the north side of Ralston Avenue. Also, new ADA compliant ramps will be constructed near Notre Dame de Namur University. The project goal is to create a safe and continuous pedestrian access along Ralston Avenue between Notre Dame de Namur University and the downtown area, train station and bus stops.

Ralston Avenue at Chula Vista Avenue: A high visibility crosswalk with a Rapid Rectangular Flashing Beacon (RRFB) is recommended at this intersection to facilitate increased pedestrian visibility and yield compliance. RRFBs have been demonstrated to significantly increase motorist yield compliance at marked crosswalks.

With the development of a roundabout at Ralston Avenue at Notre Dame de Namur University Driveway (see Vehicle Travel Improvements on page 16), it is recommended that a median refuge be provided to allow pedestrians to cross a single direction of travel at a time.

Ralston Avenue at Maywood Drive: It is recommended the existing crosswalk be upgraded to include high visibility markings with curb extensions and a new Rapid Rectangular Flashing Beacon.

Ralston Avenue at Villa Avenue: The existing pedestrian activated flashing sign lights would remain in place, but a refuge area could be created in the existing center landscaped median, allowing pedestrians to cross one leg of Ralston Avenue at a time. Additionally, the crosswalk would be modified to remove the existing bend. Extension of the center median refuge area may require either the prohibition of the southbound left-turn movement from Villa Avenue at this location, or modification of the existing median and curb ramps.

Accessibility: ADA-compliant curb ramps could be installed at the following locations to enhance access for persons with mobility impairments:
- Ralston Avenue/Notre Dame de Namur University
- Ralston Avenue/Chula Vista Drive
- Ralston Avenue/Notre Dame High School (both entrances)
- Ralston Avenue/Notre Dame Avenue
- Ralston Avenue/Avon Street
- Ralston Avenue/Maywood Drive

Wayfinding: Install enhanced way-finding signs to direct bicycles and pedestrians to the off-street park trail.

Bicycle Travel Improvements

The bicycle travel improvements along this corridor focus on providing improved continuous on-street bicycle facilities. Where recommended, it is feasible to include on-street bike lanes at a minimum of five-feet wide while maintaining a minimum 11-foot vehicle travel lanes.

Ralston Avenue between Twin Pines Park and South Road: The existing westbound bike lane ends just west of the Twin Pines Park path. This plan recommends installation of bicycle lanes in this sub-segment. This routing would direct bicyclists through the Park. Consideration for Park users should be given. Additionally, it is recommended that a pathway on the southern side to facilitate westbound bicycle travel between the Park entrance and South Road be studied.

Ralston Avenue at Twin Pines Park Path: It is recommended a new enhanced bicycle and pedestrian crossing is installed. This crossing would facilitate bicyclists connecting between Ralston Avenue and the Emmett Avenue bicycle route.

Ralston Avenue between Notre Dame de Namur driveway and Chula Vista: It is recommended a westbound bicycle lane be installed in this sub-segment.

Ralston Avenue between Chula Vista and Notre Dame Avenue: In this sub-segment the parcel extends into the travel way further than in other segments. A non-standard two-way shared use path on the north side of the street serves the school but provides access challenges. It is recommended this path be replaced with a sidewalk and a bicycle lane installed on-street. With the addition of the roundabout at the driveway to Notre Dame High School, a median refuge island should be developed at Chula Vista. This refuge island should include a high visibility marked crossing to provide a more comfortable way across Ralston Avenue for people traveling by foot or by bike. Median refuge islands allow users to cross a single direction of traffic at a time.

Ralston Avenue between Misty Lane and Maywood Drive: In this sub-segment the parcel extends into the travel way further than in other segments. A non-standard two-way shared use path on the north side of the street serves the school but provides access challenges. It is recommended this path be replaced with a sidewalk and a bicycle lane installed on-street.

Ralston Avenue between Academy Avenue and Alameda de las Pulgas: It is recommended that a westbound bicycle lane be installed between Villa Avenue and Alameda de Las Pulgas. Bike lanes for east bound travel cannot be accommodated in this sub-segment so instead it is recommended that Shared Lane Markings be installed.
Vehicle Travel Improvements

Ralston Avenue at Notre Dame de Namur University Driveway: A modern roundabout is proposed for the intersection of Ralston Avenue/Notre Dame de Namur University Driveway. Currently, the intersection is stop-controlled on the southbound Notre Dame de Namur University Driveway approach, and is uncontrolled on the Ralston Avenue approaches.

A single-lane modern roundabout is recommended for installation at this location. In general, installation of the roundabout would reduce delay for vehicles entering and exiting the university driveway, but would increase overall intersection delay as vehicles on Ralston Avenue would slow down as they enter and pass through the roundabout. Thus, installation of a modern roundabout at this intersection would provide traffic calming benefits along Ralston Avenue by moderating travel speeds. Additionally, a roundabout could serve as a public art or gateway element along Ralston Avenue. In the near-term, installation of a modern roundabout would result in LOS B or C operations under existing traffic volumes. Under projected future traffic the roundabout would operate at LOS F. As noted previously, however, these projections may be overestimating traffic on Ralston Avenue leading to a worse level of service.

Installation of this roundabout would result in the need for additional right-of-way.

Installation of a modern roundabout would have a secondary benefit at the intersection of Ralston Avenue/Chula Vista Drive. It was noted during the community outreach efforts for this corridor study that drivers find it difficult to make a left turn from northbound Chula Vista Drive onto westbound Ralston Avenue during peak traffic periods. The addition of a roundabout facility will help to alleviate this situation by providing residents with multiple options to turn left onto Ralston Avenue—at the current location or at the roundabout.

Design of the roundabout will need to consider potential effects on the Notre Dame campus, including the internal circulation and access to Notre Dame Elementary School, parking on the Notre Dame campus, and building locations near the roundabout footprint.

Ralston Avenue at Chula Vista Avenue: As a future option, northbound left-turns from Chula Vista Avenue could be restricted if it is determined that the roundabout at the Notre Dame de Namur University driveway is working as intended and motorists are using the roundabout as a means to access westbound Ralston Avenue from northbound Chula Vista Avenue.

Ralston Avenue at Notre Dame Avenue: Traffic signal control is recommended for the intersection of Ralston Avenue/Notre Dame Avenue. The existing turn lanes would remain in place and there would be no need for widening. However, as with the University Entrance, minor right-of-way acquisition may be necessary for placement of traffic signal equipment in order to maintain minimum sidewalk clearance width. It is expected that the overall average intersection delay would decrease slightly over current conditions. However, the delay experienced by drivers on the southbound Notre Dame Avenue approach would decrease significantly.

Ralston Avenue between Alameda de las Pulgas and Academy Avenue: The goal is to maintain vehicle capacity east of Alameda De Las Pulgas. In conjunction with the pedestrian and bicycle improvements between Alameda de Las Pulgas and Villa Avenue, vehicle capacity and queuing for the traffic signal will be maintained. Eastbound Ralston Avenue will consist of the two through lanes with the curb lane as merge lane. This curb lane would continue to provide access to the Carlmont Center driveway, after which it narrows to one eastbound lane. Left-turn access onto Villa Lane would be maintained from the center lane. Four on-street parking spaces on Ralston Avenue would be removed, east of the Villa Avenue crosswalk in order to initiate the bike lane and create a safer crossing condition for pedestrians. Westbound Ralston Avenue would remain one lane as it approaches Villa Avenue, then open to two lanes on its approach to Alameda de las Pulgas. Because of a desire to enhance the safety of the crosswalk, the existing median will be expanded to the west side of the crosswalk which would then prohibit the left-turn from Ralston Avenue to Carlmont Center. This movement could still be made into the Carlmont Center driveway between Villa Avenue and Academy Avenue where there more left-turn queuing space available.

The PASS program: Will provide updated traffic signal timing plans along Ralston Avenue at Alameda de las Pulgas.

6.1.4 Consequences of Preferred Improvements

The recommended improvements in this segment would have a number of consequences.

In general, both pedestrian and bicycle travel would be improved and there would be no negative impact on connectivity or travel time.

It is expected a number of the vehicle improvements, including the new traffic signals and modern roundabout, would decrease travel speed and time. However, impacts to overall average delay are expected to be minimal. A number of improvements may require right-of-way acquisition.

See Table 6-1 for further details.
6.2 Segment 3: South Road to Alameda de las Pulgas Conceptual Improvement Map

Intersection Improvements

- **Ralston Avenue and University Entrance:**
  - Roundabout
- **Ralston Avenue and Notre Dame Avenue:**
  - Signalization
### 6.3 Benefits and Consequences

Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

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#### Table 6-1: Segment 3 Benefits and Consequences

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<tr>
<td><strong>Consequences</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Convert Notre Dame de Namur University Driveaway to be controlled with a modern roundabout**
  - Limited or no need for additional right-of-way
  - Pedestrians would benefit from a controlled crossing of Ralston Ave at this location
  - Reduced delay for motorist exiting the neighborhood
- **Convert Notre Dame Ave to be controlled with a traffic signal**
  - Improved bicycle connectivity
  - Pedestrians may feel more comfortable crossing at a roundabout compared to the existing configuration
  - Traffic calming
  - Improved access to the University
  - Potential for community art or a gateway element within the roundabout
- **Install high visibility crosswalks at the Ralston Ave crossing at:**
  - South Rd
  - Notre Dame Ave
  - Misty Lane-Avon St
  - Alameda de las Pulgas
  - Increased pedestrian crossing visibility
  - Negligible impact on vehicular traffic
- **Sidewalk Gap Closure and Rehabilitation**
  - Improved pedestrian connectivity
  - No impact on vehicle traffic
  - Improved pedestrian connections to transit
- **Install high visibility crosswalk and curb extensions at Ralston Ave/Maywood Dr, retain the**
  - Improved pedestrian connectivity
  - Minimal impact on vehicle traffic

**MTC O/BAG Grant for sidewalk improvements between South Road and Notre Dame de Namur University**
- Provides safe and continuous pedestrian access along Ralston Avenue between Notre Dame de Namur University and the downtown area.

**PASS Program Traffic Signal Timing Plans at Ralston Avenue and Alameda de las Pulgas**
- Improves air quality, travel time reliability, and safety for all users

Note: + indicates a positive impact; - indicates a negative impact, 0 indicates no impact
6.4 Summary of Costs

It is estimated that implementation Segment 3 improvements would cost approximately $4,652,200. Significant costs in this segment include the modern roundabout, traffic signal and bike lane installation where the curb needs to be moved back. Cost estimates for right-of-way acquisition are not included in this cost estimate.

Table 6-2: Estimated Segment 3 Summary of Costs

<table>
<thead>
<tr>
<th>Improvement Type</th>
<th>Cost Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Crossing Improvement</td>
<td>$144,000</td>
</tr>
<tr>
<td>Sidewalk Improvements</td>
<td>$824,600</td>
</tr>
<tr>
<td>Bikeway Improvements</td>
<td>$170,800</td>
</tr>
<tr>
<td>Signage and Wayfinding</td>
<td>$2,000</td>
</tr>
<tr>
<td>Vehicle Access Improvements</td>
<td>$1,960,000</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$3,101,400</td>
</tr>
<tr>
<td>Design</td>
<td>$775,400</td>
</tr>
<tr>
<td>Contingency</td>
<td>$775,400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,652,200</strong></td>
</tr>
</tbody>
</table>
7. Segment 4: Alameda de las Pulgas to SR 92

7.1 Background, Challenges, Recommended Improvements

7.1.1 Background
This westernmost segment of Ralston Avenue in the City of Belmont is between Alameda de las Pulgas and SR 92. This segment has the most profound elevation change of any of the analysis segments, with a steep uphill grade in the westbound direction. Currently this segment of Ralston Avenue is configured with two lanes in each direction plus a center turn lane.

Land Use and Connectivity
While this area is primarily residential and hilly, there are a number of attractors both along and off the corridor including:
- Fox Elementary School
- Ralston Middle School
- Cipriani Elementary School
- Immaculate Heart of Mary School

Connectivity challenges are described below in greater detail.

7.1.2 Segment Challenges and Goals

Pedestrian Travel
Segment 4 has the least complete pedestrian network within the study area. Community members identified needed improvements for connectivity with Ralston Middle School and Fox Elementary School.

Pedestrian related challenges include:
- Missing sidewalks:
  - 300 feet west of Davis Drive to Lodge Drive connector path (north side)
  - 500 feet west of Pullman Avenue to Cipriani Boulevard (north side)
  - In front of Ralston Middle School parking loop (south side)
  - In front of HWY 92 Park and Ride lot (south side)
- Wide intersection with free right turn lanes at Cipriani Boulevard and no marked crossing on west leg.
- Narrow sidewalks with no buffer between traveling cars and pedestrians.
- Vegetation encroaching on narrow sidewalks.
- Missing curb ramps.
- Raised medians that encroach in crosswalk area.
- Reported high vehicular speeds.
- Poor sight lines at intersecting streets require drivers to encroach in crosswalk.
- Community concern that drivers do not look for pedestrians in crosswalks.

The pedestrian improvement goals along this segment are to improve crossing visibility, improve crossing safety, and provide improved sidewalk network.

Bicycle Travel
Segment 4 has no bicycle network. Specific challenges include:
- No on-street bike lanes between:
  - Hwy 92 and 400 feet east of Cipriani Boulevard (north side).
  - 500 feet west of Pullman Avenue and Alameda De Las Pulgas (north side).
  - Hwy 92 and Alameda De Las Pulgas (south side).
- Signed bike lane on north side between Pullman Avenue and 500 feet west of Pullman Avenue. There is no bike lane, only an asphalt sidewalk that is obstructed with poles.
- Bike lane begins 500 feet west of Pullman Avenue (north side) but it is not signed or stenciled at its beginning.
- Signed bike lane at Ralston Ranch Road (south side) directs bicyclists up steep path that is not Caltrans compliant. There is no ramp to take bicyclists from on-street to the path.
- Narrow roadway and landscaped median leave no room for bicycle lanes.
- Poor pavement quality between Hwy 92 and Cipriani Boulevard.
- Pavement curves around drainage grate about 200 feet east of Christian Drive. The asphalt pavement lip may be a hazard to bicyclists.
- Reported vehicular travel speeds make the corridor uncomfortable for bicycling except for the most experience bicyclists.
- No bike parking at Ralston Middle School.

The bicycle improvement goals were to provide dedicated bicycle space either on Ralston Avenue or identify an alternative route.

Vehicle Travel
The majority of this section is served by the four-lane section (two travel lanes in each direction). However, several intersections would benefit from traffic control improvements.
7.1.3 Preferred Conceptual Improvements

Pedestrian Travel Improvements

The pedestrian travel improvements along this corridor focus on providing improved crossing visibility and sidewalk widening and separation of the sidewalk from moving vehicles. This will require minor with reductions to the landscaped median in a number of locations. However, the median will still be wide enough to provide safety and aesthetic benefits.

Ralston Avenue at Pullman Avenue: It is recommended that existing uncontrolled marked crossing be upgraded with a high-visibility crosswalk with a Rapid Rectangular Flashing Beacon (RRFB). The improved markings would increase the visibility of pedestrians crossing the street which is further improved with the RRFB that has been demonstrated to increase driver compliance at crosswalks.

Ralston Avenue between Pullman Avenue and Cipriani Boulevard: It is recommended the sidewalk on the south side be widened to better accommodate pedestrian travel.

Ralston Avenue at Cipriani Boulevard: This plan recommends the removal of the free right turn lanes and extending the curbs to create a standard intersection. Additionally, it is recommended that a high-visibility crossing be installed on the west leg and the east leg be upgraded to a high-visibility crosswalk.

Ralston Avenue between Cipriani Boulevard and Ralston Middle School Driveway: It is recommended that a landscape strip be installed on the south side to provide a buffer between the sidewalk and the moving vehicles.

Ralston Avenue at Davis Drive: The existing raised median in the crosswalk across Ralston Avenue is recommended to be removed and replaced with a standard pedestrian refuge island. The Crystal Springs Uplands School is proposing to create a campus on the south side of Ralston Drive at Davis Drive. As part of their application, the school should consider access to their site, particularly with respect to Ralston Middle School traffic just to the west of Davis Drive. Based on a review of the historic collision history in this area, prior to the economic downturn there were several instances of eastbound rear-end collisions at the intersection of Ralston Avenue and Davis Drive. Consideration of a dedicated eastbound right turn lane should be considered as part of the Crystal Springs Uplands School analysis. Efforts should be made to coordinate with Ralston Middle School and SamTrans to develop a traffic management that best meets the needs of all users for all existing and future schools.

Ralston Avenue between Davis Drive and Tahoe Drive: The existing sidewalk on the north side of Ralston Avenue does not currently extend all the way to Tahoe Drive. It is recommended that the sidewalk be completed to provide a continuous sidewalk between Davis Drive and Tahoe Drive.

Ralston Avenue at Ralston Middle School Parking Loop: It is recommended that a sidewalk be installed on the south side of the roadway between the entrance and exit to the parking loop in order to provide continuous pedestrian facilities on the south side of the roadway.

Ralston Avenue at Tahoe Drive: Removal of the median from the existing crosswalk is recommended in order to ensure ADA compliance.

Ralston Avenue between Tahoe Drive and Hallmark Drive: The existing sidewalk should be moved away from the travel lanes to the fence line to provide a buffer from the moving vehicles.

Ralston Avenue at Belmont Canyon Road: It is recommended that all crosswalks at this intersection be upgraded with high-visibility crosswalks to improve visibility.

Ralston Avenue between Lassen Drive and Hallmark Drive: It is recommended that the sidewalk on the north side of Ralston Avenue be repaved and widened to a standard width.

Ralston Avenue at Hallmark Drive: It is recommended that all crosswalks at this intersection be upgraded with high-visibility crosswalks to improve visibility. Signal timing should be reconfigured for a slower crossing speed to accommodate the children crossing to Fox Elementary School.

As part of the PASS program, changes to the traffic signal timing and phasing of the Ralston/Hallmark intersection are being considered. These changes may include directing westbound Ralston Avenue traffic bound for Ralston Middle School to this intersection to make a U-turn, and the inclusion of an all-pedestrian phase to facilitate pedestrian crossings during school arrival and dismissal times. Initial analysis of the intersection indicated that there is available capacity to accommodate these changes while still maintaining an acceptable traffic operation and level of service. Coordination with Ralston Middle School would be required prior to implementation of any changes to the desired arrival and departure routes.

Ralston Avenue at Christian Drive: It is recommended that all crosswalks at this intersection be upgraded with high-visibility crosswalks to improve visibility.

Curb Ramp Installation: ADA-compliant curb ramps could be installed at the following locations to enhance access for persons with mobility impairments:

- Ralston Avenue/Coronet Boulevard
- Ralston Avenue-Alley
- Ralston Avenue/Cipriani Boulevard
- Ralston Avenue/Davis Drive
- Ralston Avenue/Belmont Canyon Road (both intersections)
- Ralston Avenue/Ralston Ranch Road
- Ralston Avenue/Christian Drive
- Ralston Avenue/SR 92 Eastbound Ramps
Bicycle Travel Improvements

There are limited opportunities to provide dedicated bicycle facilities in Segment 4 of this corridor. Installation of bicycle facilities would require removal of travel lanes which would result in traffic delays that were unacceptable to the community during the community’s review of alternatives. However, a number of improvements have been identified.

Ralston Avenue at Cipriani Boulevard: Bicycle detection should be added to the traffic signal control at this intersection.

Ralston Avenue at Belmont Canyon Road: Bicycle detection and enhanced way-finding signs at the eastern end of Belmont Canyon Road should be installed. The bicycle detection will facilitate safer bicyclist movement through the intersection and the wayfinding signs will direct westbound bicyclists to the recommended bike route. The community identified route includes travel through the neighborhood to the north and includes travel on Belmont Canyon Road. Consideration for this route should be given in the City’s upcoming Bicycle Master Plan.

Ralston Avenue between Ralston Ranch Road and Hallmark Drive: It is recommended installation of enhanced community/bicycle way-finding signs to direct users to the pathway on the south side of the roadway.

Ralston Avenue at Ralston Ranch Road: It is recommended that the channelization islands be relocated a few feet to the north to allow for uniform bicycle travel lanes in the westbound direction.

Ralston Avenue at SR 92 Ramps: Green bike lanes are recommended at the SR 92 ramps to delineate the bicycle travel path and alter drivers to expect bicyclists.

Vehicle Travel Improvements

Ralston Avenue at Cipriani Boulevard: This plan recommends extension of the eastbound left-turn lane on Ralston Avenue to allow for more stacking of vehicles turning left onto Cipriani Boulevard. This will reduce the occurrences of vehicles spilling over from the left-turn lane into the through lanes on Ralston Avenue. The extension will require a modification of the median to extend the eastbound left-turn pocket.

Ralston Avenue at Tahoe Drive: The intersection of Ralston Avenue/Tahoe Drive could be modified to include a traffic signal. This would alleviate the current delay drivers experience while trying to turn northbound from Tahoe Drive onto Ralston Avenue. Installation of the traffic signal would be expected to cost approximately $350,000.

The operation and performance of the signalized Tahoe Drive intersection would depend on the number of lanes and their configuration on each approach to the intersection. These assumptions were included in the segment travel time data previously presented.

Ralston Avenue at Ralston Middle School Access: If the intersection of Ralston Avenue/Tahoe Drive were signalized, access to the adjacent Ralston Middle School could also be modified. Currently, drivers waiting to complete a westbound left-turn movement from Ralston Avenue into the school parking lot cause delays on Ralston Avenue during the school drop-off and pick-up periods. A possible modification would be to prohibit this left-turn movement, and instead direct drivers to complete a U-turn movement at the Ralston Avenue/Tahoe Drive intersection with the benefit of the traffic signal, then enter the school parking lot by completing an eastbound right-turn movement. This modification would likely result in an increase in delay at the Ralston Avenue/Tahoe Drive intersection, but reduce overall delay at the school drive and on Ralston Avenue.

Implementation of these modifications would be limited based on the need for Ralston Avenue to be wide enough to accommodate the turning radius necessary to complete a U-turn movement at the intersection. Therefore, it is expected that this alternative would only be feasible if the existing road geometry is retained. Furthermore, implementation of these modifications would require coordination with the school district and SamTrans to ensure that service vehicles and buses could adequately enter the school parking lot.

The PASS program: Will provide updated traffic signal timing plans along Ralston Avenue at Cipriani Boulevard, Belmont Canyon Road, Davis Drive, Hallmark Drive, and Christian Drive.

7.1.4 Consequences of Preferred Improvements

The recommended improvements in this segment would have a number of consequences.

In general, pedestrian related improvements would increase pedestrian comfort and visibility however many crossings will remain unprotected.

There are limited opportunities to provide dedicated bicycle facilities in Segment 4 of this corridor and as a result, bicyclists will not have dedicated facilities in this segment. While there are alternative routes, they may be an overall longer route; therefore some bicyclists may choose to continue riding on Ralston.

It is expected a number of the vehicle improvements, including the new traffic signals, would increase delay and travel time. However, impacts to overall average delay are expected to be minimal. A number of improvements may require right-of-way acquisition.

See Table 7-1 for further details.
7.2 Segment 4: Alameda de las Pulgas to SR 92 Conceptual Improvement Map (1 of 3)

Legend

Existing
- Curb Ramp
- Crosswalk
- Median
- Sidewalk
- Shared Path
- Bike Lane
- Stop Sign
- Traffic Signal

Improvements
- Enhanced Pedestrian Crossing Installation
- Curb Ramp Installation
- High Visibility Crosswalk & Advance Signal Installation
- Landscape Strip Installation
- Sidewalk Widening
- Bike Lane Installation
- Intersection Improvements

Intersection Improvements

Ralston Avenue and Cipriani Boulevard:
- Close free right turns

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip Installation

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip

Travel Lane

Landscape Strip

Sidewalk

Widen sidewalk

Install landscape strip

Widen sidewalk

Install HRRS

Replace standard crosswalk

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip

Travel Lane

Landscape Strip

Sidewalk

Widen sidewalk

Install landscape strip

Widen sidewalk

Install HRRS

Replace standard crosswalk

Landscape Strip Installation

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip

Travel Lane

Landscape Strip

Sidewalk

Widen sidewalk

Install landscape strip

Widen sidewalk

Install HRRS

Replace standard crosswalk

Landscape Strip Installation

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip

Travel Lane

Landscape Strip

Sidewalk

Widen sidewalk

Install landscape strip

Widen sidewalk

Install HRRS

Replace standard crosswalk

Landscape Strip Installation

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip

Travel Lane

Landscape Strip

Sidewalk

Widen sidewalk

Install landscape strip

Widen sidewalk

Install HRRS

Replace standard crosswalk

Landscape Strip Installation

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip

Travel Lane

Landscape Strip

Sidewalk

Widen sidewalk

Install landscape strip

Widen sidewalk

Install HRRS

Replace standard crosswalk

Landscape Strip Installation

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip

Travel Lane

Landscape Strip

Sidewalk

Widen sidewalk

Install landscape strip

Widen sidewalk

Install HRRS

Replace standard crosswalk

Landscape Strip Installation

Potential for increased eastbound left turn storage through median modification

Extended curb/median yield

Striped crosswalk

Replace standard crosswalk

Landscape Strip

Travel Lane

Landscape Strip
7.3 Segment 4: Alameda de las Pulgas to SR 92 Conceptual Improvement Map (2 of 3)
7.4 Segment 4: Alameda de las Pulgas to SR 92 Conceptual Improvement Map (3 of 3)

Legend

- **Existing**
  - Crosswalk
  - Median
  - Sidewalk
  - Shared Path
  - Stop Sign
  - Traffic Signal

- **Improvements**
  - Curb-Ramp Installation
  - High Industry
  - Crosswalk & Advance
  - Stop Bar Installation
  - Bike Lane Installation
  - Green Conflict Marking

Segment 4

Widen sidewalk on south side, add landscape strip, no bikeway improvements
### 7.5 Benefits and Consequences

Each improvement has been weighed based upon its impact to each mode and the benefits and consequences of implementation.

<table>
<thead>
<tr>
<th>Improvement</th>
<th>Auto</th>
<th>Bike</th>
<th>Pedestrian</th>
<th>Transit</th>
<th>ROW</th>
<th>Benefits</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install continuous sidewalks along Ralston Ave.</td>
<td>0</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>0</td>
<td>Continuous pedestrian facilities increasing connectivity</td>
<td>No improved bicycle facility</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Improved pedestrian connections to transit</td>
<td>Bicyclists may not feel comfortable riding in a vehicle lane</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No impact to vehicle traffic</td>
<td>Requires additional right of way for sidewalk installation</td>
</tr>
<tr>
<td>Install Traffic Signal at Ralston Ave/Tahoe Dr. Extend median on the eastern leg to force all Westbound turns into Ralston Middle School as U-turn movements at new Tahoe Dr traffic signal. SamTrans will be excepted from this turn restriction</td>
<td>o</td>
<td>o</td>
<td>+</td>
<td>+</td>
<td>-</td>
<td>Reduces delay turning to/from Tahoe Dr</td>
<td>Increases overall intersection delay and travel time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Provide for protected pedestrian crossing</td>
<td>Transit vehicles would be affected by any increase in vehicle delay and travel time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Improves pedestrian connectivity to transit</td>
<td>Middle School turn restrictions would increase turning traffic at Tahoe Drive</td>
</tr>
<tr>
<td>Ralston Ave/Pullman Ave-Lyall Way – install upgraded crosswalk and pedestrian activity warning lights</td>
<td>o</td>
<td>o</td>
<td>+</td>
<td>+</td>
<td>-</td>
<td>Increased visibility of pedestrian crossing</td>
<td>Pedestrian crossing would remain unprotected</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Improves pedestrian connectivity to transit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Would likely need little or no right of way</td>
<td></td>
</tr>
<tr>
<td>Remove southbound yield controlled right-turn movements at Ralston Ave/Cipriani Blvd</td>
<td>-</td>
<td>+</td>
<td>o</td>
<td>o</td>
<td>0</td>
<td>Eliminates need for pedestrians to cross a yield controlled movement</td>
<td>Increases delay for southbound turning vehicles on Cipriani and vehicles queued behind them,</td>
</tr>
<tr>
<td>Ralston Ave/Cipriani Blvd – add bike detection and extend eastbound left turn pocket on Ralston Ave</td>
<td>+</td>
<td>+</td>
<td>o</td>
<td>o</td>
<td>0</td>
<td>Reduces back-ups for eastbound left turns and spillover through lanes on Ralston Ave</td>
<td>Requires median modification for left-turn pocket extension</td>
</tr>
<tr>
<td>Ralston Ave/Belmont Canyon Rd – install wayfinding, bike detection, and high-visibility crosswalks</td>
<td>0</td>
<td>+</td>
<td>+</td>
<td>0</td>
<td>+</td>
<td>Improves bicycle and pedestrian safety and mobility</td>
<td>Would need no additional right of way</td>
</tr>
<tr>
<td>Ralston Ave/Ralston Ranch Rd – upgrade crosswalk, and refuge island</td>
<td>0</td>
<td>o</td>
<td>0</td>
<td>+</td>
<td>0</td>
<td>Increased visibility of pedestrian crossing</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Improves pedestrian connectivity to transit</td>
<td></td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Would likely need little or no right of way</td>
<td></td>
</tr>
<tr>
<td>Ralston Ave between Lassen Dr and Hallmark Dr – repave sidewalk on the north side of Ralston Ave and widen to a standard width.</td>
<td>0</td>
<td>0</td>
<td>o</td>
<td>o</td>
<td>0</td>
<td>Improves bicycle safety and mobility</td>
<td>Would need no additional right of way</td>
</tr>
<tr>
<td>Ralston Ave/Ralston Ranch Rd – move channelization islands to the north</td>
<td>0</td>
<td>+</td>
<td>o</td>
<td>o</td>
<td>+</td>
<td>Improves bicycle path by removing obstacles</td>
<td>Would need no additional right of way</td>
</tr>
<tr>
<td>Upgrade the following sections to have ADA-compliant curb ramps:</td>
<td>0</td>
<td>+</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Provide enhanced access for persons with mobility impairments</td>
<td></td>
</tr>
<tr>
<td>- Ralston Ave/Coronet Blvd</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>- Ralston Ave/Aley</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- Ralston Ave/Cipriani Blvd</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- Ralston Ave/Davis Dr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Ralston Ave/Belmont Canyon Rd (both intersections)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Ralston Ave/Ralston Ranch Rd</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>- Ralston Ave/Christian Dr</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- Ralston Ave/SR 92 EB Ramps</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>PASS Program Traffic Signal Timing Plans on Ralston Avenue at Cipriani Boulevard, Belmont Canyon Road, Davis Drive, Hallmark Drive, and Christian Drive</td>
<td>0</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>0</td>
<td>Improves air quality, travel time reliability, and safety for all users</td>
<td>None</td>
</tr>
</tbody>
</table>

Note: + indicates a positive impact; - indicates a negative impact, o indicates no impact
7.6 Summary of Costs

It is estimated that implementation Segment 4 improvements would cost approximately $2,618,300. Significant costs in this segment include the traffic signals and installation of the landscape strip adjacent to the sidewalk on the corridor’s south side. Cost estimates for right-of-way acquisition are not included in this cost estimate.

<table>
<thead>
<tr>
<th>Improvement Type</th>
<th>Cost Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Crossing Improvement</td>
<td>$122,900</td>
</tr>
<tr>
<td>Sidewalk Improvements</td>
<td>$1,133,100</td>
</tr>
<tr>
<td>Bikeway Improvements</td>
<td>$60,000</td>
</tr>
<tr>
<td>Signage and Wayfinding</td>
<td>$4,500</td>
</tr>
<tr>
<td>Vehicle Access Improvements</td>
<td>$425,000</td>
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<tr>
<td>Sub-Total</td>
<td>$1,745,500</td>
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<tr>
<td>Design</td>
<td>$436,400</td>
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<tr>
<td>Contingency</td>
<td>$436,400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,618,300</strong></td>
</tr>
</tbody>
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8. Appendix A: Methodologies

8.1 Analysis Methodologies

Implementation of some of the proposed roadway alternatives or improvement measures is expected to impact vehicle operations. Where this occurs, the following methodologies were used to evaluate impacts. Intersections that may be modified were evaluated using average delay and level of service (LOS) as analysis metrics. Signalized and stop-controlled study intersections were analyzed using methodologies published in the Highway Capacity Manual (HCM), Transportation Research Board, 2000. This source contains methodologies for various types of intersection control, all of which are related to a measurement of delay in average number of seconds per vehicle. Operations of these intersections were calculated using the Synchro analysis software.

Intersections that are proposed to be controlled by a modern roundabout were analyzed using methodologies published in the 2010 update of the HCM, including average delay and LOS. Roundabout operations were calculated using the Sidra analysis software. Where the roadway cross-section may be modified, corridor travel time was used as the analysis metric. The travel times were estimated using the Synchro analysis software, based on equations presented in the HCM.

8.2 Cost Estimation

Conceptual costs of the potential alternatives and improvements were developed to estimate construction costs. The cost of construction of potential alternatives and improvements were developed based on individual unit costs of various items such as signs and curb ramps from recent public construction projects in the region. While recent construction costs were used as a basis for creating cost estimations, it is important to note that the estimations presented in this report are intended to be broad, planning level estimations. Design, traffic control, mobilization, erosion control, and contingencies were estimated based on a percentage of construction costs. Costs associated with right-of-way acquisition and environmental review were not taken into consideration because of the highly unpredictable nature of these costs.

It is important to note that unit costs for larger projects are typically lower than similar smaller projects because there are cost efficiencies associated with larger projects. As there are a number of possible combinations of improvements, it was assumed for cost estimation purposes that smaller improvements would be grouped together into larger projects to take advantage of cost savings as a result of the larger project size. Therefore, if smaller improvements were to be completed separately, costs associated with each improvement would be expected to be greater than estimated in this report.

8.3 Future Traffic Volumes

Future traffic forecasts for the horizon year of 2035 were obtained from the San Mateo Countywide gravity demand model, which is maintained by the City/County Association of Governments of San Mateo County (C/CAG). The C/CAG model is built off of a Bay Area regional model developed by the Santa Clara Valley Transportation Authority (VTA). The details of this model along with the method for translating regional model growth into local intersection turning movement volumes were outlined in the Ralston Avenue Corridor Study – Issues and Analysis Report.

Through the process of developing alternatives for the Ralston Avenue corridor, several constraints for using model data were identified that should be considered when comparing alternatives:

- The model was developed assuming that the existing configuration of Ralston Avenue would remain unchanged under future conditions; therefore the roadway capacity would also remain unchanged. However, if any modifications are made to reduce the capacity of Ralston Avenue (such as a road diet), it would also decrease the potential for future traffic growth along the road. Therefore, it is likely that growth in regional traffic along Ralston Avenue would be limited and would be distributed elsewhere. Because of this, it is expected that the majority of growth in traffic along Ralston Avenue would be limited to local sources. Since areas surrounding Ralston Avenue are generally built out, the potential for growth in local-serving traffic is minimal in comparison to regional traffic growth.
- The model is calibrated on a large-scale regional basis and may not take into account some of the local travel characteristics experienced on Ralston Avenue.

Based on this, it is recognized that the traffic volumes developed for future conditions may be an overestimation of future growth.
Minutes of Special Meeting Thursday February 27, 2014
One Twin Pines Lane, Suite 360, Belmont, CA

CALL TO ORDER 6:35 P.M.

ROLL CALL
COUNCILMEMBERS PRESENT: Reed, Stone, Lieberman
COUNCILMEMBERS ABSENT: Braunstein
STAFF PRESENT: City Clerk Cook

Interview Candidates for Planning Commission, and Consider Appointments
Mayor Lieberman noted that Councilmember Braunstein was absent. He indicated that any vote taken would need to be unanimous since the City Council Protocols require three votes to appoint. He stated that he spoke with Councilmember Braunstein who indicated that if the City Council reached consensus on which candidates to appoint, he had no issue with the Council making its appointment this evening.

Kevin Sullivan, Kenn Parsons, Nancy Lum, and Blagoja Golubovski arrived for their panel interview.

Kevin Sullivan stated that he served on the Parks and Recreation Commission for five years and represented the interests of open space and trail users. He indicated that he participated in the development of Semeria Park and the proposed Davey Glen Park. He stated that he enjoys and supports the public process and learned that that process can change your mind about positions on issues. He noted that the proposed Davey Glen Park plan is in a better place because of that process. He would like to use his commission experience to do more, including in the downtown and other development. He is able to listen to divergent opinions.

Kenn Parsons stated that he was a professional planner by trade, and the Planning Commission was an extension of that work. He noted that he has worked with diverse city councils during his tenure, and has worked well with other commissioners. He is able to listen to anyone who has information to offer. He described his input which made for better projects, such as Notre Dame High School’s new gym and field, and the rebuilding of Fire Station 14. He pointed out that he has more seniority than the majority of the planning staff. He expressed his desire to be involved in the development of downtown.

Nancy Lum stated she has lived in Belmont for ten years and has taken advantage of all that Belmont offers. She described her background in computer science, and pointed out that she has experience working in groups. She indicated her willingness to keeping an open mind and coming up
with solutions that work for everyone. She expressed her desire to improve the reputation of the commission, to make the planning process less confusing and less intimidating.

**Blagoja Golubovski** stated that he has lived in Belmont for four years. He described his professional experience as a product manager for a software company. He stated that he is accustomed to working in teams. He noted that zoning and planning are a passion for him, and he has many skills applicable to the work of the Planning Commission.

The panel interview ensued.

**RECESS:** 8:05 P.M.
**RECONVENE:** 8:10 P.M.

Davina Hurt, Jeff Hyman, and Kerry MacDonald arrived for their panel interview.

**Davina Hurt** indicated that she has lived in Belmont for eight years and enjoys the small-town atmosphere. She noted that there will be many opportunities for progress. She would like to be part of the General Plan update and zoning changes. She would like to be a role model and to put forth ideas. She expressed a desire to make the city children-friendly. She commented regarding the pending Firehouse Square development and noted that it can be done using common sense.

**Jeff Hyman** discussed his previous Finance Commission service. He commented regarding the City Council’s previous discussion on the Crystal Springs Uplands School project. He expressed a desire to have a more civilized process. He pointed out that the Planning Commission is not the enforcer of rules but is the facilitator to help people do great things for Belmont. He noted that he is a problem solver and facilitator.

**Kerry MacDonald** indicated that she is a four-year resident, and that trees and open space is what drew her to Belmont. She noted that Belmont is in a transition period. She described her experience as a structural engineer, and noted that she is knowledgeable about how projects come together. She commented regarding the Ralston Corridor study and suggested a holistic approach be taken to solving traffic gridlock.

The panel interview ensued.

**RECESS** 9:15 P.M.
**RECONVENE** 9:20 P.M.

Councilmember Stone commented on the high quality of all candidates. He pointed out that although Mr. Parsons has good institutional knowledge, it may be time for someone else. He appreciated the energy and positive attitude of Ms. Lum and Mr. Golubovski, and noted that Mr. Sullivan provided good answers to the questions and has a vision. He indicated that he is also impressed with Mr.
Hyman and noted he brings the skill set of a negotiator and has previous commission experience. He was also impressed with Ms. MacDonald.

Councilmember Reed pointed out that Mr. Hyman’s vision was not specific, and was interested in returning civility to interactions with people and is looking for win-win solutions. Mr. Hyman knows there are rules and restrictions, and wants to seek solutions rather than reasons to say no. He noted that Ms. Hurt’s most important quality is bringing the right tone and seeking win-win solutions.

Mayor Lieberman stated that he previously supported Ms. Hurt, and that Mr. Hyman was not on his top-two list. He expressed support for Ms. MacDonald who brings a good background as a structural engineer. He knows plans and wants to make the process better. Mayor Lieberman stated he would prefer that Mr. Hyman reapply to the Finance Commission. He pointed out that Mr. Parsons has represented himself well, but he would like to be able to have new people get involved. He indicated that he would support Ms. Hurt and Ms. MacDonald.

Discussion ensued.

**ACTION:** On a motion by Councilmember Stone, seconded by Councilmember Reed, Resolution 2014-032 appointing Davina Hurt and Kerry MacDonald to the Planning Commission for three year terms expiring March 2017 was unanimously approved (3-0, Braunstein absent)

**ADJOURNMENT** at this time, being 9:35p.m.

Terri Cook
City Clerk

Meeting audio-recorded but not videotaped
CALL TO ORDER 5:05 P.M.

ROLL CALL
COUNCILMEMBERS PRESENT: Reed, Braunstein, Stone, Lieberman
STAFF PRESENT: City Manager Scoles, City Attorney Rennie, City Treasurer Violet, City Clerk Cook

PUBLIC COMMENTS
Perry Kennan, Belmont resident, questioned why this special meeting was not being televised. He also questioned why the only female councilmember resigned and why the only female former candidate did not apply for the vacant position. He outlined number of votes received by various candidates in the last election. He noted that the current City Council is giving the public appearance of harmony.

Consideration of Applications for City Council Vacancy and Discussion Regarding Potential Next Steps in the Appointment Process
Mayor Lieberman outlined the options for interviewing candidates. He expressed his desire that the final appointment be made at the regular City Council meeting of April 8 since the public is best served by having an open discussion about the applicants at a public meeting. He suggested that fewer than all 12 applicants could be selected for interview, and the City Council could utilize the panel interview process similar to how the commission interviews were handled.

City Attorney Rennie recommended ensuring that the appointment be made before the deadline of April 11 in order to avoid any potential court action.

Councilmember Reed suggested that each councilmember select their top three candidates. He expressed a preference for one-on-one interviews.

Mayor Lieberman pointed out that the last time the City Council made an appointment of a fifth member, it required a unanimous vote. Discussion ensued and the Council concurred that three votes would be sufficient.

Discussion ensued and Council concurred with individual interviews rather than panel interviews.

The results of a straw poll were as follows: Gina Latimerlo, Cathy Wright, Michael Malekos, Joyce Montgomery, Tom McCune, and Charles Williams.
Councilmember Stone pointed out that Mr. Williams did not submit a statement with his application, which was a requirement. Council concurred to remove him from the list.

Discussion ensued regarding the interview process and potential questions.

Mayor Lieberman directed staff to work with the City Council to identify interview dates before the April 8th City Council meeting.

**Consideration of Appointment of Candidates (up to 2) for Parks and Recreation Commission (continued from March 3, 2014)**

Councilmember Braunstein provided a summary of the Parks and Recreation Commission candidates held on March 3. He pointed out that the three councilmembers present at that meeting were able to come to consensus regarding the reappointment of Commissioner Block. He noted that he and Councilmember Reed supported Commissioner Wong, but Councilmember Stone did not. He indicated that the other top candidates were Stephanie Vargas and Karl Mittelstadt.

Councilmember Reed stated that subsequent to the March 3rd meeting he is less inclined to support the reappointment of Commissioner Wong due to the previously-described incident at Barrett Community Center.

Mayor Lieberman stated that he generally supports a second term unless there is a compelling reason to not reappoint. He stated he understood the concerns regarding Commissioner Wong’s behavior.

**ACTION:** On a motion by Councilmember Reed, seconded by Councilmember Stone, Resolution 2014-044 Appointing Karl Mittelstadt and Stephanie Vargas to two-year terms on the Parks and Recreation Commission was unanimously approved.

**ADJOURNMENT** at this time, being 6:00 p.m.

Terri Cook  
City Clerk

Meeting audio-recorded but not videotaped
STAFF REPORT  
Meeting Date: April 8, 2014  
Agenda Item #8B

Agency: City of Belmont  
Staff Contact: Rico Acquisti, Public Works Department, 650-595-7466, racquisti@belmont.gov

Agenda Title: Resolution of the City Council Authorizing the Use of the National Joint Powers Alliance (NJPA) Procurement Contract for the Acquisition of a New Elgin Street Sweeper for a Total Amount not to Exceed $285,000

Agenda Action: Resolution

Recommendation
Authorizing the City Manager to use the National Joint Powers Alliance (NJPA) procurement contract for the acquisition of a new Elgin Street Sweeper for a total amount not to exceed $285,000

Background
The City of Belmont currently has an inventory of 95 pieces of equipment, which include vehicles, off-road equipment and emergency generators. Fleet Management is responsible for the maintenance and replacement of all vehicles in the fleet.

Vehicle #234 is a street sweeper used by the Public Works Department. Vehicle #234 (2005 Schwarze) was originally scheduled to be replaced in FY 2013, but was deferred an additional year, and re-evaluated for replacement for the FY 2014 budget. The evaluation revealed this vehicle has experienced several engine drivability issues, a driveline failure and some brake issues which required costly repairs, and made the vehicle unavailable for an extended period of time.

Street sweeping provides two primary benefits to the City. The more obvious benefit is the collection and removal of paper, leaves, and other visible debris that collect in the gutters. This debris can block storm water facilities, causing localized flooding during heavy rains, as well as aesthetics and general cleanliness of the City. An equally important, but less visible benefit is the removal of metal particles and other hazardous waste products left by passing vehicles. Although they are virtually invisible, these particles can be extremely harmful to fish and other wildlife if it reaches our creeks and bay.

Street sweeping is an effective method of removing both the large and microscopic pollutants that collect on City streets. This sweeping also serves as one of the City’s Best Management Practices (BMP) to control and improve water quality as part of the Regional Municipal Permit. The City sweeps an average of 4,903 curb miles/year of improved City roads/streets as part of the current sweeping program. Motorized sweeping removes an average of 545 tons/year of material and debris from the street before it goes into the storm drains and creeks.
Analysis
In 2013 the sweeper was out-of-service a total of 136 hours, this equates to 22 days of service based on sweeping six hours per day. When the sweeper is out-of-service it impacts delivery of service because the City no longer owns a backup sweeper. Fleet Management has also noticed a steady increase in the amount of repairs needed over the past two years to deal with persistent intermittent engine control module trouble codes which require a significant amount of time to diagnose and repair. The authorized dealer and engine manufacturer have also been unsuccessful at diagnosing and correcting this problem. In addition, the metal screens inside the hopper body are heavily rusted and have become difficult to move when performing the daily cleaning operation. Fleet Management recommends replacement of this vehicle due to the age of the equipment, the critical nature of the equipment functionality, and the amount of wear and tear as described above.

Fleet Management scheduled several street sweeper demonstrations from different sweeper manufacturers. The Public Works Sweeper Operator operated these sweepers over the course of a few days and provided feedback to Fleet Management. This feedback allowed Fleet Management to develop specifications that meet the department’s operational needs. The Elgin Road Wizard was selected based on its handling and sweeping operations, effective pick up of heavy materials, good driver visibility, ease of operation and cleaning functions, and relatively quiet operations.

The existing vehicle (#234) will be removed from service and sent to auction for disposal once the replacement sweeper is delivered and placed into service.

Staff normally goes out to bid for vehicle purchases, but getting multiple quotes for a specific sweeper is difficult because each sweeper manufacturer has only one authorized dealer that serves the Bay Area. Based on staff’s evaluation, the Elgin sweeper best meets the needs of the department. Using the NJPA procurement contract that is leveraged nationally satisfies the City’s competitive bid requirements.

The NJPA is a public agency based in Minnesota that serves as a member-focused cooperative for over 50,000 member agencies nationally. NJPA offers a multitude of cooperatively contracted products, equipment and service opportunities to education and government entities throughout the country.

NJPA creates national cooperative contract purchasing opportunities and solutions on behalf of its members which include all government, education and non-profit agencies nationwide. These cooperative contract purchasing opportunities present both time and money savings for their users by consolidating numerous individually prepared solicitations to one cooperatively shared process and by the aggregation of demand from members nationwide.

The Elgin Sweeping Company was awarded a NJPA contract for street sweepers, and the City can benefit by its competitive bidding process by using the NJPA Contract for its street sweeper bid. Additionally, the local Elgin Dealer, Owen Equipment has sold several sweepers using the NJPA procurement contract to the Cities of Sacramento (three sweepers), Hayward, Oakland (eight sweepers) and Placer County.
Alternatives
1. Take no action.
2. Refer back to staff for further information.

Attachments
A. Resolution

Fiscal Impact
☐ No Impact/Not Applicable
☒ Funding Source Confirmed: FY 2014 budget – 573-1-740-9041/Vehicles

Source:  Purpose:  Public Outreach:
☐ Council  ☒ Statutory/Contractual Requirement  ☒ Posting of Agenda
☒ Staff  ☐ Council Vision/Priority  ☐ Other*
☐ Citizen Initiated  ☐ Discretionary Action  ☐ Other*
☐ Other*  ☐ Plan Implementation*
RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE USE OF THE NATIONAL JOINT POWERS ALLIANCE (NJPA) PROCUREMENT CONTRACT FOR THE ACQUISITION OF A NEW ELGIN STREET SWEEPER FOR A TOTAL AMOUNT NOT TO EXCEED $285,000

WHEREAS, the City of Belmont currently has an inventory of 95 pieces of equipment; and,

WHEREAS, vehicle #234 (2005 Schwarze) was originally scheduled to be replaced in FY 2013, but was deferred an additional year and re-evaluated for the FY 2014 budget; and,

WHEREAS, the evaluation revealed this vehicle has experienced several engine drivability issues, a driveline failure and brake issues which required costly repairs, and made the vehicle unavailable for an extended period of time; and,

WHEREAS, funding for this vehicle is allocated in the FY 2014 budget, Account Number 573-1-740-9041/Vehicles and the total cost is not to exceed $285,000, including tax.

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

SECTION 1. Authorizes the City Manager to use the National Joint Powers Alliance Procurement Contract for the acquisition of a new Elgin street sweeper for an amount not to exceed $285,000.

* * *

ADOPTED April 8, 2014, 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
Recommendation
Staff recommends the City Council authorize by Resolution the expenditure to install lights to the existing canopy structure at the City’s Corporation Yard in an amount not to exceed Twelve Thousand dollars ($12,000).

Background
A canopy structure along the eastern portion of the City’s Corporation Yard was built in 2005 to protect equipment from the elements. The structure houses vehicles, tractors, generators, street sweeper, sewer equipment and numerous other pieces of valuable equipment.

City staff members of the Police Department, Public Works Department, Fire Department and Parks and Recreation Department met at the site to evaluate the current conditions and recommended the installation of lights to the structure. The installation of lights will make the area more secure, deter vandalism and theft, and provide lighting for City staff working in low light and dark conditions.

Analysis
The proposals received include the installation of 10 new LED light fixtures where there are currently no lights. The energy efficient fixtures will illuminate all eight bays with two fixtures at the ends of the canopy. The lights will be operated by photo-cell which will automatically turn off during daylight hours.

Alternatives
1. Take no action

Attachments
A. Resolution

Fiscal Impact
☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Fund 574, Facilities Management
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RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE EXPENDITURE TO INSTALL LIGHTS AT THE CITY'S CORPORATION YARD IN AN AMOUNT NOT TO EXCEED TWELVE THOUSAND DOLLARS ($12,000)

WHEREAS, lights are necessary to deter vandalism and theft and illuminate work areas for City staff; and,

WHEREAS, the canopy structure was built in 2005 without lighting; and,

WHEREAS, LED lights will provide efficient lighting to the canopy area; and,

WHEREAS, Fund 574, Facilities management has sufficient funds.

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

SECTION 1. AUTHORIZE THE EXPENDITURE TO INSTALL LIGHTS TO THE CANOPY STRUCTURE AT THE CITY'S CORPORATION YARD IN AN AMOUNT NOT TO EXCEED TWELVE THOUSAND DOLLARS ($12,000).

* * *

ADOPTED April 8, 2014, 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
Agency: City of Belmont
Staff Contact: Jonathan Gervais, Parks & Recreation Director, jgervais@belmont.gov
Agenda Title: RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE PURCHASE OF WASTE COLLECTION ENCLOSES FOR CITY PARKS AND ATHLETIC FIELDS IN AN AMOUNT NOT TO EXCEED $45,000

Agenda Action: RESOLUTION

Recommendation
Staff recommends the City Council authorize the purchase of waste collection enclosures for City parks and athletic fields for an amount not to exceed $45,000.

Background
In October 2009, the California Regional Water Quality Board (RWQCB), San Francisco Bay Region issued a new five-year Municipal Regional Stormwater Permit (MRP) that contained trash load reduction requirements. These include the development of baseline trash loads and trash load reduction tracking methods, as well as short-term and long-term trash load reduction plans to achieve trash reduction levels of 40% by 2014, 70% by 2017 and 100% by 2022.

On March 22, 2013, the City/County Association of Governments of San Mateo County (C/CAG) made $1,300,000 available to San Mateo County jurisdictions to help meet the 40% trash load reduction requirements. The City of Belmont was allocated $42,745 for trash load reduction efforts implemented through June 30, 2014.

Analysis
Improved trash bin management has been recognized by the RWQCB as an effective measure in reducing trash loads. The placement of the trash enclosures at City parks and athletic facilities will reduce the amount of trash that is removed from the trash containers by wind and animals and assist the City in meeting is required trash load reduction.

Staff has determined that the purchasing trash enclosures at various City parks and athletic fields will help the City achieve the required 40% trash load reduction and is proposing to use $30,000 of available C/CAG funds for the purchase of the trash enclosures. The remaining $15,000 in funds will come from the Litter Control Fund.

Alternatives
1. Take no Action
**Fiscal Impact**

- No Impact/Not Applicable
- ☒ Funding Source Confirmed: Storm Drain Operations & NPDES Fund 525-3-720-8430 for $30,000 and Litter Control Fund 530-4-813-8610 ) for $15,000

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RESOLUTION NO. 2014- 

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE PURCHASE OF WASTE COLLECTION ENCLOSURES FOR CITY PARKS AND ATHLETIC FIELDS IN AN AMOUNT NOT TO EXCEED $45,000

WHEREAS, the City is required by its Municipal Regional Stormwater Permit to achieve trash reduction levels of 40% by 2014, 70% by 2017 and 100% by 2022

WHEREAS, the City/County Association of Governments of San Mateo County (C/CAG) has allocated $42,745 in funds to the City of Belmont for trash load reduction efforts implemented through June 30, 2014; and,

WHEREAS, Staff has determined that the purchase of waste collection enclosures will assist the City in achieving the required trash reduction levels,

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

SECTION 1. To Authorize the purchase of waste collection enclosures for city parks and athletic fields in an amount not to exceed $45,000.

* * *

ADOPTED April 8, 2014, 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

Agency: Belmont Fire Protection District
Staff Contact: Michael Gaffney, Belmont Fire District, 650-595-7492, mgaffney@belmont.gov

Agenda Title: Resolution of the Belmont Fire Protection District Authorizing a Purchase Order to L.N. Curtis & Sons in an Amount not to Exceed $8,087.80 for Firefighter Turnout Garments
Agenda Action: Resolution

Recommendation
Authorize a purchase order for replacement Globe Brand Firefighter Turnout garments from L.N. Curtis & Sons for an amount not to exceed $8,087.80.

Background
An integral part of a firefighter’s structural firefighting protection is the “turnout” gear they wear. These garments are worn by on-duty fire personnel almost every day when responding to emergency incidents. Each firefighter is issued two sets of “turnout” garments, so they have a spare set to wear if/when one set becomes soiled and in need of decontamination and cleaning.

Analysis
The National Fire Protection Association (NFPA) is the lead agency that establishes the standards that fire departments base many of their operations and standards from. The NFPA standard associated with protective wear states: “Structural firefighting ensembles and ensembles elements shall be retired in accordance with 10.2.1 or 10.2.2 no more than 10 years from the date the ensembles or ensembles elements were manufactured”. The garments currently assigned to Fire District personnel have been purchased at different times over the years, and the data associated with the manufacturer and retirement dates of these garments are maintained by the district. This results in the ability to accurately project replacement costs as part of the budgeting process. As a result, the district has identified three turnout coats and four turnout pants that are due for replacement.

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

Attachments
A. Resolution
**Fiscal Impact**

- [ ] No Impact/Not Applicable
- [x] Funding Source Confirmed: Purchase will be funded once remaining funds from the Assistance to Firefighter Grant (AFG) that the District accepted in October 2013 are received from FEMA.

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RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT AUTHORIZING A PURCHASE ORDER TO L.N. CURTIS & SONS NOT TO EXCEED $8,087.80 FOR THE PURCHASE OF FIREFIGHTER TURNOUT GARMENTS

WHEREAS, an integral part of a firefighter’s structural firefighting protection is the “turnout” gear they wear; and,

WHEREAS, the National Fire Protection Association (NFPA) is the lead agency that established the standards that fire departments base many of their operations and standards from; and,

WHEREAS, the NFPA standard associated with protective wear states: “Structural firefighting ensembles and ensembles elements shall be retired in accordance with 10.2.1 or 10.2.2 no more than 10 years from the date the ensembles or ensembles elements were manufactured”; and,

WHEREAS, the garments currently assigned to Fire District personnel have been purchased at different times over the years; and,

WHEREAS, the Fire District has identified three turnout coats and four turnout pants that are due for replacement.

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

SECTION 1. The District Manager is authorized to execute a purchase order for the purchase of Firefighter Turnout Garments from L.N. Curtis & Sons for an amount not to exceed $8,087.80.

* * *
ADOPTED April 8, 2014, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney
STAFF REPORT

Agency: City of Belmont/Belmont Fire Protection District
Staff Contact: Greg Scoles, City Manager, gscoles@belmont.gov 650-595-7408
Agenda Title: Resolution of the City Council and an Ordinance of the Board of Directors of the Fire Protection District Modifying the Regular Meeting Schedule

Agenda Action: Resolution

Recommendation
Adopt a resolution modifying the City Council’s regular meeting schedule and introduce an ordinance modifying the Board of Directors’ regular meeting schedule.

Background
At a special meeting on March 28, 2014 the City Council determined that the start time for regular City Council meetings should be changed to 7:00 p.m. on the 2nd and 4th Tuesdays of each month.

Analysis
The City Council determined that the start time for regular Council meetings should be 7:00 p.m. This resolution and the companion ordinance for the Fire Protection District formalizes the Council’s previous action and further recognizes that the Council’s regular meetings coincide with the Board of Directors meetings for the Belmont Fire Protection District.

Alternatives
1. Select different start time
2. Take no action

Attachments
A. Resolution-City Council
B. Ordinance-Belmont Fire Protection Board of Directors

Fiscal Impact
☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source: Purpose: Public Outreach:
☒ Council ☐ Statutory/Contractual Requirement ☒ Posting of Agenda
☐ Staff ☐ Council Vision/Priority ☐ Other*
☐ Citizen Initiated ☒ Discretionary Action ☐ Plan Implementation*
☐ Other*
RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
MODIFYING THE CITY COUNCIL'S REGULAR MEETING SCHEDULE

WHEREAS, the City Council's regular meetings are scheduled for 7:30 p.m. on the 2nd and 4th Tuesdays of the month in the City Council Chambers located at One Twin Pines Lane, Belmont, California; and,

WHEREAS, the City Council desires to amend the start time for City Council regular meetings from 7:30 to 7:00 p.m.

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

SECTION 1. The regular meetings of the City Council shall start at 7:00 p.m.

* * *

ADOPTED April 8, 2014, by the City of Belmont City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney
ORDINANCE NO. ________

AN ORDINANCE OF THE BELMONT FIRE PROTECTION
DISTRICT MODIFYING THE BOARD OF DIRECTOR’S
REGULAR MEETING SCHEDULE

WHEREAS, the Board of Directors is wholly comprised of the City Councilmembers of the City of Belmont; and,

WHEREAS, the City Council regularly meets on the 2nd and 4th Tuesdays of the month in the City Council Chambers located at One Twin Pines Lane, Belmont, California at such time as set by the City Council; and,

WHEREAS, the Board of Directors desires to establish a regular meeting schedule that coincides with that of the City Council in order to facilitate decision making flexibility and agenda efficiency; and.

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

SECTION 1. REPEALS.

Ordinance 2012-01 is repealed.

SECTION 2. REGULAR MEETING SCHEDULE.

The regular meetings of the Board of Directors of the Belmont Fire Protection District shall coincide with the regular meetings of the Belmont City Council and shall take place at the same date, time and place established from time to time by the Belmont City Council for its regular meetings.

SECTION 3. STUDY SESSIONS.

The Board of Directors of the Belmont Fire Protection District shall meet for the purpose of conducting study sessions at such times and places as may be determined by the Board.

SECTION 4. CEQA EXEMPTION.

The Board of Directors finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall take effect and will be enforced thirty (30) days after its adoption.
SECTION 6. PUBLICATION AND POSTING.

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

* * *

The foregoing ordinance was introduced before the Board of Directors of the Belmont Fire Protection District, a special district located in San Mateo County, California, at the regular meeting of the Board held on April 8, 2014 and finally adopted at a regular meeting of the Board of Directors held on __________, 2014 by the following vote, to wit:

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

_________________________________________  _______________________________________
Board Secretary                                      Board Secretary

APPROVED AS TO FORM:

_________________________________________
District Counsel
Recommendation
Staff recommends the City Council open the Public Hearing and continue the matter to the April 22, 2014 City Council meeting.

Background
The applicant proposes to subdivide the subject property into four new lots, for the eventual development of one single-family residence on each lot. The proposed subdivision would require approval of a Vesting Tentative Parcel Map, and associated Grading Plan, and Tree Removal Permit. The future construction of single family homes would require Single Family Design Review approval for each home. A vacation of a portion of the public right-of-way is also requested. A Draft Initial Study/Mitigated Negative Declaration (IS/MND) has been prepared for the project.

Subsequent to the public notification for the project, the applicant requested that the matter be continued because their representative is unable to attend the meeting. As such, staff is recommending the continuance to the April 22, 2014 City Council meeting.

Alternatives
1. Continue the matter to a different City Council meeting date.

Fiscal Impact
☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:  Purpose:  Public Outreach:
☐ Council  ☐ Statutory/Contractual Requirement  ☐ Posting of Agenda
☐ Staff  ☐ Council Vision/Priority  ☐ Other**
☐ Citizen Initiated  ☒ Discretionary Action
☒ Other*  ☐ Plan Implementation

** Notice published in newspaper of general circulation, and mailed to property owners within 300 foot radius of project site.
Agency: City of Belmont
Staff Contact: Thomas Fil, Finance Department, (650) 595-7435 tfil@belmont.gov
Agenda Title: Budget Strategic Planning for FY 2015
Agenda Action: Discussion & Direction

Recommendation
Provide direction to staff regarding preparation of the FY 2015 draft budget.

Background
As part of the annual budget development process, the City Council holds a strategic planning discussion regarding current and future economic conditions and related matters which could influence the budget for the upcoming fiscal year.

In tandem with developing the budget, the City Council also engages in an annual priority setting process to connect the City’s Vision Statement with the Council Priorities and the City Budget. That effort was performed on March 28th and the results, as they pertain to the preparation of the FY 2015 Budget, have been reflected in this material.

Analysis
The strategic planning process includes the budget and priority setting and a discussion with the City Council to review the financial trends and projections, consider the City’s capital planning needs, and update the Council Priorities that drive the development of the budget.

A presentation of the Budget Strategic Planning for FY 2015 is shown as Attachment A.

As staff develops the FY 2015 Budget, consideration will be given to the Council Priorities and where capacity permits, projects will be included for Council’s approval as part of adopting the Budget. In a continuing effort to address the City’s capital needs, the Council has formed an ad-hoc committee to consider funding alternatives to address the issue of limited resources. The work of the ad-hoc committee is in the initial stages and as information becomes available, which is actionable, then the FY 2015 Budget will be amended, as necessary.

At the conclusion of the discussion and after hearing any input, the City Council is asked to provide policy direction to staff regarding preparation of the FY 2015 draft budget. The chart that follows describes the process.
Council Priorities and Policies—
Staff would like to point out a few additional matters regarding the Council Priorities.

First, the strategic planning effort reflects the four top priorities of the Council. They are:
- Economic Development, Downtown Revitalization, and Planning
- Infrastructure Financing
- Ralston Corridor Improvements
- Park & Recreation Improvements

Second, the Council directed an update to their protocols and the desire to improve their own effectiveness as well the effectiveness of their appointed boards and commissions. In addition, the Council considered pursuing a number of changes to their policies that would address impediments to providing excellent service. Staff will assess impact of adopted principles and policy modification on FY 2015 Budget when proposed.

Alternatives
1. Provide alternative direction to staff.
2. Take No Action.

Attachments
A. Budget Strategic Planning for FY 2015 Presentation

Fiscal Impact
☐ No Impact/Not Applicable
☒ Funding Source Confirmed: There is no direct fiscal impact to this report. Individual projects related to the Council Priorities have cost estimates associated with them, which will be incorporated into the budget as feasible
<table>
<thead>
<tr>
<th>Source:</th>
<th>Purpose:</th>
<th>Public Outreach:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Council</td>
<td>□ Statutory/Contractual Requirement</td>
<td>□ Posting of Agenda</td>
</tr>
<tr>
<td>X Staff</td>
<td>□ Council Vision/Priority</td>
<td>□ Other*</td>
</tr>
<tr>
<td>□ Citizen Initiated</td>
<td>□ Discretionary Action</td>
<td></td>
</tr>
<tr>
<td>□ Other*</td>
<td>□ Plan Implementation*</td>
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</tr>
</tbody>
</table>

* The Finance Commission has been informed regarding this action and posting of the City Council agenda.
City of Belmont

Budget Strategic Planning
FY 2015

Topics

- Strategic Planning
- Council Priorities & Policy Workshop
- Operations
- Capital Planning
Strategic Planning

Recap of FY 2014 Budget

- FY 2014 Mid-Year Review showed the budget on-track with 5 year projections and no major corrective action was required
FY 2015 Budget Consideration Factors

- Demographic factors
- Fiscal factors
- State factors

Demographic Factors

- Population: 26,316 and stable
- Inflation: 2.4% and stable for Region
- Office vacancy: 11.4% and improved
  - Square footage asking prices (Class A) have increased from $2.84 to $3.50
- Interest rates: 0.2% and steady for LAIF
Belmont Median Home Prices

- Exceeding pre-recession values

Source: Zillow

Unemployment Statistics

- Lower unemployment trend accelerating

Source: California Employment Development Department
National Economic Update

- 2013 ended strong
- 2014 will be better than 2013
  - 3-3.5% growth expected
- Tourism is hot, hotel occupancy rates on the rise
- Increased consumer debt, lowest level in 20+ years
- No inflation on the horizon, Fed move to flatten yield curve
- Problems facing growth
  - too little construction
  - too much importing
  - not enough government spending

Source: Beacon Economics

Revenue Fiscal Factors

✓ Revenue Forecasts

- Property Taxes
  - Secured roll assessed value 4.23% increase
  - Excess ERAF/VLF/Triple Flip; complex school funding formula leading to risk of shortfall
- Sales Taxes
  - 5 out of the last 6 last quarters positive
  - 3.6% increase as of March results
- Transient Occupancy Taxes
  - 8% increase over budget for FY 2014 expected
- Other
  - Turn around in development with fund revenues 110% of budget
Expenditure Fiscal Factors

**PERS rates on the rise**
- These rate increases are in addition to normal increases
- 20 year amortization with 5 year ramp up and 5 year ramp down

| Add-on to Tier 1 CalPERS Rates for New Discount Rate and Mortality Assumptions |
|-------------------|---|---|---|---|---|---|---|
| Discount | 2.2% | 2.2% | 2.2% | 2.2% | 2.2% | 11.0% |
| Mortality | 3.3% | 1.5% | 1.5% | 1.5% | 1.5% | 9.3% |
| Safety ER | 2.2% | 5.5% | 3.7% | 3.7% | 3.7% | 1.5% | 20.3% |
| Discount | 1.1% | 1.1% | 1.1% | 1.1% | 1.1% | 5.5% |
| Mortality | 1.3% | 0.95% | 0.95% | 0.95% | 0.95% | 5.1% |
| Misc. ER | 1.1% | 2.4% | 2.05% | 2.05% | 2.05% | 0.95% | 10.6% |

Historical PERS Rates & Costs
(by fiscal year)
**State Impacts**

- **Governor’s budget proposal**
  - COPS funding allocated ($100k)
  - General Fund Loan Repayments
    - $100 million to cities and counties for streets

- **School funding change could negatively impact City revenues paid from ERAF shift**
  - VLF in Lieu experiencing shortfalls now, but State is backfilling
  - Excess ERAF could roll-back if districts revert to revenue limit status

### General Fund Balance

**7 Year Trends and Projections**

<table>
<thead>
<tr>
<th>FY</th>
<th>Audited/Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>$5M</td>
</tr>
<tr>
<td>2011</td>
<td>Minimum 20%</td>
</tr>
<tr>
<td>2012</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
</tr>
</tbody>
</table>
Direction from Council Priorities and Policy Workshop

Top FY 2015 Priorities

- Economic Development, Downtown Revitalization, and Planning
- Infrastructure Financing
- Ralston Corridor Improvements
- Park & Recreation Improvements
Other Outcomes

- Council directed staff to update the Council Protocols and to bring back select policies which improve the organizational effectiveness

- Staff will assess the impact of these principles and policy modification on FY 2015 Budget when proposed

FY 2015 Budget Policies

- Balanced Budget
  - General Fund current revenues equal or exceed current operating expenditures

- General Fund Reserve Target
  - Target maximum 20% of operating expenditures
  - Minimum $3.0 million

- Contingency
  - $50,000 for unanticipated events

- Fees
  - Cover cost of service, as defined
Other Policy Directives

General Fund support of the Recreation Fund is currently targeted at $560K and will be noted in the budget document.

Submit the Recreation Fee Subsidy Policy with the budget introduction.

Master Revenue Schedule Policy

Fees are reviewed and adjusted annually using the factors below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPI</td>
<td>To reflect general increase in cost of service when not specifically based on level of effort.</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>To reflect increase or decrease in productive hourly rates for service provided</td>
</tr>
<tr>
<td>Markup</td>
<td>To reflect increase or decrease in markup for staff time and related costs to manage consultant work</td>
</tr>
<tr>
<td>Level of Effort</td>
<td>To reflect increase or decrease in level of effort to complete one unit of service</td>
</tr>
</tbody>
</table>
Operations

Organizational Overview

Total Departments: 11
Total FTE: 148.85
City Manager Policy Directives

Personnel
- No increase in the number of personnel

Supplies & Services
- No increase
- Exceptions: Council directives, contractual commitments, utilities, insurance, etc.

Additional Needs
- New and/or expanded programs should provide the justification, the anticipated cost, and the availability of a funding source

Capital Planning
Capital Planning Process

- Appoint responsible departments
- Develop capital project evaluation criteria and perform needs assessment
- Identify projects for capital program
- Undertake financial capacity analysis and evaluate funding options
- Review, prioritize, and adopt CIP
- Implement and monitor capital budget

WE ARE HERE

Responsible Departments

- **Public Works and Parks**
  - Public Works and Parks and Recreation oversee many of the publicly owned assets in Belmont.
  - These departments ensure that capital investments necessary for the construction, maintenance and operations of all parts of municipal infrastructure are presented.

- **Community Development, Finance, City Manager and City Attorney**
  - Community Development, Finance, City Manager and City Attorney assist with managing and tracking of publicly owned assets.
  - These departments support the development of an annual capital plan by coordinating community and financial goals and setting the basic policy framework.
Deferred Capital Needs

- Capital inventory prepared
- Need to repair or replace evaluated
- Alternatives examined

<table>
<thead>
<tr>
<th>Facility</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer</td>
<td>$45 M</td>
</tr>
<tr>
<td>Storm Drain</td>
<td>$56 M</td>
</tr>
<tr>
<td>Streets</td>
<td>$44 M</td>
</tr>
<tr>
<td>Facilities</td>
<td>$5 M</td>
</tr>
<tr>
<td>Parks</td>
<td>$8 M</td>
</tr>
</tbody>
</table>

Ad-Hoc Infrastructure Committee

Committee Objectives
- Provide consolidated overview of infrastructure need
- Identify funding sources
- Recommend funding strategies and timelines
- Provide leadership for informing residents about the state of their infrastructure and facilities and the options for improving them

Staff Support
- Prepare detailed funding recommendations for the City Council’s consideration

The Plan
- Focused on improvement or replacement of existing infrastructure and facilities
- Not intended to serve as a long-term capital improvement project plan
- Serves as a guide for the development of future capital improvement plans, which are both responsible and achievable
Asset Management - Scheduled Maintenance

When funding is applied throughout their life-cycle, assets remain in good condition.

Asset Management - Maintenance Neglect

When we neglect life-cycle principles, the condition of our assets declines.

Facility life-cycle curve with no maintenance performed.
Financial Analysis & Evaluate Funding

- Determine amount of funds available from existing revenue sources to fund CIP
- Discuss and direct how to fund CIP

Bridging the Gap

Ad-Hoc Committee to consider

- Sewers: Rates
- Storm: Assessment
- Streets: Taxes
- Facilities: Other
- Parks: Fees
City Manager Policy Directives

Capital

- Include only items that are on existing replacement schedules, grant funded, shown to reduce other operating costs, or at the direction of Council

Affirmation of Policies

In order to facilitate the timely completion of the Budget:

- Staff seeks Council direction with respect to implementing the policies described in this presentation.

- Staff recommends the Council affirm the policies as described. These policies will be used to shape the FY 2015 Budget.
In Closing

- **Budget Calendar**
  - April 8\textsuperscript{th} – Strategic Planning & Capital Planning
  - April/May Budget preparation
  - May 27\textsuperscript{th} – FY 2015 Budget Introduction
  - June 10\textsuperscript{th} – FY 2015 Budget Adoption
- **Questions**
RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
APPOINTING A RESIDENT TO THE CITY COUNCIL TO FILL A VACANCY IN A
TERM EXPIRING AFTER THE NOVEMBER 2015 GENERAL ELECTION

WHEREAS, Christine Wozniak was elected to the City Council in November 2011 to a
term of office that will expire after certification of the November 2015 general municipal
election; and,

WHEREAS, Councilmember Wozniak resigned her office effective February 10, 2014,
approximately 21 months before the end of her term; and,

WHEREAS, the City Council has determined to appoint a resident to fill the vacancy
created by Councilmember Wozniak's resignation.

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

SECTION 1. In accordance with Government Code Section 36512(b), the City Council
appoints __________________________ to fill the vacancy created by
Councilmember Wozniak's resignation and serve as a councilmember for the remainder of that
term.

* * *

ADOPTED April 8, 2014, 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
APPLICATION FOR VACANT CITY COUNCIL POSITION
(Application must be submitted by Noon on March 14, 2014)

<table>
<thead>
<tr>
<th>NAME: McCune Thomas Owen</th>
<th>STREET ADDRESS: Drive</th>
<th>CITY: Belmont</th>
<th>STATE: CA</th>
<th>ZIP CODE: 94002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information:</td>
<td>PHONE: Home</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Attach a resume outlining your educational background and experience.

2. Attach an applicant statement (400-500 words) describing why you should be selected to fill this vacant position.

Highlight below your relevant knowledge or skills that you will bring to the City Council:
- Infrastructure management
- Financial management
- Economic development experience
- Environmental management
- Ability to work with diverse groups
- Planning experience

Have you ever served as a member of a Belmont Board, Commission or Task Force?
If yes, please specify which Board(s), Commission(s) and/or Task Force(s):

<table>
<thead>
<tr>
<th>Board/Commission</th>
<th>Length of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Commission</td>
<td>2 years</td>
</tr>
</tbody>
</table>
List present/previous community service, public service, or civic involvement:
- (Present) City of Belmont Finance Commission
- (Past) Tennessee Valley Authority, Vice President, Property Services & Development
- (Past) City of Lawrence, Kansas Minimum Structures Board (Chair)
- (Past) State of Missouri, lobbyist for American Institute of Architects

What you believe is the most important contribution you can make as a member of the City Council:
I believe I combine technical expertise and financial management skills with an ability to work with widely divergent groups of people with competing interests. In my work as an architect, I have often worked with real estate developers seeking permits for new development projects. As VP of Property Services for TVA, I managed over 200,000 acres of multi-purpose public land that was used for recreational and industrial use, and was subject to protests by groups such as Earth First and Riverkeeper. I have friends on both sides of the "environmental vs development" debate and I can often find common ground acceptable to both sides.

What do you hope to accomplish, and how do you see yourself best collaborating with the current City Council?
I want to make Belmont a more economically progressive community that is friendlier to high-quality businesses that contribute to the economy while retaining Belmont's character and scale. I know from my work as an architect helping clients select sites and obtain permits from other peninsula cities that cities can use the planning and permitting process to either attract good businesses or repel them. Efficient cities develop a reputation as "business friendly" by making the process transparent, fair, objective, and speedy without compromising their standards for environmental quality or planning consistency. If possible, I would like to work toward Belmont having a small downtown area with an identifiable "sense of place."

I declare under penalty of perjury under the laws of the State of California that I am a resident of the City of Belmont, California, registered to vote in the City of Belmont, and that all information stated in this application and all attached pages are true, correct and complete.

Signature of Applicant

Date: 3/13/14

Please submit this application and supporting documentation to the Belmont City Clerk's Office by noon on Friday, March 14, 2014. Applications received by the City will become public records that may be subject to public disclosure. Except for the name of the applicant, the City will treat applications as confidential to the extent allowed by law until the close of the application deadline.

City Clerk
Belmont City Hall
One Twin Pines Lane, Suite 375
Belmont, CA 94002

For office use only:
Staff has verified that the applicant is a registered voter in the City of Belmont
Applicant Statement

Thomas McCune

For Vacant City Council Position

March 3, 2014

I would like to be selected to fill the city council vacancy for the reasons outlined below.

1. **Experience managing infrastructure.** When I served as a vice president of the Tennessee Valley Authority, I managed infrastructure located in 7 states including roads, pumping stations, buildings, and utility systems. I also managed a system of recreational facilities that included 50 parks and campgrounds. The largest single recreational facility was “The Land Between the Lakes” which is 200,000 acres of public land maintained as open recreational space.

2. **Experience with financial management.** I have served as CFO of two small companies and was formerly certified as a federal procurement official. I have managed annual opex budgets up to $35 million and annual capital budgets up to $100 million. While many financial management responsibilities of the city are handled by staff and the treasurer, the council has the ultimate responsibility for the budget and the city’s financial stability.

3. **Political experience.** I have never held elective office, but have been appointed to the Belmont Finance Commission and also as chair of the Minimum Structures Board for the City of Lawrence, Kansas. I formerly served as a lobbyist for the American Institute of Architects in the state of Missouri and in Washington, DC. Issues advocated included handicapped accessibility, funding for housing redevelopment projects, individual property rights, infrastructure programs, and tax measures.

4. **Experience with planning and development.** I have prepared planning documents and represented clients to planning authorities in many different cities. The experience of working with different people, regulations, and plans has shown me that the planning process can either enhance or impair a city’s economic base. Cities that manage the process well make the process transparent, efficient, and speedy. Over time, these cities develop reputations as being good places to do business, which attracts good employers. Cities do not need to compromise their physical planning requirements to improve their reputation. They can have strict planning policies that protect neighborhoods and public space, if the process is fair, objective, transparent, and speedy.
5. **Ability to work with diverse groups with competing interests.** I have friends in both the development/construction world and in the environmental movement. Although they often have different beliefs and goals, I have almost always been able to find areas of common ground and work respectfully with everyone to find areas of common ground.

6. **Love of Belmont & specific goals.** I have been fortunate to live in different cities in several parts of the country, but Belmont is by far the best place I have ever lived. I would like to work to improve Belmont’s economic base while maintaining its unique character and small town feel. Specific goals include:

6.1. **Insofar as possible, work toward developing a small downtown area with an identifiable “sense of place.”** We have some very good local businesses, but no coherent, identifiable downtown that is perceived as a “place.” Nearby cities have benefitted greatly by supporting their small downtowns.

6.2. **Improve streets and infrastructure.**

6.3. **Improve opportunities for technology companies and clean light industrial companies to locate in appropriate parts of Belmont close to US-101.**

6.4. **Improve Belmont’s financial condition, particularly pension liabilities and emergency reserves.**

Thank you for considering my application.
SUMMARY

Experienced professional with background in financial management, infrastructure, and public service. Teams managed range from 2 people to 600 people at 50 locations. Budgets managed range up to $35m annual opex and $100m annual capital. Have founded two new companies and have served in appointive public office.

WORK EXPERIENCE

• Kobalt Brands, Inc., San Francisco, CA; 3/10 to present
  - Position: Chief Financial and Administrative Officer
  - Manage all financial, accounting, HR, contracting, and administrative functions for this environmental branding, retail design, consulting, and advertising firm
  - Assist line management personnel with financial analysis and costing aspects of their consulting work for clients
  - Lead new business development efforts for the firm
  - Provided consulting, design, and forensic services to clients of the firm including Wells Fargo and Intercontinental Hotels
  - Incorporated and managed the start-up of this new company. Set up all new financial and management systems
  - Own 20% of the firm’s equity

• NELSON & Assoc., San Mateo, CA & Philadelphia (headquarters); 2/06 to 2/11
  - Position: Managing Director
  - Managed major strategic planning, real estate planning, consulting, facility management, project management, and sustainability contracts with Duane-Morris, Oracle Corp, HSBC Bank, Bank of America, Cisco Systems, Verizon, Aetna, and others
  - Served as the West Coast regional manager for this design & consulting firm
  - Worked with corporate headquarters finance & accounting staff to make major improvements in timeliness, accuracy, and usability of financial and PM reporting systems in Deltek Vision
  - Directed regional new business development programs for this firm
  - Negotiated the sale of A E Pragmatics, Inc. to NELSON and continued with NELSON for 5 years.

• A E Pragmatics, Inc., San Mateo, CA; 9/98 to 2/06
  - Position: CEO/CFO & Sr. Consultant
  - Established this new company to provide corporate real estate consulting, strategic planning, facility design, construction project management, and tactical facility services to corporate customers. Recruited and managed staff of 25
  - Managed all financial, accounting, new business development, HR, administrative, and contracting functions for this company
  - Set up new all new financial, management, and reporting systems for the firm
Manage major real estate/facilities outsourcing and consulting contracts with Sun Microsystems, Cisco Systems, Lam Research, Stanford University, and others. For 10 years, we functioned as a de facto facility planning department of Sun and Cisco under various outsourcing contracts.

- Led new business development activities for the firm
- Owned 95% of the firm's equity

- Hellmuth, Obata & Kassabaum, Inc.; San Francisco, CA; 1/97 to 9/98
  - Position: Sr. Vice President/Director, Corporate Services
  - Managed a major staffing and outsourcing contract with Sun Microsystems responsible for strategic portfolio planning, project management, and facility management. Staff of 75.

- Tennessee Valley Authority; Knoxville, TN; 6/92 to 1/97
  (TVA is a semi-public electric utility corporation.)
  - Position: Vice President/General Manager, Property Services & Development
  - Managed complete real estate and facilities program responsible for site selection, real estate transactions, environmental sustainability, planning, design, construction, operations, and maintenance of facilities and utility systems plus environmental remediation, contracting and procurement. Qualified as a federal procurement official. Capital budgets to $140 million, operating budgets to $35 million, staff of 500.
  - Managed new business development activities responsible for selling professional services to federal and private-sector clients.

- Hellmuth, Obata & Kassabaum, Inc.; St. Louis, MO; 1/86 to 6/92
  - Final position: Vice President/Corporate Director, Quality Assurance
  - Served as technical director, forensic expert, and risk manager for one of the nation's largest A/E firms. Managed technical aspects of the firm's practice.

- Wagner, Hohns, Inglis; Kansas City; 8/85 to 1/86
  - Construction (forensic and litigation) consultant
  - Investigated failures and provided expert witness testimony for lenders, owners, contractors, and design firms. Performed quality reviews for major lenders and property owners.

- PKG/TLC Group; Design, Development, & Construction Mgmt.; Lawrence, KS; 1/76 to 8/85
  - Final Position: Principal/Project Manager
  - Other positions held: Construction Project Manager
  - Owned 10% of medium-size, real estate development, planning, A/E, and construction management firm. Responsible for all aspects of firm management, marketing, design, construction management, project management, and real estate development.
  - Projects included banks, university buildings, offices, residential, and public buildings. Sustainability projects included solar heated and cooled buildings, energy audits, and energy remediation projects.
  - Represented clients to public commissions, regulatory bodies, and lenders.

EDUCATION, LICENSES AND CERTIFICATIONS
Master of Business Administration (with honors), Vanderbilt University.
Bachelor of Architecture (with honors), University of Kansas.
B.S. Engineering (Highest Distinction) University of Kansas.
CoreNet MCR Certification (Master of Corporate Real Estate)
Registered Architect: California, Oregon, Washington, Colorado, Kansas; NCARB Certificate
INCIDENTAL EMPLOYMENT & VOLUNTEER (part time concurrent with other)

- City of Belmont, CA
  - Finance commissioner
- Unitarian Universalists of San Mateo
  - Treasurer, past board president
- American Institute of Architects
  - Lobbyist, national committee chair
- Architects and Engineers Insurance Company
  - Board of Directors for underwriter of professional liability insurance
- Richard Muther & Assoc.
  - Staff planner for internationally recognized strategic planning, site selection, industrial engineering, & material handling firm
- Washington University School of Architecture
  - Taught classes in construction technology and construction documents

MEMBERSHIPS, HONORS, & ACADEMIC AWARDS

- American Institute of Architects; National Chair, Corporate Architects Committee
- CoreNet (Corporate Real Estate Executives Network) MCR Certification
- Phi Kappa Phi, Beta Gamma Sigma, National Merit Scholar
APPLICATION FOR VACANT CITY COUNCIL POSITION

(Application must be submitted by Noon on March 14, 2014)

NAME: Montgomery Joyce Lyn

STREET ADDRESS: 5678 Main St

CITY: Belmont STATE: CA ZIP CODE: 94002

Contact Information:

PHONE: Home

1. Attach a resume outlining your educational background and experience.

2. Attach an applicant statement (400-500 words) describing why you should be selected to fill this vacant position.

Highlight below your relevant knowledge or skills that you will bring to the City Council:

With my experience on the finance commission I bring a depth and breadth of knowledge about the budget, budget process and Council priorities. Additionally I have good working relationships with many of the Department heads and staff. My appointment will be immediately effective and will allow the business of Belmont to continue seamlessly.

<table>
<thead>
<tr>
<th>Have you ever served as a member of a Belmont Board, Commission or Task Force?</th>
<th>Yes</th>
<th>No</th>
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<td>If yes, please specify which Board(s), Commission(s) and/or Task Force(s):</td>
<td>Length of Service</td>
<td></td>
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<tr>
<td>Belmont Finance Commission</td>
<td>8 years</td>
<td></td>
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<tr>
<td>Belmont Finance Commission -Chair (concurrent term with membership on Finance Commission)</td>
<td>5 years</td>
<td></td>
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<tr>
<td>Finance Commission liaison to Parks &amp; Recreation Dept</td>
<td>2 years</td>
<td></td>
</tr>
</tbody>
</table>
List present/previous community service, public service, or civic involvement:
I am currently CFO for a Charter School Management corporation which I have chosen as my preferred career choice due to my passion for public education. I am currently a member of the Belmont Finance Commission and have been for 8 years, 5 years as chair. I am very involved in my church activities.

What you believe is the most important contribution you can make as a member of the City Council:
My extensive financial experience and knowledge of Belmont Finances will allow me to immediately contribute to the discussions and decisions that come before the City Council. My knowledge of the Brown Act and other governmental requirements allows for a very short orientation to the operating policies that the City Council need to abide by.

What do you hope to accomplish, and how do you see yourself best collaborating with the current City Council?
My goal is to help maintain the bucolic and family friendly lifestyle and rural feel of Belmont while balancing the need to improve revenues and locate new revenue sources for long term financial stability.

I declare under penalty of perjury under the laws of the State of California that I am a resident of the City of Belmont, California, registered to vote in the City of Belmont, and that all information stated in this application and all attached pages are true, correct and complete.

[Signature]
[Date]

Please submit this application and supporting documentation to the Belmont City Clerk's Office by noon on Friday, March 14, 2014. Applications received by the City will become public records that may be subject to public disclosure. Except for the name of the applicant, the City will treat applications as confidential to the extent allowed by law until the close of the application deadline.

City Clerk
Belmont City Hall
One Twin Pines Lane, Suite 375
Belmont, CA 94002

For office use only:
Staff has verified that the applicant is a registered voter in the City of Belmont
My name is Joyce Montgomery and I have been a homeowner in Belmont since 1994, and have had family ties to Belmont since the early 1970's. I received my M.B.A. in Finance from Notre Dame de Namur's University, and have been formerly employed locally in Belmont. I have raised a family here and my husband and I enjoy the casual lifestyle that living in Belmont has to offer.

Let me highlight a few of the factors that will separate me from most of your other candidates. I currently serve on the City of Belmont Finance Commission. I have served on the commission since 2006 and have served as Chair for four consecutive years from 2008-2013. I was chair of the Finance Commission during the most recent recession when the budget decisions were very difficult; under my leadership the commission provided constructive and practical suggestions to the finance staff and Council in preparing the budgets during that time.

I have studied the Belmont budget in depth over the last 8 years and I am very well versed on the budget, the city council budget priorities and budget process for Belmont, an activity that will soon be on the Council agenda. My work on the Finance Commission requires that I interface with many of the Department Chairs and other staff members. Because of these exchanges I have been able to build good working relationships with many of the staff who work for the City. My current Finance Commission external assignment is as a liaison to the Parks & Recreation department and we have had excellent discussions regarding the improved utilization and rental of city owned facilities in order to improve revenue generated from those assets.

In my professional life I am the CFO of a public charter school organization. I am responsible for a $16M, six entity budget with only one other staff member as finance support. I understand what it means to work with limited resources and still provide quality programs to our respective community. Charter Schools are public schools; therefore I am also familiar with many of the required government processes and procedures, especially the rules of the Brown Act, the required conflict of interest disclosures and expected behavior of public officials. I completely support transparency in government.

The current council vacancy hampers the effectiveness and ability of the council to do the business of the City. My interest in being on the city council is to be able to instantly be effective for the community that we serve. My goal is to help maintain the bucolic and family friendly lifestyle and rural feel of Belmont while balancing the need to improve revenues and locate new revenue sources for long term financial stability.

Appointing me to the City Council will mean that my orientation time will be short and the effectiveness of my appointment will be immediate. I ask for your support and appointment.
JOYCE L. MONTGOMERY

SENIOR FINANCIAL AND ADMINISTRATIVE MANAGEMENT
Highly accomplished Educational Not-For-Profit and Profit based finance & administrative professional with successful history of senior management and leadership. Career marked by positive contributions to corporate growth; turnaround of poorly performing operating units; and successful navigation of challenging business cycles.

AREAS OF EXPERIENCE:
Charter/Public School Finance  Benefits Administration  Accounting/Auditing
Human Resources  Legal Affairs  IT/Network Services  Food/Service
Business Operations Facilities  Payroll  Capital Budgeting

EDUCATION
Master of Business Administration/Finance - Notre Dame de Namur University-Belmont (Deans Award)
- Graduate Lecturer - Management Accounting & Corporate Finance
- B.A. - California State University-Long Beach (Magna Cum Laude)
- A.A. - Skyline Community College-San Bruno (With Highest Honors)

PROFESSIONAL EXPERIENCE
Chief Financial Officer - Leadership Public Schools (Oakland, CA)  2007-present
A nationally recognized Charter School Management Organization (CMO) operating 4 charter high schools in the East Bay region (www.leadps.org). LPS has operating revenues of $16M, serving over 1,500 high school students on 4 campuses with 175 employees on staff. Report directly to the Board and CEO, responsibilities include all finance and compliance responsibilities regarding charter school revenues and reporting. Services include financial consulting to the principals of the schools, creating a comprehensive long term budgeting model and promoting the strategic plan of Leadership Public Schools.
- Streamlined and improved various finance processes including time reporting, vendor payment, and reimbursement processing resulting in time savings, electronic record keeping and improved relationships with employees and vendors.
- During recent funding decrease negotiated with vendors and obtained concessions on contracts and other purchase orders in order to save LPS significant dollars. Additionally, LPS has been able to weather the last four years without furloughing staff, reducing school days or modifying the comprehensive benefits package offered.
- During first year of hire, obtained significant refunds of overpayments and made accounting corrections exceeding a total of $150K
- Founded a Charter Business Leader Peer Group to share and support best practices and to help smaller, beginning charters to flourish.

Vice-President Finance & Operations/Marketing Designs (Belmont,CA)  2005-2007
Director of Finance  2000-2002
A full-service advertising firm specializing in the residential real estate market and new homebuilder industries. Supervise staff of 6, company revenues $3.1M, 24 employees.
- Analyzed profitability by business sector and product to determine accurate pricing strategy and business development focus. Created budget and internal controls to reduce overhead expenses and increase profitability. Recommended marketing programs and strategies to enhance business opportunities
- Installed cost and purchase controls to insure accurate and timely billing and cost management for increasingly large corporate projects and clients. Re-arranged the production space to provide for efficient movement of materials during the production cycle, resulting in improved turn around time, enhanced client satisfaction, and reduction of non-value added labor costs
- Led corporate response to EDD audit eliminating 50% of the assessment and penalty.
- Managed negative cash flow situations without borrowing and met all cash requirements.
- Provided in-depth market analysis reports and marketing recommendations to developer clients.
Chief Financial Officer/The Howard School (Atlanta, GA) 2002-2005
Led the school in its transition from two satellite campuses to one very large campus. Responsibilities include capital financing, fund accounting, budgeting, operations and facility maintenance. Reported directly to the Head of School and Board of Trustees. Annual budget of $3.1M, investments of $17M, 70-100 total employees.
- Analyzed and presented financial and operating results to the Board of Trustees. Recommended tuition changes and salary increases. Created a budget and administrative plan to restore operational solvency within 2 years.
- Annual unqualified audits. Prepared school finances and documents to issue bond debt to finance building project.
- Handled purchase (internally) of 15 acres for new school site (8 different parcels), and sold and relocated a 4 acre campus with 30,000 square feet of educational space. Managed $10M in quasi-endowment funds.

Chief Financial Officer/Crystal Springs Uplands School (Hillsborough, CA) 1992-2000
Private, co-educational, college preparatory day school. Selected from a talented field of applicants to become the first Chief Financial Officer in its 40-year history. Reported directly to the Headmaster and the Board of Trustees. Supervise 14 staff covering 5 different departments. Responsible for managing all operation units: business and finance, physical plant and deferred maintenance plans, food service, legal affairs, human resources, and construction programs.
- Consistent on-target administration of a $6.5M annual operating budget servicing 28 departments with annual unqualified audits. Increased median and actual salaries on average of 9% over 7 years while holding tuition increases to less than 7%. Created a benefits and pension program that was the benchmark for the local independent school community.
- Cash and Investment responsibility for $3M operating capital and review responsibility of professionally managed $17M endowment fund. Managed $2M property purchase with 15-day escrow close. Managed $2.1M construction project adding 60,000-sq. ft. of educational space.
- Installed cost controls, which resulted in administrative and overhead expenses being reduced by over 4% per year for eight years. Outsourced cafeteria operations, resulting in large financial savings, increased student satisfaction, better food selection, and improved health code compliance. Outsourced bookstore operation providing needed classroom space.
- Implemented strategic plan as prescribed by Board of Trustees. Financial and budgetary scenario building for deferred maintenance planning.
- Founding member of the CAIS Business Services committee. Chartered to assist California independent schools in improving their business operations. Worked as a mentor to many small schools that had skeletal personnel operations.

Vice-President/CFO/ElctroniCast Corporation (San Mateo, CA) 1987-1992
World-leader status in forecasting for the optoelectronic industries. Promoted to manage all financial and administrative functions, and take over routine day-to-day operations from President. Reported directly to Chairman of the Board. Direct management of production and staff of 16.
- Increased cash flow through improved management of accounts payable and receivable resulting in better receivable turns and increased interest income from invested surplus funds. Led company's response to IRS audit.
- Reduced operating costs by negotiating better lease agreements on facilities, higher quality, lower cost health plan plans, and improved use of technology in operations.
- Managed complete relocation and set up temporary office, following the ‘89 earthquake resulting in the rescue of over $200K in potentially lost revenues.
- Protected company from legal exposure through effective handling of executive terminations.

COMMUNITY SERVICE
City of Belmont, Chair-Finance Commission Member since 2006/Chair 2008-2013
Congregational Church of San Mateo- Chair-Stewardship/Finance Committee/Capital Campaign Committee Volunteer: Second Harvest Food Bank/4-H, OneBrick.org
APPLICATION FOR VACANT CITY COUNCIL POSITION
(Application must be submitted by Noon on March 14, 2014)

NAME: Wright Catherine M

STREET ADDRESS: 1
CITY: Belmont STATE: CA ZIP CODE: 94002

Contact Information:
PHONE: Home

1. Attach a resume outlining your educational background and experience.

2. Attach an applicant statement (400-500 words) describing why you should be selected to fill this vacant position.

Highlight below your relevant knowledge or skills that you will bring to the City Council:

- 2 terms as Belmont Redwood Shores School Board member (President twice)
- Member of 2x2 with the City of Belmont
- Proven track record of community involvement
- Listens to all sides of the issues before making an informed decision

Have you ever served as a member of a Belmont Board, Commission or Task Force?
If yes, please specify which Board(s), Commission(s) and/or Task Force(s):
Belmont Redwood Shores School Board Trustee 8 years
List present/previous community service, public service, or civic involvement:
- 8 years on the Belmont Redwood Shores School Board
- School District parcel tax committees (A, G, U)
- Basketball Coach (Ralston Middle School)
- PTA board member (Central Elementary & Ralston Middle School)
- Classroom volunteer (Central Elementary & Ralston Middle School)
- Kindergarten Music Docent (Central Elementary School)

What you believe is the most important contribution you can make as a member of the City Council:
Having served eight years on the Belmont Redwood Shores School Board, I understand the importanc that each individual brings to the conversation. Understanding the dynamics of a five person governing board is critical. The council needs someone who possesses the ability to see multiple sides of an issue, someone who is willing to think outside of the box, someone who will ask the hard questions and make the tough decisions. My experience on the school board makes me the ideal candidate.

What do you hope to accomplish, and how do you see yourself best collaborating with the current City Council?
This is an exciting time for Belmont and I believe it is imperative we have a council that can work together respectfully. During my tenure on the school board, I worked with twelve different board members two superintendents. It is imperative that the governing body collaborate and maintain focus on the issues. I believe my track record is a clear indication of my dedication and commitment to my role. My goal is to be part of a City Council that works together to create a shared vision for the future of Belmont.

I declare under penalty of perjury under the laws of the State of California that I am a resident of the City of Belmont, California, registered to vote in the City of Belmont, and that all information stated in this application and all attached pages are true, correct and complete.

Signature of Applicant

Date

Please submit this application and supporting documentation to the Belmont City Clerk's Office by noon on Friday, March 14, 2014. Applications received by the City will become public records that may be subject to public disclosure. Except for the name of the applicant, the City will treat applications as confidential to the extent allowed by law until the close of the application deadline.

City Clerk
Belmont City Hall
One Twin Pines Lane, Suite 375
Belmont, CA 94002

For office use only:
Staff has verified that the applicant is a registered voter in the City of Belmont

[Signature]
OVERVIEW

- Experience Executive Assistant supporting C-level executives
- Ability to work effectively and efficiently in high stress environments
- Self starter with the ability to prioritize tasks as needed
- Excellent communication and interpersonal skills
- Strong computer skills

EMPLOYMENT HISTORY

Informatica Corporation (11/09 – present)
Senior Executive Assistant, MDM Business Unit
- Provide executive administrative support to the Senior Vice President of the MDM BU
- Responsible for planning and implementation of MDM events worldwide
- Responsible for planning and coordination of team management meetings
- Manage organizational projects
- Serve as the primary contact for MDM with internal and external customers
- Maintain customer database
- Coordinate and support annual parties and fundraisers

Belmont-Redwood Shores School District (12/03 – 12/11)
Trustee, Board of Education
- Managed and oversaw the building of a new elementary school
- Responsible for management of five elementary schools and one middle school
- Oversees management of $25 million budget and research for adoption of new curriculum as recommended
- Responsible for implementation of state and federal policies related to public education
- Served on the California School Boards Association Legislative Committee
- Served as a participating member of the Belmont City Council two by two group
- Member of the California School Boards Association

Volunteer (9/01 – 2008)
- Community volunteer for five political campaigns
- Served as a parent representative for Central Elementary School site council for two years
- Participated in district wide enrollment task force evaluating options for over enrollment issue
- Fundraising volunteer for the Belmont-Redwood Shores Education Foundation, School-Force!

Pequot Capital Management, San Francisco, CA (9/00 – 9/01)
Administrator, Private Equity
- Provided executive administrative support to one Partner and one Vice President
- Managed extensive domestic and international travel itineraries and expenses
- Communicated frequently with internal executives and network of external clients on a daily basis
- Provided support in daily activities for potential investments as well as portfolio companies
- Performed due diligence on potential investments, including management references and background checks
- Provided back up assistance to reception as needed
- Coordinated annual parties and fundraisers
- Coordinated relocation and setup of new office from San Francisco to Menlo Park

Oracle Corporation, Redwood Shores, CA (3/92 - 7/00)
Market Research Manager, Worldwide Marketing (1/99 - 7/00)
- Managed Oracle's relationship with research vendors and lead contract negotiations
- Responsible for the purchase and dissemination of primary and secondary market research
- Managed market research budget and maintenance of annual research contracts
- Synthesized appropriate market research regarding Oracle and competitors for worldwide internal use
- Supervised and trained new employees
Oracle Corporation cont'd/...

Executive Assistant, Worldwide Marketing and Business Development (3/96 - 1/99)
- Supported the senior vice-president of Worldwide Marketing and Business Development
- Provided support in daily activities including the coordination of external Business Development meetings and events for up to/over 100 attendees, such as All Hands meetings, Management offsite retreats, Market Research Firm Consulting Days
- Organized international and domestic travel, visas and all details ensuring executive's needs were met
- Managed purchase requisitions, purchase orders, expense report approvals, and capital asset inventory
- Managed the hiring process, negotiated rates with recruiting firms, directed the recruitment process, scheduled interviews, and processed all relevant paperwork
- Responsible for space planning issues

Executive Assistant, Strategic Marketing (11/94 - 3/96)
- Supported Vice President of Strategic Marketing in everyday activities and decision making policies
- Oversaw professional calendar of VP, set up meetings, organized internal events relating to training and seminars
- Organized complex international and domestic travel itineraries
- Liaison for Strategic Marketing, disseminated key marketing information from the Vice President
- Assisted directors in project related work including market research and event planning
- Served as first line support for hardware and software issues
- Planned and managed all budget related issues

Purchase Order Administrator, Finance and Administration (8/93 - 11/94)
- Responsible for entering orders for all USA employees
- Compiled customer service reports for group research
- Served as group representative creating cross training between various groups within Oracle
- Assisted in creating an automated ordering system using Edify
- Implemented Internal Order Administration policies for the company

Corporate Communication Marketing Assistant, Corporate Marketing (3/92 - 8/93)
- Assisted Senior Conference Manager and department with marketing projects related to the annual User Group Conference
- Compiled and coordinated weekly reports
- Created and executed a direct mail piece for over one hundred exhibitors for the International Oracle User Group Conference
- Responsible for reconciliation of annual conference

EDUCATION
San Francisco State University, San Francisco, CA
Bachelor of Arts in Speech and Communication Studies, concentration in Organizational Communication
Coursework completed for Master of Arts in Speech and Communication Studies
San Francisco State University Debate Team:
1994 - 1995 Debate Coach
1993 - 1994 Finished 3rd in the US, individually ranked 4th
1992 - 1993 Finished 4th in the US, individually ranked 2nd
My husband, Scott and I moved to Belmont in 1997. We researched the peninsula and chose Belmont because it was safe and had an excellent school system. Our two children have both attended the public schools and received an excellent education. Kayla is now a freshman at UCSB, majoring in Math and Hannah, is a freshman at Carlmont. As parents, an excellent education is paramount, which led to my involvement in the elementary school district.

I served on the Belmont Redwood Shores School Board for two terms. This experience has prepared me for a position on the City Council. During my tenure on the school board, we faced many issues that a City Council endures:

- Managing budgets in a challenging economic environment
- Experience with modernization and new development
- Experience with parcel tax and bond measure elections
- Working with staff and union representatives
- Listening to public input and opinion

This experience uniquely qualifies me for the Council. I have successfully worked within a five person governing body, understanding that the success of a board is contingent upon the working relationship within. My track record will reflect that I approach issues with an open mind. I listen to and have respect for all of the information provided, regardless of the source. I am not afraid to ask the hard questions and will not make a decision that I am not confident with. I enjoyed a very collegial working relationship with my peers and worked diligently to come to a decision that was best for all. I retired from the school board with pride in the work we accomplished.

As a Council member, I will prioritize our residents. Keeping Belmont safe is a priority for me. We have a large community of retired citizens that deserve to feel safe in their homes. We are also fortunate to have many young families that deserve to feel safe walking to and from school. Our residents also deserve to live in a town that values their daily lives. I will work with the council and staff to discover ways to enhance senior living as well as creating valuable programs for our youth.

Education has always been a priority. We should strive to enhance our relationships with both the private and public schools. Families (such as ours) move to Belmont because of the excellent school system. It is important that the city has a collegial relationship with the schools as they embody a large portion of our community. During my tenure on the school board, I served on the committee that worked with NDNU to further integrate the university into the community. As a council member, I will partner with our schools and work with them to maintain their successful programs.

As your fellow council member, I promise that I will listen, communicate, be respectful and collegial. I will be honest, open and make informed decisions. I will work diligently for a better Belmont and help lead us into the future.

Respectfully,

Cathy Wright
NAME: Gina Maria Latimerlo

STREET ADDRESS: 
CITY: Belmont STATE: CA ZIP CODE: 94002

1. Attach a resume outlining your educational background and experience.

2. Attach an applicant statement (400-500 words) describing why you should be selected to fill this vacant position.

Highlight below your relevant knowledge or skills that you will bring to the City Council:
As the current Homeview Neighborhood Association President, I have a working knowledge of city officials and departments, as well as the skills to create community, communicate effectively, lead successfully, and think creatively. As a small business owner, I am thorough, diligent, and good at maintaining relationships. As a mother, I am great at multi-tasking and working with complicated schedules. As a performer and author, I am valuable as both a verbal and written communicator. As a teacher, I know how to manage an environment, explain complicated matters simply, and bring out the best in people.

Have you ever served as a member of a Belmont Board, Commission or Task Force? If yes, please specify which Board(s), Commission(s) and/or Task Force(s):

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I did participate in the police interviews for a new sergeant, though, as a community representative.
List present/previous community service, public service, or civic involvement:
President of the Homeview Neighborhood Association
Charter Member and Secretary of the Belmont Lions Club
Student Body President of Notre Dame de Namur University

What you believe is the most important contribution you can make as a member of the City Council:
I believe that perspective is the most important contribution I can make. As a "flatlander" to the east of El Camino, as a woman, and as an artist, I embody a number of populations who do not have representation on the Council. Additionally, as a voice teacher, I believe that everyone's voices are important, and I would like to facilitate obtaining the perspectives of the many diverse populations in our community.
I also have the combined perspective of both a mother who wants to maintain the "small village" feel of Belmont and a 16-year-invested small business owner who would like to see Belmont welcome and support its businesses. If the two seemingly opposing forces of family and business can live well in so many of us human beings, there's no reason why they can't also live well together within the entity of the City of Belmont.

What do you hope to accomplish, and how do you see yourself best collaborating with the current City Council?
I hope to moderate the needs of families and businesses in Belmont, as well as bring forth the concerns of the silent majority and unheard minorities. I hope to create smoother processes and more benevolence so that more good gets done and less money and time are wasted. I want to help shape the future of the community where my 6-year-old will grow up and where I will grow old.

I declare under penalty of perjury under the laws of the State of California that I am a resident of the City of Belmont, California, registered to vote in the City of Belmont, and that all information stated in this application and all attached pages are true, correct and complete.

Gina Fatmehr
Date 3/14/14

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One Twin Pines Lane, Suite 375
Belmont, CA 94002

For office use only:
Staff has verified that the applicant is a registered voter in the City of Belmont
Gina Latimerlo
Community Leader • Voice Instructor • Small Business Owner • Mother

Applying for City Councilwoman

Experienced in leadership, creating community, holding detailed discussions, and sustaining diligence

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<td>Welcoming</td>
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<tr>
<td>Straightforward</td>
<td>Integrative and Creative Thinking</td>
<td>Discerning</td>
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PROFESSIONAL EXPERIENCE

Homeview Neighborhood, Belmont, California 2010–Present

Ambassador to relationships both with the City of Belmont and between neighbors within our community

President

Manage relationships with current City Representatives, Police Department, and Fire Department. Solicit, receive, and act on concerns of the Homeview Community.

* Communication: Write and publish seasonal Newslette to all households. Creation and maintenance of social networking sites on facebook and nextdoor.com with posting once/week.

* Events: Coordinated efforts with Park and Recreation for park improvements, including the addition of a Community Garden. Uphold, manage, and run the Halloween celebration tradition each year. Event includes fire truck parade, costume contest, games, and more.

The Latimerlo Studio, Belmont, CA 1998–Present

Voice studio offering private lessons in Belmont with outreach classes in over a dozen cities around the Bay Area

Owner

Private singing instruction focusing on vocal technique, song analysis, performance presentation, and audition technique. Providing instruction in classical, musical theatre, jazz, and pop.

Coordination of outreach expansion program consisting of private lessons and group classes in fifteen Bay Area cities and schools.

* Responsibilities include
  - Teaching complicated concepts in an accessible manner
  - Training and managing instructors to teach in outreach programs
  - Creating and maintaining relationships and contracts with multiple organizations to coordinate the implementation of a complex schedule of classes.

ADDITIONAL EXPERIENCE

LIONS CLUB, Belmont, California (2007-present): Charter Member and Secretary (2007-2008)

LMS PRODUCTIONS: Belmont, California (2003-2009): Artistic Director, Featured Performer

SING ANYTHING – MASTERING VOCAL STYLES, Belmont, California (published 2012): Author

EDUCATION, AFFILIATIONS, AND CERTIFICATIONS

B.A., Performing Arts (Theatre and Music hybrid), Notre Dame de Namur University, Belmont, 1998

B.A., English, Notre Dame de Namur University, Belmont, 1998

SS Teaching Credentials (English, Drama, Music), Notre Dame de Namur University, Belmont, 1999

M.A., Teaching Music, Notre Dame de Namur University, Belmont, 2011
Thank you for your consideration. I believe that my experience, perspective, and voice make me an ideal candidate to fill the vacant City Council position.

EXPERIENCE

I’ve been in leadership positions in either official or unofficial capacities my whole life – starting in middle school, heading through high school, and culminating in academia as Student Body President of Notre Dame de Namur University as an undergraduate. In my 20s, I became a Charter member and officer of the foundling Belmont Lions Club.

Since becoming President of the Homeview Neighborhood Association in 2010, our neighborhood has been more visible and active than in decades. Our Halloween tradition continues to grow strong, and our newest addition – our Community Garden – grows as well. Our donation dues are up and our links to police, fire, and recreation have never been stronger. We have also noticed increases in the number of neighbors participating in our events.

PERSPECTIVE

I’ve been firmly rooted and engaged in Belmont since being a freshman at NDNU in 1994, and I have lived here since 1997. I have no intentions of going anywhere else. As a homeowner in Belmont who is planning on dying of old age in her house, I have a long-term commitment to the well-being and prosperity of Belmont.

I also have the much needed perspective as a working-class “flatlander” (as I like to call it). Currently, almost all of council and commission positions are filled by folks west of El Camino. Our thriving communities on the “other side of the tracks” need to be represented.

Additionally, I recently read a study that workplaces with a higher percentage of women are more successful than those with lower percentages. Right now you’re at 0%. As a woman and a mother of a young child, I can provide perspective on the experience and concerns of the 51% of the population not currently represented.

Artists serve our community as folks who can see and create connections between two seemingly disparate things. As an artist, I’d also like to be able to share that integrative and creative thinking.

Finally, as a small business owner here in Belmont for the past 16 years, I can help moderate the needs of welcoming and embracing business with the desire to keep Belmont the sweet, family friendly place that it is. Small business has the capacity to be the bridge that connects those seemingly opposing worlds.

VOICE

As a singing teacher, my life’s work is empowering people’s voices through singing, and I also consider it my life’s work to empower people’s voices in their own lives. I am more than comfortable expressing my own viewpoint in a clear, comprehensive, and articulate way, and I love bringing that experience to people who are new or reticent to bring their voices forth. I think Belmont is better served by a chorus of voices than by just a few loud, barking ones, and I would like to be able to share the perspective of a number of under-represented Belmont residents through my voice to the Council.
APPLICATION FOR VACANT CITY COUNCIL POSITION
(Application must be submitted by Noon on March 14, 2014)

NAME: Malekos Michael Eric

STREET ADDRESS: One Twin Pines Lane, Suite 375
              Belmont, CA 94002

CITY: Belmont STATE: CA ZIP CODE: 94002

Contact Information:
PHONE: Horr

1. Attach a resume outlining your educational background and experience.

2. Attach an applicant statement (400-500 words) describing why you should be selected to fill this vacant position.

Highlight below your relevant knowledge or skills that you will bring to the City Council:
20 - Years Utility Operations
10 - Years Financial Services
30 - Years Management

Have you ever served as a member of a Belmont Board, Commission or Task Force?
If yes, please specify which Board(s), Commission(s) and/or Task Force(s):

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<td>Name</td>
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<td>Length of Service</td>
<td>3-years</td>
<td>&lt;1-year</td>
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Former Finance Commissioner, City of Belmont
Former Member, Library Task Force, City of Belmont
List present/previous community service, public service, or civic involvement:
Former Site Council Member, Cipriani Elementary School, City of Belmont
Former Volunteer, Carlmont Parent's Nursery School, City of Belmont
Former Chairman, Belmont Greek Festival, City of Belmont

What you believe is the most important contribution you can make as a member of the City Council:
I am a problem-solver; and vow to be responsive, to be fair, to act in the best interests of our community, and to work hard and be knowledgeable regarding community activities.

What do you hope to accomplish, and how do you see yourself best collaborating with the current City Council?
If appointed, I will represent the values, needs, and desires of Belmont residents.
I will work in partnership with the current City Council to serve the public. To enforce public policy, administer public funds, and provide services based upon what the citizens of our community want.

I declare under penalty of perjury under the laws of the State of California that I am a resident of the City of Belmont, California, registered to vote in the City of Belmont, and that all information stated in this application and all attached pages are true, correct and complete.

Signature of Applicant 03/13/2014

Please submit this application and supporting documentation to the Belmont City Clerk's Office by noon on Friday, March 14, 2014. Applications received by the City will become public records that may be subject to public disclosure. Except for the name of the applicant, the City will treat applications as confidential to the extent allowed by law until the close of the application deadline.

City Clerk
Belmont City Hall
One Twin Pines Lane, Suite 375
Belmont, CA 94002

For office use only:
Staff has verified that the applicant is a registered voter in the City of Belmont
Executive Profile

Accomplished executive providing background in operations management, strategic planning and business leadership. Proven experience in business development, marketing, branding, and revenue generating strategies. Experienced in start-up companies and the ability to turn-around departments and companies.

A solid reputation for fostering business relationships and alliances with clients and industry experts, and identifying and capitalizing on profitable revenue opportunities.

Expertise and Skills:

- Strategic and Business Planning and Development
- Corporate Management
- Sales / Marketing Leadership and Development
- Relationship Cultivation
- Staff Recruitment, Training, and Development
- Website design
- Budget and Expense Control
- Event Management
- Revenue Management
- Team Building
- Job Studies

Professional Experience and Background

Principal / Consultant
Mountain Ranch Capital Advisors

Mountain Ranch Capital Advisors was an advisory firm for the secondary loan sales market. The company provided loan transfer services for buyers and sellers of commercial and specialty assets. Customers include banks, credit unions, life insurance companies, pension funds, and other financial institutions on asset management, through loan purchases and sales. I used my sales, corporate and business development background to accomplish the following:

- Researched and cultivated joint ventures and partnerships
- Established alliances and business development opportunities
- Structured and closed sales opportunities
- Defined target markets and launched national marketing campaigns
- Secured >$518MM in loan sale assignments

Vice President
Director of Sales, Marketing and Product Development
Bridger Commercial Funding

Pioneered organization from start-up. Planned, coordinated, and implemented company's business development strategies; amplified program awareness. Managed company's marketing and product branding and development; coordinated business events and presented programs at business forums and conferences. I utilized my corporate business background to accomplish the following:

- Supported CEO
- Established and built relationships with a wide range of clients
- Researched and identified business partners
• Exceeded sales projections
• Achieved top producer ranking resulting in >$100MM in transactions during first year of business exceeding strategic goal
• Multiple recipient of company's highest production awards
• Developed customer service and marketing plans and strategies; sourced, cultivated, and managed relationships with clients; developed knowledge of customer base and competition
• Broadened product line and developed new products that increased earnings
• Developed media plans
• Expanded territorial production
• Developed and managed company's loan sale platform
• Sold > $310MM in commercial real estate loans working with financial institutions

**Director Shareholder Services**  
**Assistant Transfer Agent / Assistant Corporate Secretary**  
**Pacific Gas and Electric Company**

Held management positions throughout career including term as Board appointed Officer of the Company. The following is a sampling of additional accomplishments:

• Served as Director Shareholder Services; department responsible for administration of company stocks, bonds and securities.
• Managed offices throughout the company's service territory; oversaw gas, electric, and customer service operations.
• Represented company with media and political representatives.
• Served as Instructor for company's customer service training programs.
• Coordinated company's Annual Meeting of Shareholders; appointed and served as Inspector of Election.
• Put into service and Managed call center; designed and administered client service survey – raised customer satisfaction ratings from 63% to 97%.

**Honors and Accomplishments**

• Officer of Pacific Gas and Electric Company
• Finance Commissioner; City of Belmont
• Chairman; Western Securities Transfer Association
• Organizer; Bay Commercial Bancorp
• Director; Risk Management Association's Golden Gate Chapter
• Multi-recipient of Bridger Commercial Funding's Annual Top Producer Award
• Published author - industry periodicals, freelance recreational journals

**Community Services**

• Belmont's Library Task Force
• San Francisco Food Bank
• United Way
• Shriners Hospitals for Children
• California Wildlife Protection
• Youth Education and Mentoring Programs

**Education**

• University of Phoenix: M.B.A.
• University of San Francisco: B.S., Business Administration
Statement for: MICHAEL MALEKOS  Age: 56

Occupation: Retired Utility / Financial Services Executive
            Client Care Center Manager

Purpose:

I am seeking appointment for a seat on Belmont’s City Council.

Background:

My family loves living in Belmont! I was raised on the Peninsula and am an 18-year Belmont resident. During this time I have participated in various aspects of community service. Two of my children have participated in youth athletics and are products of neighborhood schools; another is enrolled in a local daycare.

Work Philosophy:

I will bring both my corporate and entrepreneurial experience to Council. All the while providing leadership focused on enhancing quality of life standards. I will work with the present council to make decisions that affect our entire community, rather than any particular group. I am open to different points of view and will share a positive outlook. I believe responsibility rests within council to make decisions on matters that achieve the greatest good for the largest number of citizens. I don’t micro-manage. I do understand that council’s primary role is one of oversight; to set priorities, establish practices and step back and let our competent staff “run the city.”

Additionally, I learn all sides of an issue before forming an opinion. I ask questions and seek solutions. I am inquisitive, not argumentative. And, lastly I rely on facts, not opinions.

Matters of Interest:

Belmont’s City Council is experiencing a period of transition that, although a newcomer to city politics, I would like to be a part of.

If appointed to council I would support “staying the course” regarding the city’s general plan.

Other public betterment issues I would like to work on include, but are not limited to:

- Continued improvements made to our city’s infrastructure; storm drains, sidewalks, streets, traffic flow and sewers
• Revitalization of our downtown – I believe this can be achieved without disturbing the charm of the surrounding neighborhood
• Continued review of the Ralston corridor – ensuring it is safely shared by traffic, pedestrians and bicyclists.
• Return to the Crystal Springs Uplands School proposal
• Preservation of our open space parklands

Summary:

As council members, you are entrusted to make objective, well-informed decisions which affect the everyday lives of the citizens of Belmont. I am up to the task of meeting this challenge, would be a factor in maintaining a "balanced" council, and would be honored to work with you.

Respectfully,