

**AGENDA – REGULAR MEETING  
BELVEDERE CITY COUNCIL  
FEBRUARY 8, 2021, 6:30 PM  
REMOTE MEETING**

**COVID-19 ADVISORY NOTICE**

**Due to Covid concerns and consistent with State Executive Orders No. 25-20 and No. 29-20, the meeting will not be physically open to the public. Members of the City Council and staff will participate in this meeting remotely.**

**Members of the public are encouraged to participate remotely via Zoom or telephone pursuant to the information and link below. Public comment will be accepted during the meeting. The public may also submit comments in advance of the meeting by emailing the City Clerk at: [clerk@cityofbelvedere.org](mailto:clerk@cityofbelvedere.org). Please write “Public Comment” in the subject line. Comments submitted one hour prior to the commencement of the meeting will be presented to the City Council and included in the public record for the meeting. Those received after this time will be added to the record and shared with City Councilmembers after the meeting.**

**City of Belvedere is inviting you to a scheduled Zoom meeting.**

**Topic: Belvedere Regular City Council Meeting**

**Time: February 8, 2021 06:30 PM**

**Join Zoom Meeting:**

**<https://us02web.zoom.us/j/84864879383?pwd=NTB5Vm5reTRPVnNpTXhSMnJQVmRkQT09>**

**Webinar ID: 848 6487 9383**

**Passcode: 726395**

**877 853 5247 US Toll-free**

**888 788 0099 US Toll-free**

**The City encourages that comments be submitted in advance of the meeting.**

**However, for members of the public using the Zoom video conference function, those who wish to comment on an agenda item should write “I wish to make a public comment” in the chat section of the remote meeting platform. At the appropriate time, the city clerk will allow oral public comment through the remote meeting platform. Any member of the public who needs special accommodations to access the public meeting should email the city clerk at [clerk@cityofbelvedere.org](mailto:clerk@cityofbelvedere.org), who will use her best efforts to provide assistance.**

**AGENDA – REGULAR MEETING  
BELVEDERE CITY COUNCIL  
FEBRUARY 8, 2021, 6:30 PM  
VIA REMOTE ZOOM MEETING**

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**COMMENTS ON AGENDA ITEMS BY MEMBERS OF THE AUDIENCE**

*The audience will be given an opportunity to speak on each agenda item when it is called. Upon being recognized by the Mayor, please state your name and address, and limit your oral statement to no more than three minutes. The Council welcomes comments and questions raised by interested citizens but typically does not respond during the comment period.*

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**6:30 PM      CALL TO ORDER  
PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEM  
ADJOURN TO CLOSED SESSION**

<b>CLOSED SESSION</b>
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1. Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): (One potential case) Claims filed by Yema Khalif and Hawi Awash on January 25, 2021, on file with the City Clerk's Office.
2. Significant exposure to litigation pursuant to Government Code sections 54956.9(d)(2) and (e)(1): (One potential case)
3. Conference with Labor Negotiator. Government Code section 54957.6. Negotiator: City Manager. Bargaining Unit: Belvedere Police Department.

**7:00 PM      RECONVENE IN OPEN SESSION**

<b>OPEN FORUM</b>
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*This is an opportunity for any citizen to briefly address the City Council on any matter that does not appear on this agenda. Upon being recognized by the Mayor, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a more lengthy presentation or Council consideration may be agendaized for further discussion at a later meeting.*

<b>REPORTS &amp; PRESENTATIONS</b>
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4. City Council reports
5. City Manager report

## CONSENT CALENDAR

*The Consent Calendar consists of items that the City Council considers to be non-controversial. Unless any item is specifically removed by any member of the City Council, staff, or audience, the Consent Calendar will be adopted by one motion. Items removed will be considered in the sequence as they appear below. If any member of the audience wishes to have an item removed, please step to the microphone, state your name, and indicate the item.*

6. Approve minutes of the January 14th, 2021 regular meeting
7. Approve warrants of January 2021
8. Fiscal Year Investment Report for the quarter ending December 31, 2020
9. Amendment to 2019 Resolution authorizing vacation of unused portions of Golden Gate Avenue to allow minor landscaping improvements in public utility easement area.
10. Approve a Resolution authorizing the City Manager or Designee to submit a 2022-2023 Shoreline Erosion Control grant application to the California Department of Boating and Waterways

## OTHER SCHEDULED ITEMS

11. Fiscal Year 2020-2021 Mid-Year Budget Review

## ADJOURN

### NOTICE: WHERE TO VIEW AGENDA MATERIALS

Staff reports and other materials distributed to the City Council are available for public inspection at the following locations:

- Online at [www.cityofbelvedere.org/archive.aspx](http://www.cityofbelvedere.org/archive.aspx)
- Belvedere City Hall, 450 San Rafael Avenue, Belvedere. *(Materials distributed to the City Council after the Thursday before the meeting are available for public inspection at this location only.)*
- Belvedere-Tiburon Library, 1501 Tiburon Boulevard, Tiburon.

To request automatic mailing of agenda materials, please contact the City Clerk at (415) 435-3838.

### NOTICE: AMERICANS WITH DISABILITIES ACT

The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats and special assistance needed to attend or participate in this meeting. Please make your request at the Office of the City Clerk or by calling 415/435-3838. Whenever possible, please make your request four working days in advance.

**CONSENT CALENDAR**

**BELVEDERE CITY COUNCIL  
February 8, 2021**

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To: Mayor and City Council

From: Beth Haener, City Clerk

**Subject: Approve minutes of the January 11, 2021 City Council meeting**

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**Recommended Motion/Item Description**

That the City Council approve the minutes as part of the Consent Calendar.

**Attachments**

Minutes.

**REGULAR MEETING  
BELVEDERE CITY COUNCIL  
JANUARY 11, 2021, 6:30 PM  
REMOTE VIA ZOOM  
MINUTES**

**COUNCIL PRESENT:** Steve Block, James Lynch, Nancy Kemnitzer, Sally Wilkinson, and James Campbell.

**COUNCIL ABSENT:** None

**STAFF PRESENT:** City Manager Craig Middleton, Police Chief Jason Wu, Public Works Director Robert Zadnik, Senior Planner Rebecca Markwick, Administrative Services Manager Amber Johnson, Planning and Building Director Irene Borba, City Attorney Emily Longfellow, and City Clerk Beth Haener

*These minutes are intended to reflect the general content of the regular meeting. An audio file of the meeting is available: <https://www.cityofbelvedere.org/agendacenter>.*

**CALL TO ORDER IN REMOTE OPEN SESSION**

The meeting was called to order by Mayor Campbell at 6:30 PM via remote Zoom meeting. COVID-19 disclaimer was read.

**OPEN FORUM**

No one wished to speak.

**REPORTS & PRESENTATIONS**

**Item 1. City Council Reports**

Councilmember Kemnitzer reported that she attended the Marin County Council of Mayors and Councilmembers Climate Action Committee with Councilmember Lynch and stated that the Committee will be sharing the substance of climate action plans and discussing greater cooperation among the eleven jurisdictions, as well as the County. Councilmember Kemnitzer stated she will be keeping the Council advised throughout the process.

**Item 2. City Manager Reports**

City Manager Middleton reported that City Hall is busy and staff is working on staggered shifts to reduce the potential for exposures of COVID, and that staff members have been equipped to work from home. City Manager Middleton stated that those whose work cannot be done remotely are working on site with social distancing and mask protocols in place. Middleton reported that, in response to a resident concern about the integrity of the support structure for the lower part of Beach Road, Public Works Director Zadnik met with a structural engineer on site, who concluded there are no observable defects, and determined that the steel support structure is in good shape.

City Attorney Longfellow provided an update on the City's accessory dwelling unit Ordinance and its level of flexibility. Longfellow stated that in certain areas, the City could possibly prohibit accessory dwelling units or require additional conditions due to fire safety issues. Longfellow stated that Mike Lantier of Tiburon Fire will determine which areas of the City could pose particular fire safety-related issues. Informed by Mr. Lantier's findings, the City will develop an approach to dealing with ADUs in areas of particular risk, and will seek an informal review from the State Housing and Community Development Department before proposing next steps to the Council.

**CONSENT CALENDAR**

The Council took the following action on the Consent Calendar:

**MOTION: Move to adopt the Consent Calendar**

**MOVED:** By Wilkinson, seconded by Lynch; approval was unanimous.

The Consent Calendar consisted of the following Items:

- 3. **Approve minutes of the December 14th, 2020 regular meeting**
- 4. **Approve warrants of December 2020**
- 5. **Approve revocable license for proposed private improvements in the City street right-of-way along Lagoon Road for the property at 26 Lagoon Road**
- 6. **Approve second reading of an Ordinance Repealing and Replacing Belvedere Municipal Code section 16.32 “Small Residential Rooftop Solar Systems” to provide Expedited Permitting Process Per State Law**
- 7. **Approve second reading of an Ordinance adding Belvedere Municipal Code Chapter 16.33 to Expedite Permitting for Electric Vehicle Charging Per State Law**
- 8. **Approve response to Marin County Civil Grand Jury Report: The Gun Next Door: Firearm Safety in Marin County**

**Individual Consent Calendar**

- 9. **Approve revocable license agreement for 152 Bayview Avenue street right-of-way for existing & new landscaping/planter area, new retaining wall & stairs, and existing driveway**

**MOTION:** To adopt the Individual Consent Calendar.

**MOVED:** By Lynch, seconded by Block; approved.

**VOTE:**

<b>AYES:</b>	Wilkinson, Lynch, and Block
<b>NOES:</b>	None
<b>ABSENT:</b>	None
<b>RECUSED:</b>	Campbell, and Kemnitzer

**ADJOURN**

The meeting was adjourned at 6:46 P.M.

**THE FOREGOING MINUTES** were approved at a regular meeting of the Belvedere City Council on February 8, 2021, by the following vote:

**AYES:** Steve Block, James Lynch, Nancy Kemnitzer, Vice Mayor Wilkinson, and Mayor Campbell  
**NOES:** None  
**ABSENT:** None  
**RECUSED:** None

**Approve:** \_\_\_\_\_  
James Campbell, Mayor

**Attest:** \_\_\_\_\_  
Beth Haener, City Clerk

**CONSENT CALENDAR**

**BELVEDERE CITY COUNCIL  
FEBRUARY 8, 2021**

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To: Mayor and City Council  
From: Amber Johnson, Administrative Services Manager  
Subject: **Approve warrants of January 2021**

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**Recommended Motion/Item Description**

That the City Council approve the January 2021 warrants as part of the Consent Calendar.

**Attachments**

Warrants.

CITY OF BELVEDERE  
WARRANTS REPORT  
JANUARY 2021  
**BANK ACCOUNT 1000**  
**OPERATING CHECKING ACCOUNT**

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
26698	01/25/21	AMMI PUBLISHING COMP. INC	1,169.50	Automatic Generated Check
26699	01/25/21	AT&T	527.76	Automatic Generated Check
26700	01/25/21	AT&T MOBILITY	339.10	Automatic Generated Check
26701	01/25/21	BARTLETT TREE EXPERTS	1,620.00	Automatic Generated Check
26702	01/25/21	CINTAS CORPORATION #626	140.00	Automatic Generated Check
26703	01/25/21	CITY OF SAN RAFAEL	1,102.00	Automatic Generated Check
26704	01/25/21	CODE SOURCE	7,720.00	Automatic Generated Check
26705	01/25/21	COUNTY OF MARIN-MARIN.ORG	1,391.19	Automatic Generated Check
26706	01/25/21	DATA TICKET	105.00	Automatic Generated Check
26707	01/25/21	DAVIS SIGN COMPANY INC	95.92	Automatic Generated Check
26708	01/25/21	DIGITECH REPROGRAPHICS	1,138.60	Automatic Generated Check
26709	01/25/21	ENGINEERING SOLUTIONS SERVICES	9,495.00	Automatic Generated Check
26710	01/25/21	FLYERS ENERGY, LLC	507.54	Automatic Generated Check
26711	01/25/21	GOODMAN BUILDING SUPPLY	37.88	Automatic Generated Check
26712	01/25/21	JEFFREY CALDEWEY/TR	6,835.15	Automatic Generated Check
26713	01/25/21	JEROME MARKS	5,000.00	Automatic Generated Check
26714	01/25/21	MARIN COUNTY SHERIFF'S OF	36,886.53	Automatic Generated Check
26715	01/25/21	MARIN MUNICIPAL WATER DIS	4,304.57	Automatic Generated Check
26716	01/25/21	MILLER PACIFIC	3,800.00	Automatic Generated Check
26717	01/25/21	MOE ENGINEERING, INC.	3,832.50	Automatic Generated Check
26718	01/25/21	M. SANDOVAL ARCHITECTS, I	2,090.00	Automatic Generated Check
26719	01/25/21	RAM PRINT	259.14	Automatic Generated Check
26720	01/25/21	R & S SERVICE	42.83	Automatic Generated Check
26721	01/25/21	SHRED-IT USA - CONCORD	110.97	Automatic Generated Check
26722	01/25/21	TOWN OF TIBURON	2,520.00	Automatic Generated Check
26723	01/25/21	TPX COMMUNICATIONS	768.19	Automatic Generated Check
26724	01/25/21	UPS	16.17	Automatic Generated Check
26725	01/25/21	US BANK	2,650.00	Automatic Generated Check
26726	01/25/21	U.S. BANK CORPORATE PAYME	7,154.91	Automatic Generated Check
26727	01/25/21	VAN MIDDE & SON CONCRETE	88,043.44	Automatic Generated Check
26728	01/25/21	VERIZON	879.75	Automatic Generated Check
26729	01/25/21	WAGeworks INC.	106.00	Automatic Generated Check
26730	01/25/21	WELLS FARGO CLEARING SERVICES LLC	296.60	Automatic Generated Check
A-725	01/04/21	CALPERS	15,674.35	Electronic Payment
A-726	01/04/21	GLOBAL PAYMENT FEE	271.59	Electronic Payment
A-727	01/05/21	PG&E	2,881.36	Electronic Payment
A-728	01/05/21	TAKE CARE BY WAG	22.40	Electronic Payment
A-729	01/06/21	IRS	5,405.90	Electronic Payment
A-730	01/06/21	EMPLOYMENT DEVEL	1,522.16	Electronic Payment
A-731	01/07/21	MOJOPAYINC	9.95	Electronic Payment
A-732	01/11/21	TAKE CARE BY WAG	15.00	Electronic Payment
A-733	01/12/21	EQUIPMENT FINANC	1,066.28	Electronic Payment



CITY OF BELVEDERE  
WARRANTS REPORT  
JANUARY 2021  
**BANK ACCOUNT 1000**  
**OPERATING CHECKING ACCOUNT**

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
A-734	01/14/21	IRS	15,245.87	Electronic Payment
A-735	01/14/21	EMPLOYMENT DEVEL	5,088.87	Electronic Payment
A-736	01/15/21	CALPERS	18,855.22	Electronic Payment
A-737	01/15/21	ACCOUNT ANALYSIS	301.34	Electronic Payment
A-738	01/19/21	COMCAST 8155300	48.82	Electronic Payment
A-739	01/21/21	ATT	190.97	Electronic Payment
A-740	01/26/21	ATT	64.20	Electronic Payment
A-741	01/27/21	DEBIT MEMO	350.00	Electronic Payment
A-742	01/27/21	TIAA COMM FINANC	202.43	Electronic Payment
A-743	01/28/21	PITNEY BOWES	158.64	Electronic Payment
A-744	01/29/21	CALPERS	32,094.03	Electronic Payment
A-745	01/29/21	DELTA DENTAL	2,823.72	Electronic Payment
A-746	01/29/21	LINCOLN NATIONAL LIFE	714.30	Electronic Payment
A-747	01/29/21	RELIANCE STANDARD	356.75	Electronic Payment
A-748	01/29/21	IRS	15,515.69	Electronic Payment
A-749	01/29/21	CA EDD	5,151.21	Electronic Payment
AP010421-01	01/06/21	REBECCA MARKWICK	358.82	Electronic Payment
AP012521-01	01/25/21	ALHAMBRA & SIERRA SPRINGS	118.99	Electronic Payment
AP012521-02	01/25/21	ALISON FOULIS	900.00	Electronic Payment
AP012521-03	01/25/21	ATLAS BUSINESS SOLUTIONS,	300.00	Electronic Payment
AP012521-04	01/25/21	BAY ALARM COMPANY	350.73	Electronic Payment
AP012521-05	01/25/21	BELVEDERE-TIBURON LIBRARY	91,776.82	Electronic Payment
AP012521-06	01/25/21	EDMUND H. SAN DIEGO	619.50	Electronic Payment
AP012521-07	01/25/21	EPSTEIN + HOLTZAPPLE	8,322.50	Electronic Payment
AP012521-08	01/25/21	EPSTEIN + HOLTZAPPLE	72.00	Electronic Payment
AP012521-09	01/25/21	EPSTEIN + HOLTZAPPLE	48.00	Electronic Payment
AP012521-10	01/25/21	HERC RENTALS INC.	1,643.86	Electronic Payment
AP012521-11	01/25/21	JESUS ARGUELLES	1,280.00	Electronic Payment
AP012521-12	01/25/21	JESUS ARGUELLES	925.00	Electronic Payment
AP012521-13	01/25/21	MARIN IT, INC.	531.50	Electronic Payment
AP012521-14	01/25/21	MARY NEILAN	556.94	Electronic Payment
AP012521-15	01/25/21	MAZE & ASSOCIATES	6,383.00	Electronic Payment
AP012521-16	01/25/21	PARS	600.00	Electronic Payment
AP012521-17	01/25/21	PORAC RETIREE MEDICAL TRU	3,000.00	Electronic Payment
AP012521-18	01/25/21	TIBURON FIRE PROTECTION	139,644.33	Electronic Payment
AP012521-19	01/25/21	TREEMASTERS	1,780.00	Electronic Payment
AP012521-20	01/25/21	WILLDAN FINANCIAL SERVICE	7,438.61	Electronic Payment
Total for Bank Account 1000 ----->			581,667.89	

CITY OF BELVEDERE  
WARRANTS REPORT  
JANUARY 2021  
**BANK ACCOUNT 1010**  
**PAYROLL CHECKING ACCOUNT**

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
089	01/06/21	PAYROLL DIRECT DEPOSIT	42,147.67	Electronic Payment
090	01/14/21	PAYROLL DIRECT DEPOSIT	66,137.24	Electronic Payment
091	01/28/21	PAYROLL DIRECT DEPOSIT	67,501.08	Electronic Payment
P-065	01/14/21	MASS MUTUAL	276.92	Electronic Payment
P-066	01/28/21	MASS MUTUAL	276.92	Electronic Payment
PR011421-01	01/14/21	BPOA	92.30	Electronic Payment
PR011421-02	01/14/21	ICMA-RC	4,575.25	Electronic Payment
PR011421-03	01/14/21	GARNISHMENT	1,141.38	Electronic Payment
PR012821-01	01/28/21	BPOA	92.30	Electronic Payment
PR012821-02	01/28/21	ICMA-RC	4,575.25	Electronic Payment
PR012821-03	01/28/21	GARNISHMENT	1,141.38	Electronic Payment
Total for Bank Account 1010 ----->			187,957.69	
<b>Grand Total of all Bank Accounts -----&gt;</b>			<b>769,625.58</b>	

**CONSENT CALENDAR**

**BELVEDERE CITY COUNCIL  
FEBRUARY 8, 2021**

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**To:** Mayor and City Council  
**From:** Amber Johnson, Administrative Services Manager  
**Subject:** **Receive Investment Report as of December 31, 2020**

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**Recommended Motion/Item Description**

That the City Council receive the City's Investment Report for the quarter-ending December 31, 2020 as part of the Consent Calendar.

**Attachments**

Investment Report.

CITY OF BELVEDERE  
 REPORT ON INVESTMENTS  
 FISCAL YEAR 2020/21

QUARTER-ENDED 12/31/2020

<u>Investment</u>	<u>As-of</u>	<u>Ending Balance</u>	<u>Interest Earned</u>	<u>Interest Rate</u>	<u>Maturity</u>
Local Agency Investment Fund (LAIF)	09/30/20	\$ 4,164,472.15	\$ 11,908.95	0.84%	Liquid
Local Agency Investment Fund (LAIF)	12/31/20	\$ 6,926,381.10	\$ 6,786.60	0.63%	Liquid
			<u>\$ 18,695.55</u>		

To: Mayor and City Council

From: Robert Zadnik, Public Works Manager  
John Moe, City Engineer  
Emily Longfellow, City Attorney

**Subject: Adopt Resolution Modifying Public Utility Easement Reservation for 431 Golden Gate Avenue to Allow Minor Landscaping Improvements.**

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**Recommended Motion/Item Description**

Adopt the attached resolution modifying public utility easement reservation to allow minor landscaping improvements.

**Discussion**

On May 13, 2019, the City Council gave final approval to a lot line adjustment, street vacation, and approval of a property transfer agreement which authorized the transfer of certain portions of 431 Golden Gate Avenue to the City, and in exchange, portions of unused right-of-way to the owners of 431 Golden Gate, Marshal Miller and Linda Applewhite. (See: <https://www.cityofbelvedere.org/DocumentCenter/View/5870/Item-12.>)

In adopting this resolution, the City retained a permanent nonexclusive public utility easement over the vacated property for the benefit of the City of Belvedere and other utilities, which included standard language prohibiting improvements of any kind.

Since the initial approval, it has been determined that the standard language prohibiting all improvements in the utility easement area unnecessarily preclude the owners from making their previously proposed landscape modifications including a gated fence with stone pillars. These proposed improvements do not interfere with the maintenance or operation of the utilities within the utility easement.

The attached resolution for the Council's consideration modifies the public utility easement provision to allow certain minor landscape features within the public utility easement. The property owners would be required to remove any improvements at their sole cost and expense should it become necessary for the maintenance, repair, or installation of public utilities. Please note that the proposed improvements do not interfere with the utility easement at this time.

**Staff Recommendation**

Adopt the attached resolution modifying public utility easement reservation to allow minor landscaping improvements.

**Attachments**

- Resolution No. 2021-00
- Exhibit A: Resolution No. 2019-15

**CITY OF BELVEDERE**  
**RESOLUTION NO. 2021-00**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE**  
**MODIFYING ORDER VACATING AN UNIMPROVED PORTION OF CITY PROPERTY ON**  
**GOLDEN GATE AVENUE TO ALLOW MINOR LANDSCAPING IMPROVEMENTS IN**  
**UTILITY EASEMENT AREA**

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**WHEREAS**, at a duly noticed and public hearing on May 13, 2019 and pursuant to State law vacation procedures (Streets and Highways Code, §§ 8320 *et seq.*), the City Council adopted a Resolution ordering vacation of an unimproved portion of Golden Gate Avenue, Resolution 2019-15; and

**WHEREAS**, said vacation reserved a permanent, nonexclusive public utility easement pursuant to Streets and Highways Code section 8340, which included a condition that the area be kept free and open from improvements of any kind (Resolution 2019-15, Condition 4. See Exhibit “A” attached hereto); and

**WHEREAS**, the property owners of 431 Golden Gate Avenue desire to construct minor landscaping and fencing improvements within the reserved public utility area; and

**WHEREAS**, it has been determined that such minor improvements would not interfere with the maintenance or operation of any utilities within the easement area; and

**WHEREAS**, Streets and Highways Code section 8340 allows the reservation from vacation of a utility easement necessary to maintain, operate, replace, remove, or renew public utility facilities; and

**WHEREAS**, the City desires to make a modification to the utility easement reservation to allow minor landscaping improvements within the easement area, to the extent that the improvements do not interfere with the maintenance and operation of utilities within the easement area; and

**WHEREAS**, this Resolution is exempt from the California Environmental Quality Act (“CEQA”) under the common sense exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that it will not have an adverse effect on the environment; and

**WHEREAS**, with the exception of the public utility easement modification contained herein, all remaining terms and conditions of Resolution 2019-15 remain in full force and effect, and are incorporated herein by reference; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Belvedere as follows:

1. The findings stated above are true and correct and incorporated herein by reference.
  
2. Condition 4 in Resolution 2019-15 is hereby modified as follows, with additional language in underline:

“The City Council of the City of Belvedere hereby orders that pursuant to Streets and Highways Code section 8340, a permanent nonexclusive easement (the "Easement") be reserved and excepted from vacation over the City Property, described in the legal description attached as Exhibit "C" and as shown in the map attached as Exhibit "D" for the benefit of the City of Belvedere and other utilities as defined in California Public Utilities Code section 216 , reserving the right at any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair, renew, and enlarge lines of pipes, conduits, cables, wires, poles, electrical conductors, and other equipment, fixtures, appurtenances and for the operation of electric, gas, and communication facilities, including access, and also the rights to trim and cut down trees and brush that may be hazardous to the facilities; said area shall be kept open and free of buildings, permanent structures and wells, with the exception of minor landscaping improvements including fencing. The underlying property owners may be required to remove any such improvements at their sole cost and expense as necessary for the maintenance, repair, or installation of public utilities.

3. With the exception of the above-referenced utility easement modification, Resolution 2019-15 remains in full force and effect, and is incorporated herein by reference. (Exhibit “A”)
  
4. The City Clerk shall cause a certified copy of this Resolution to be recorded in the Office of the County Recorder of the County of Marin within a reasonable time from its adoption.

**PASSED AND ADOPTED** at a public hearing of the City Council of the City of Belvedere on February 8, 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**



**ABSTAIN:**

**APPROVED:** \_\_\_\_\_

James Campbell, Mayor

**ATTEST:** \_\_\_\_\_

Beth Haener, City Clerk

**CITY OF BELVEDERE**

**RESOLUTION NO. 2019-15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
ORDERING VACATION OF AN UNIMPROVED PORTION OF CITY PROPERTY ON  
GOLDEN GATE AVENUE AND AUTHORIZING THE CITY MANAGER TO ENTER  
INTO AN AGREEMENT WITH PROPERTY OWNERS TO TRANSFER PROPERTY  
AND EXECUTE A QUITCLAIM DEED ON BEHALF OF THE CITY**

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**WHEREAS**, the City owns that certain real property consisting of an unimproved portion of Golden Gate Avenue, more particularly described in the legal description attached as Exhibit C and as shown in the map attached as Exhibit D (the “City Property”); and

**WHEREAS**, the City finds that the City Property is not needed for any public use and no public use will be required in the future; and

**WHEREAS**, Marshall Miller and Linda Applewhite, as Trustees of the Miller and Applewhite Revocable Trust, (the “Miller-Applewhites”) are the owners of record of that certain real property adjacent to Golden Gate Avenue and Belvedere Avenue, more particularly described in the legal description attached as Exhibit A and as shown on the map attached as Exhibit B (the “Miller-Applewhite Property”); and

**WHEREAS**, the City desires to transfer the City Property to the Miller-Applewhites, and in exchange, the Miller-Applewhites desire to transfer the Miller-Applewhite Property to the City; and

**WHEREAS**, the City also desires to enter into an agreement with the Miller-Applewhites to effectuate said property transfer (the “Transfer Agreement”); and

**WHEREAS**, in order for the City to transfer the City Property to the Miller-Applewhites, the City must first vacate the City Property pursuant to California Streets and Highways Code section 8300 *et seq.*; and

**WHEREAS**, the City Clerk of the City of Belvedere set a City Council hearing for the purpose of considering evidence related to the proposed vacation of the City Property; and

**WHEREAS**, notices of the proposed vacation were published in *The Marin Independent Journal* and were posted conspicuously along the City Property at least two weeks prior to the date set for the public hearing of evidence offered by an and all interested persons, pursuant to California Streets and Highways Code section 8300 *et seq.*; and

**WHEREAS**, pursuant to City of Belvedere Resolution No. 75-12, the City Council is designated as the planning agency having jurisdiction under Government Code section 65402 to pass upon the location, purpose, and extent of the disposal and acquisition of real property, and to pass upon the conformity of such actions with the General Plan; and

**WHEREAS**, the Planning Department of the City of Belvedere has reviewed the proposed vacation, has compared the proposal to the applicable General Plan Elements, Maps, and Policies, and has found the proposed right-of-way vacation conforms with the City of Belvedere's General Plan; and

**WHEREAS**, on May 13, 2019, the City Council heard an and all persons interested in the proposed vacation of the City Property and received and considered all evidence submitted; and

**WHEREAS**, on May 13, 2019, the City Council had before it a report from the Planning Department of the City of Belvedere finding that the proposed vacation of the City Property is consistent with the City's General Plan; and

**WHEREAS**, public utilities may exist or be desired within the City Property and the City Council desires to reserve a public utility easement over the City Property.

**NOW, THEREFORE, BE IT RESOLVED** based on the findings stated above and incorporated herein, by the City Council of the City of Belvedere as follows:

1. The City Council of the City of Belvedere finds, from all of the evidence submitted, that the proposed vacation of the City Property, consisting of the unimproved portion of Golden Gate Avenue more particularly described in the legal description attached as Exhibit C and as shown in the map attached as Exhibit D is in conformity with the City of Belvedere's General Plan.
2. The City Council of the City of Belvedere finds, from all of the evidence submitted, that the right-of-way consisting of the unimproved portion of Golden Gate Avenue more particularly described in the legal description attached as Exhibit C and as shown in the map attached as Exhibit D is unnecessary for present or prospective public use, and that the City Council should make its order vacating said property.
3. The City Council of the City of Belvedere hereby orders the vacation of the right-of-way consisting of that portion of real property more particularly described in Exhibits C and D.
4. The City Council of the City of Belvedere hereby orders that pursuant to Streets and Highways Code section 8340, a permanent nonexclusive easement (the "Easement") be reserved and excepted from vacation over the City Property, described in the legal description attached as

Exhibit "C" and as shown in the map attached as Exhibit "D" for the benefit of the City of Belvedere and other utilities as defined in California Public Utilities Code section 216 , reserving the right at any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair, renew, and enlarge lines of pipes, conduits, cables, wires, poles, electrical conductors, and other equipment, fixtures, appurtenances and for the operation of electric, gas, and communication facilities, including access, and also the rights to trim and cut down trees and brush that may be hazardous to the facilities; said area shall be kept open and free of buildings, structures wells, and other improvements of any kind.

5. The City Clerk shall cause a certified copy of this Resolution, containing the foregoing order, to be recorded in the Office of the County Recorder of the County of Marin within a reasonable time from its adoption.

6. The City Council hereby authorizes the City Manager to enter into a Transfer Agreement on behalf of the City, in a form approved by the City Attorney's office, which shall detail the terms of the agreement between the City and the Marshall-Applewhites regarding the transfer of property between the parties.

7. The City Council hereby authorizes the City Manager to execute a quitclaim deed on behalf of the City in order to transfer the City Property to the Marshall-Applewhites, pursuant to the terms in the Transfer Agreement.

**PASSED AND ADOPTED** at a public hearing of the City Council of the City of Belvedere on May 13, 2019, by the following vote:

**AYES:** James Campbell, Nancy Kemnitzer, Claire McAuliffe, Marty Winter, and Mayor Robert McCaskill

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**APPROVED:** \_\_\_\_\_

Robert McCaskill, Mayor

**ATTEST:** \_\_\_\_\_

Alison Foulis, City Clerk

**EXHIBIT A**  
**LEGAL DESCRIPTION**  
**MILLER TO THE CITY OF BELVEDERE**

**ALL THAT CERTAIN** property situated in the City of Belvedere, County of Marin, State of California described as follows;

**BEING A PORTION** of that land described in the quit claim deed to the Miller and Applewhite revocable trust recorded June 1, 2016, in Document No. 2016-0024004, Marin County Official Records, more particularly described as follows:

**PARCEL No. 1**

Beginning at the Northwest corner of said parcel as shown on Record of Survey in Book 2000, Page 07 of Marin County Records; Thence from said Point of Beginning (POB) along the North line thereof, South 76° 27' 00" East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North 76° 17' 27" East; thence along said curve through a central angle of 12° 04' 39", an arc length of 15.81 Feet; Thence leaving Northerly line of said parcel, North 51° 02' 58" West, 12.89 Feet, to a curve having a radius of 24.00 Feet and being concave to the Southwest; Thence along said curve an arc length of 8.91 Feet; Thence North 72° 06' 23" West, 10.70 Feet; Thence North 72° 28' 10" West, 19.73 Feet; Thence North 26° 05' 30" East, 3.27 Feet to the Point of Beginning.


Parcel No. Contains 241.35 Sq. Ft. (See **Exhibit B Attached**)

**PARCEL No. 2**

Beginning at the most Southerly Corner of said parcel, Document No. 2016-0024004 as shown on Record of Survey in Book 2000, Page 07 of Marin County Records (POB); Thence North 19°47'00" West, 11.34; Thence S 84°16'00" East, 9.77 Feet; Thence South 31°15'00" West, 11.34 Feet to the Point of Beginning.

Parcel No. 2 Contains 50.00 Sq. Ft. (See **Exhibit B Attached**)

Prepared By:

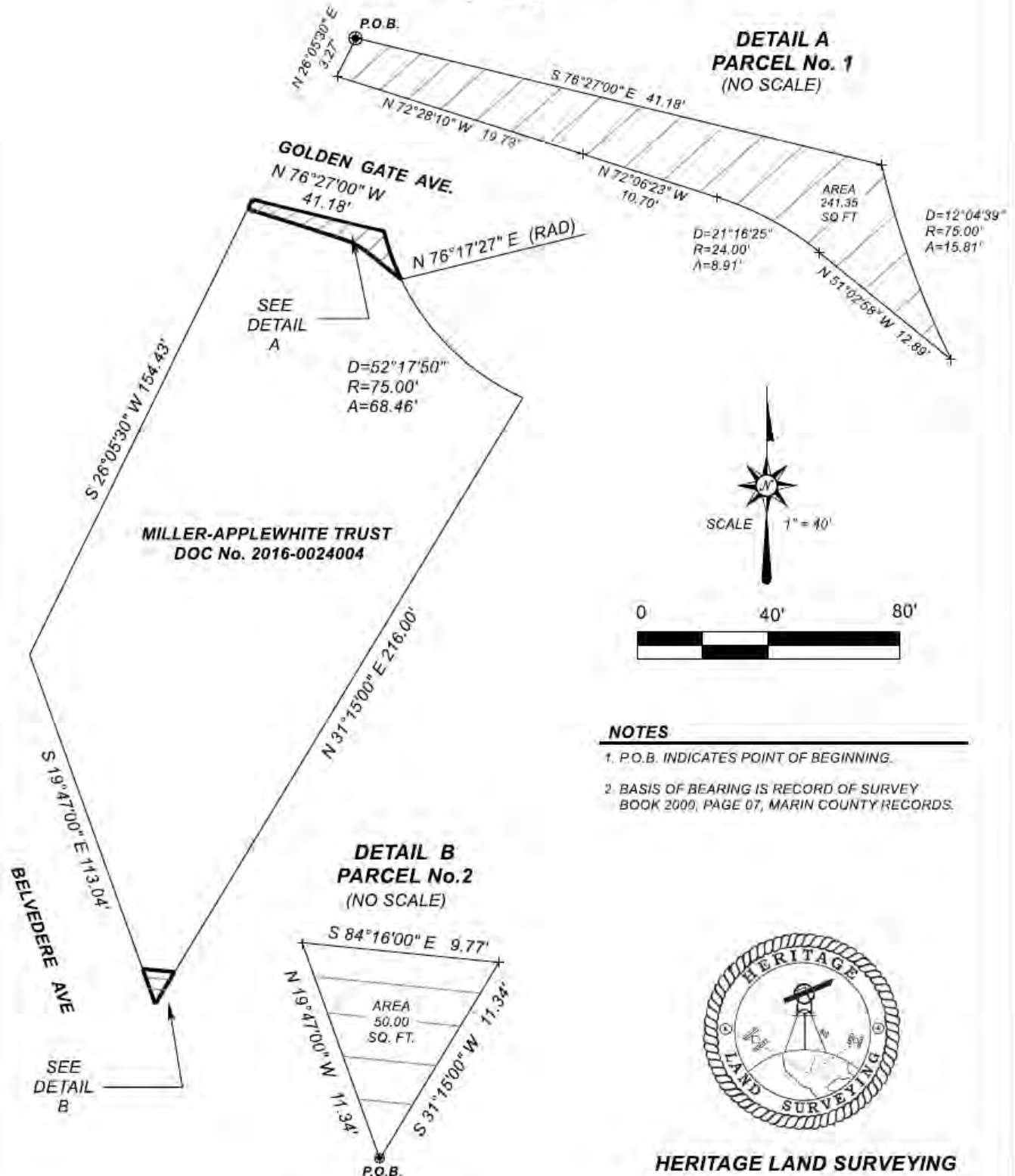
  
\_\_\_\_\_  
J. Boone Haynes PLS

APRIL 15, 2019  
\_\_\_\_\_  
Date



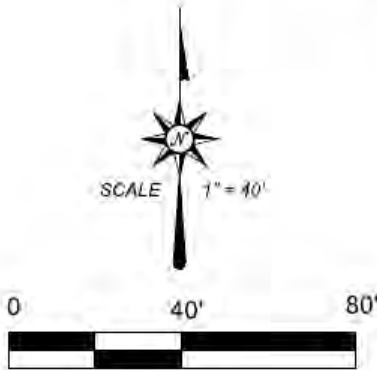
**EXHIBIT B**

**MILLER TO THE CITY OF BELVEDERE  
 (PLAT)**



**DETAIL A  
 PARCEL No. 1  
 (NO SCALE)**

SEE  
 DETAIL  
 A



- NOTES**
1. P.O.B. INDICATES POINT OF BEGINNING.
  2. BASIS OF BEARING IS RECORD OF SURVEY BOOK 2009, PAGE 07, MARIN COUNTY RECORDS.

**DETAIL B  
 PARCEL No. 2  
 (NO SCALE)**

SEE  
 DETAIL  
 B



**EXHIBIT C**  
**LEGAL DESCRIPTION**  
**THE CITY OF BELVEDERE TO MILLER**

**ALL THAT CERTAIN** property situated in the City of Belvedere, County of Marin, State of California described as follows:

**BEING A PORTION** of Golden Gate Avenue as shown on "Map No. 3 of the Belvedere Peninsula, Marin Co. Cal", Filed for Record June 26<sup>th</sup>, 1891 in Rack1 of Maps at Pull 8 of Marin County Official Records and more particularly described as follows:

Commencing at the Northwest corner of that certain parcel quit claimed to Miller and Applewhite's revocable trust, recorded June 1, 2016 in Document No. 2016-0024004, Marin County Official Records and as shown on Record of Survey Book 2000, Page 07 of Marin County Records; Thence along the North line thereof, South 76° 27' 00" East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North 76° 17' 27" East thence along said curve through a central angle of 12° 04' 39" and an arc length of 15.81 Feet to the **Point of Beginning** (POB); Thence continuing along said curve through a central angle of 40° 13' 11" and an arc length of 52.65 Feet; Thence North 31° 15' 00" East, 5.46 Feet; Thence North 56° 07' 34" West, 16.30 Feet; Thence North 50° 43' 15" West, 5.13 Feet; Thence North 51° 01' 44" West, 11.00 Feet; Thence North 49° 05' 03" West, 18.27 Feet to the Point of Beginning.

Parcel Contains 260.80 Sq. Ft. (See **Exhibit D** Attached)

Prepared By:



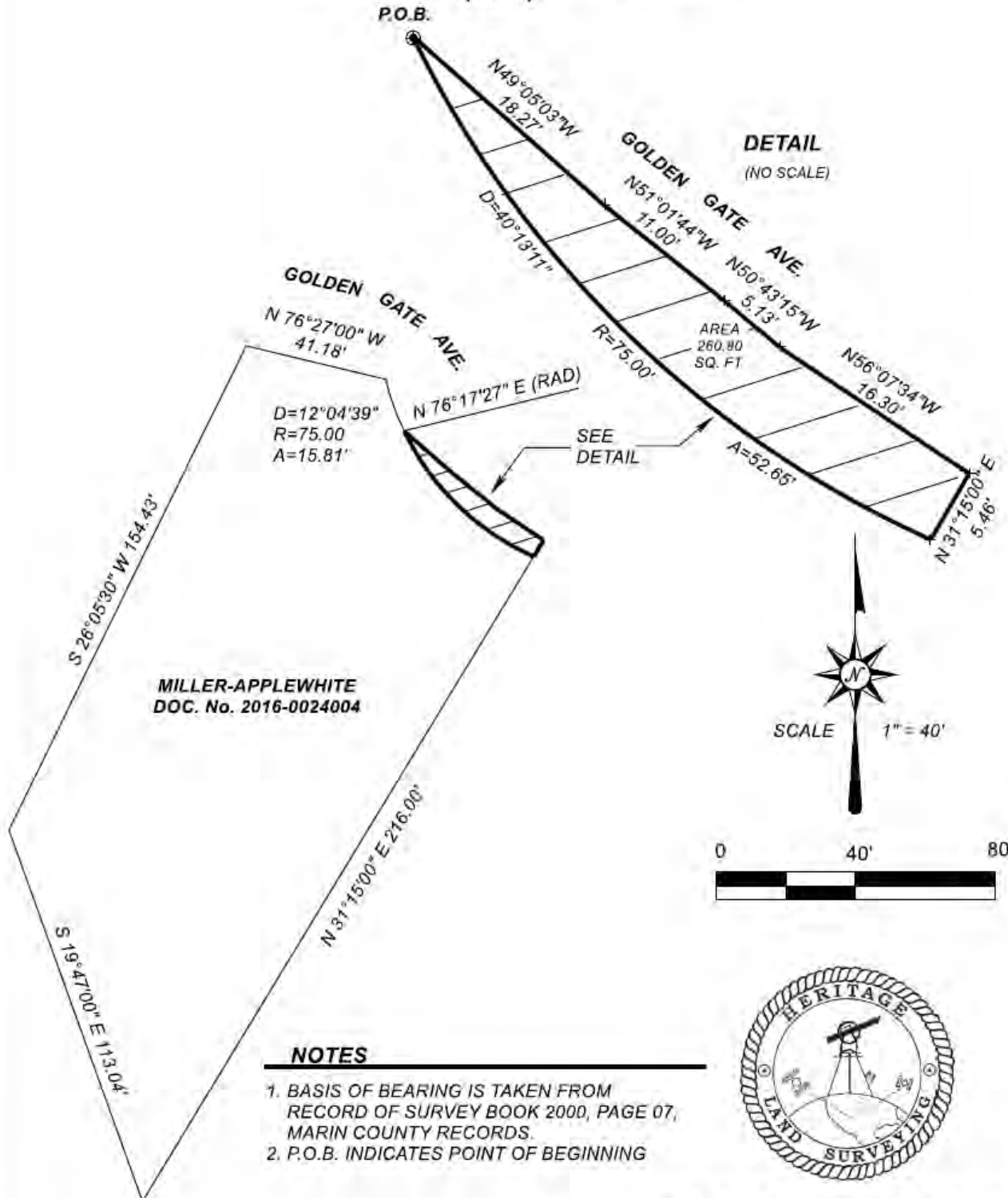
J. Boone Haynes PLS

MAY 5, 2019  
Date



**EXHIBIT D**

**THE CITY OF BELVEDERE TO MILLER  
(PLAT)**

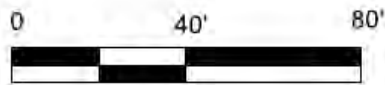


**DETAIL**  
(NO SCALE)

AREA  
260.80  
SQ. FT

A=52.65'

**MILLER-APPLEWHITE  
DOC. No. 2016-0024004**



**NOTES**

1. BASIS OF BEARING IS TAKEN FROM RECORD OF SURVEY BOOK 2000, PAGE 07, MARIN COUNTY RECORDS.
2. P.O.B. INDICATES POINT OF BEGINNING



**HERITAGE LAND SURVEYING**

HERITAGELANDSURVEYS.COM  
(707) 582-4066 MAY, 2019



I certify under PENALTY OF PERJURY under the laws of the State of California that the former is a true and correct copy of City Council Resolution No. 2019-15.

WITNESS my hand and the city seal of the City of Belvedere.

\_\_\_\_\_  
Alison Foulis  
City Clerk  
City of Belvedere, California

\_\_\_\_\_  
Date

(Seal)

State of California }  
County of Marin } ss.  
City of Belvedere }

On May 13, 2019, before me, Alison Foulis, City Clerk of the City of Belvedere, personally appeared Robert McCaskill, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and the city seal of the City of Belvedere.

\_\_\_\_\_  
Alison Foulis

To: Mayor and City Council

From: Robert Zadnik, Public Works Manager

**Subject: Adopt a resolution authorizing the City Manager or Designee to submit a FY 2022-23 Shoreline Erosion Control Grant application to the California State Parks Division of Boating and Waterways.**

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**Recommended Motion/Item Description**

Adopt the attached resolution.

**Background**

The tentative schedule for the City’s levee improvement project has an anticipated construction start date of Spring 2023. Given that many state and federal grant application cycles are initiated years in advance of award, staff has taken the initiative by retaining a grant specialist consultant to identify the best opportunities for funding.

The California State Parks Division of Boating and Waterways (Division) offers grants for projects that address and improve shoreline erosion control. The Division will consider projects that address construction and repair of seawalls and will distribute awards based on need and available funds. There are no established set minimum or maximum award amounts. The Shoreline Erosion Control Grant for FY 2022/23 is a construction match-grant that requires agency participation at 50% upon acceptance of the award.

The attached resolution is required by the Division to complete the grant application submittal process.

**Staff Recommendation**

Adopt the attached resolution

**Attachments**

1. Draft resolution

**CITY OF BELVEDERE**  
**RESOLUTION NO. 2021-00**

**A RESOLUTION OF THE CITY OF BELVEDERE CITY COUNCIL AUTHORIZING A  
GRANT APPLICATION TO THE CALIFORNIA STATE PARKS DIVISION OF BOATING  
AND WATERWAYS FOR THE BELVEDERE SEA LEVEL RISE & FLOOD MITIGATION  
PROJECT**

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**WHEREAS**, the California State Parks Division of Boating and Waterways (DBW) is accepting applications for fiscal year 2022/23 funding from the Public Beach Restoration and Shoreline Erosion Control grant program; and

**WHEREAS**, the general objective of the grant program is to preserve and protect human health and safety along the California shoreline, minimize the economic losses caused by beach erosion, and maintain urgently needed recreational beach areas; and

**WHEREAS**, the City of Belvedere desires to finance some of the cost of designing and constructing the Belvedere Sea Level Rise & Flood Mitigation Project (Project) using grant funding provided by the DBW through the Public Beach Restoration and Shoreline Erosion Control grant program; and

**WHEREAS**, the City conducted engineering studies that determined that the Project provides the Belvedere Lagoon area critical protections against flooding caused by sea level rise, tidal action and stormwater.

**WHEREAS**, the Project's total estimated cost is \$20,994,200.

**THE BELVEDERE CITY COUNCIL DOES HEREBY RESOLVE:**

**Section 1.** The above recitals are true and correct.

**Section 2.** The City Manager, or his Designee, is hereby authorized and directed to sign and file, for and on behalf of the City, a grant application with the DBW for the Project.

**Section 3.** This Authorized Representative, City Manager or designee, is designated to manage the Project and grant funding, including negotiating and executing all agreements necessary to comply with the DBW's grant program requirements, submitting reports and certifying disbursement requests on behalf of the City.

**Section 4.** If a grant award is made by the DBW and accepted by the City, the City commits to providing a minimum of a 50% in matching funds (\$10,497,100) for the Project, and up to the balance of funds needed to complete the construction of the Project.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on February 8, 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

To: Mayor and City Council

From: Amber Johnson, Administrative Services Manager

Reviewed by: Craig Middleton, City Manager

**Subject: Fiscal Year 2020-2021 Mid-Year Budget Review**

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**Recommended Motion/Item Description**

Receive mid-year budget information.

**Background**

The Fiscal Year 2020-2021 Budget was adopted by the City Council on June 8, 2020 and revised on August 10, 2020 and October 12, 2020. An important accountability feature of our budget process is the presentation of a mid-year budget review, focusing primarily on the General Fund. This report provides an opportunity for the Council to review the City’s financial status and it enhances fiscal accountability and transparency.

***Beginning Fund Balance July 1, 2020***

The adopted budget assumed a beginning balance in the General Fund of \$3,498,225. The actual fund balance at June 30, 2020 was \$4,597,489, a positive difference of \$1,099,264. This increase in budgeted fund balance is partially attributable to higher than anticipated revenues, as actual revenues exceeded conservative projections. The increase is also due to lower than anticipated expenditures, primarily in the Police Department, due to salary and benefit savings recognized from vacancies in the department.

***Pension and OPEB-Related Liabilities***

When considering the finances of the City, it is important to keep in mind the entire fiscal health of the City, which includes its liabilities. The City’s only significant liabilities are related to pensions and other post-employment benefits (OPEBs). Despite having provided \$4.7 million in additional contributions to CalPERS over the last 8 years - \$2.6 million of which was financed – the City’s total unfunded pension liability as of the last valuation was \$1.6 million. It is expected to grow by approximately \$1 million with the next valuation report. The City’s liability for OPEBs is also a sizeable figure at \$1.3 million, and the liability for the City’s supplemental plan is \$200 thousand. Altogether (including debt financing), the City’s liabilities at June 30, 2020 were approximately \$6.4 million (Table 1), which is significant for a municipality with an annual operating and capital budget of \$8.6 million.

Last month, the Belvedere Finance Committee formed a task force to analyze these growing liabilities and recommend a strategy to ensure the City's ongoing fiscal sustainability. This task force is expected to present its recommendations to the Finance Committee in the next few months.

*Table 1: Summary of Pension and OPEB Liability*

**City of Belvedere**  
**Summary of Pension and OPEB Liability**  
**as of June 30, 2020**  
**In Millions**

<b>Description</b>	<b>Valuation Date</b>	<b>Amount</b>
Pension-related Debt Restructuring	6/30/2020	\$ 2.3
CalPERS Pension	6/30/2019	1.6
<i>Anticipated</i> increase to CalPERS Pension	6/30/2020	1.0
PARS Defined Benefit	6/30/2020	0.2
OPEB Health Benefit	6/30/2020	1.3
<b>Total</b>		<b>\$ 6.4</b>

**Financial Analysis Summary – Current Year Actuals to Date**

***Revenues***

General Fund revenues through the 2<sup>nd</sup> quarter are \$4,076,129, which is 56% of the general fund budgeted revenues of \$7,258,022 (Table 2).

Property taxes are on track to meet projections. Real property transfer taxes have already exceeded current year projections and prior year collections. This reflects real property turnover in the City that will have a positive impact on baseline parcel tax values next year.

Most over-the-counter revenues (such as business licenses, construction permits, planning fees and road impact fees) are coming in slightly less than the prior year to date, but are on track to meet conservative budgeted projections. With the implementation of permit tracking software at the end of calendar year 2018, staff has begun to extract meaningful reporting metrics beginning July 1, 2019 (Table 3).

Table 2: City-Wide Revenues by Category

City of Belvedere  
Statement of Revenues by Category  
From 7/1/2020 Through 12/31/2020

REVENUES	Total Budget - Revised	Current Period	Percent Budget Received	Prior Year Current Period Actual
General Fund				
Property Taxes	5,911,829	3,426,801	58%	3,191,917
Local Non-Property Taxes	336,590	76,606	23%	87,445
Licenses and Permits	433,793	238,091	55%	297,953
Fines and Forfeitures	16,000	1,017	6%	10,927
Investment and Property	65,000	57,606	89%	84,492
Revenue/Other Agencies	146,435	102,671	70%	100,811
Service Charges	311,375	151,413	49%	199,681
Miscellaneous Other Revenue	37,000	21,926	59%	34,354
<b>Total General Fund</b>	<b>7,258,022</b>	<b>4,076,129</b>	<b>56%</b>	<b>4,007,580</b>
Fire Fund	947,932	521,404	55%	505,328
Capital Improvement Fund	663,750	130,379	20%	235,488
Equipment Replacement Fund	1,000	23,092	2309%	-
<b>Total REVENUES</b>	<b>8,870,704</b>	<b>4,751,004</b>	<b>54%</b>	<b>4,748,396</b>

Table 3: Permit Summary Reports

City of Belvedere  
Permit Summary Report  
Total Permits Issued

	7/1/2019 to 12/31/2019		7/1/2020 to 12/31/2020	
	Count	Fees Paid	Count	Fees Paid
Building				
Commercial	3	\$ 57,311	1	\$ 397
Residential	128	\$ 414,592	201	\$ 444,259
Planning				
Other than Plan Checks	41	\$ 2,546	56	\$ 5,916
Public Works				
Encroachment	324	\$ 31,291	331	\$ 32,877
Road Closure	61	\$ 10,718	73	\$ 13,009
<b>TOTAL*</b>	<b>557</b>	<b>\$ 516,459</b>	<b>662</b>	<b>\$ 496,459</b>

\* These totals represent total fees collected by permit type, which are spread out among financial statement categories of Licenses & Permits, Service Charges and Capital Improvement revenue.

***Operating Expenditures***

General fund expenditures are \$2,868,817, which is 52% of the general fund expenditure budget of \$5,533,039 (Table 4). The City's four main departments – Administration, Planning & Building, Police and Public Works – have expended about 50% of the annual budget, which is appropriate at this point in the year. The Community Center and Non-Departmental departments have used about 74% of their annual expenditure authority because these departments have many one-time costs that are incurred at the beginning of the fiscal year.

*Table 4: General Fund Expenditures by Department*

City of Belvedere  
Statement of General Fund Expenditures by Department  
From 7/1/2020 Through 12/31/2020

EXPENDITURES	Total Budget	Current Period	Remaining Balance	Percent Budget Used
General Fund				
Administration	1,033,926	497,747	536,179	48%
Planning & Building	1,128,075	510,216	617,859	45%
Police	1,655,933	811,372	844,561	49%
Public Works	1,186,982	657,099	529,883	55%
Community Center	61,844	45,861	15,983	74%
Non-Departmental	466,279	346,521	119,758	74%
<b>Total General Fund Expenditures</b>	<b>5,533,039</b>	<b>2,868,817</b>	<b>2,664,222</b>	<b>52%</b>



***Capital Expenditures***

Capital Fund expenditures are \$355,685, which is 16% of the annual Capital Fund expenditure budget (as amended) of \$2,230,470 (Table 5). Capital spending tends to be light in the first part of the year and heavy in the second part, with most large projects implemented in the spring months. Capital project sheets for all projects that are active or completed in this fiscal year can be found at Attachment 1.

*Table 5: Capital Fund Expenditures by Category*

City of Belvedere  
Statement of Capital Fund Expenditures by Category  
From 7/1/2020 Through 12/31/2020

EXPENDITURES	Total Budget - Revised	Current Period	Remaining Balance	Percent Budget Used
Capital Improvement Fund				
Streets	406,134	58,152	347,982	14%
Infrastructure	197,852	162,762	35,090	82%
Lanes	217,154	9,987	207,167	5%
Parks and Open Space	108,000	-	9,000	0%
Community Buildings	323,000	22,000	301,000	7%
Miscellaneous Other	834,840	102,784	831,056	12%
Utility Undergrounding Districts	143,490	-	143,490	0%
<b>Total Capital Improvement Fund</b>	<b>2,230,470</b>	<b>355,685</b>	<b>1,874,785</b>	<b>16%</b>

*City-Wide Revenues and Expenditures*

In summary, revenues and expenditures are tracking closely to the budgeted amounts, and a significant variance between budgeted and actual revenues and expenditures is not anticipated (Table 6).

Table 6: *City-Wide Revenues and Expenditures*

City of Belvedere			
Statement of Revenues and Expenditures			
From 7/1/2020 Through 12/31/2020			
	Total Budget - Revised	Current Period	Percent Budget Rec'd/Used
<b>REVENUES</b>			
<b>General Fund</b>	<b>7,258,022</b>	<b>4,076,129</b>	<b>56%</b>
Fire Fund	947,932	521,404	55%
Capital Improvement Fund	633,750	130,379	21%
Equipment Replacement Fund	<u>1,000</u>	<u>23,092</u>	<u>2309%</u>
Total REVENUES	<u>8,840,704</u>	<u>4,751,004</u>	<u>54%</u>
<b>EXPENDITURES</b>			
<b>General Fund</b>	<b>5,533,039</b>	<b>2,868,817</b>	<b>52%</b>
Capital Improvement Funds	2,230,470	355,685	16%
Fire Fund	1,775,000	1,023,836	58%
Debt Service	247,023	126,839	51%
Insurance Reserve Fund	525	0	0%
Equipment Replacement Fund	<u>30,285</u>	<u>14,933</u>	<u>49%</u>
Total EXPENDITURES	<u>9,816,342</u>	<u>4,390,110</u>	<u>45%</u>

**General Fund Summary**

The FY 2020-21 Adopted Budget anticipated that expenditures and transfers out would exceed revenues by \$51,561, resulting in a General Fund balance of \$3,446,664. However, this deficit is offset by the positive difference of \$1,099,264 from the beginning fund balance at July 1, 2020. The revised projected General Fund balance is \$4,532,596, which continues to meet the Council’s established reserve policy of 50% of operating expenditures (Table 7).

*Table 7: General Fund Summary*

**City of Belvedere  
General Fund Summary**

	<u>Original Budget</u>	<u>Change</u>	<u>Revised Budget</u>
<b>Beginning Balance 7/1/20</b>	<b>3,498,225</b>	<b>1,099,264</b>	<b>4,597,489</b>
Revenue	7,258,022		7,258,022
Expenditures	(5,529,467)	(3,573)	(5,533,039)
Transfers	(1,780,117)	(10,285)	(1,789,876)
Surplus/(Deficit)	(51,561)		(64,893)
<b>Ending Balance 6/30/20</b>	<b>3,446,664</b>		<b>4,532,596</b>
Reserve Calculations:			
General Fund Expenses + Fire Transfer + Debt Service	6,603,558		6,607,130
General Fund Reserve Policy 50%	3,301,779		3,303,565
Projected General Fund Balance 6/30/20	3,446,664		4,532,596
Over (Under) Policy in Dollars	144,885		1,229,031
Over (Under) Policy as percentage	52%		69%

**Fiscal Impact**

There is no fiscal impact associated with this report.

**Recommended Motion/Item Description**

Receive mid-year budget information.

**Attachments**

Capital Improvement Project Summary Sheets

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** STREETS  
**Project:** Spot Surface Repairs (Annually)  
**Description:** Ongoing pavement repairs necessary to keep the roadways free of potholes and ensure that road surface conditions remain at the high level expected by the community. Needs are determined by analysis during the Pavement Management Program Survey.  
**% Budget Used:** 53%  
**Status:** Spot paving work is completed on an as-needed bases and generally retained for emergency or urgent pavement restoration needs that arise throughout the year.

**Projected Timing:**

**Start Date:** Sep 2020  
**End Date (Estimated):** Jun 2021

<b>Total Budgeted Cost:</b>	<b>Original</b>	<b>Revisions</b>	<b>Total</b>
<b>Planning &amp; Design:</b>		\$ -	\$ -
<b>Engineering &amp; Admin:</b>		\$ -	\$ -
<b>Construction:</b>	\$ 45,000	\$ -	\$ 45,000
<b>Equipment:</b>		\$ -	\$ -
<b>Total:</b>	\$ 45,000	\$ -	\$ 45,000

**Expenditures by Funding**

<b>Source:</b>	<b>Total Budget</b>	<b>Actuals to Date</b>	<b>Remaining</b>
<b>Road Impact Fees</b>	\$ 45,000	\$ 23,715	\$ 21,285
<b>Total</b>	\$ 45,000	\$ 23,715	\$ 21,285

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** STREETS  
**Project:** Paving (Annually)  
**Description:** Fees collected from Road Impact are used to repair large areas of distressed asphalt and maintain Belvedere roads. Crack sealing, traffic marking, roadway shoulder berms, slurry seal and other road stabilization projects fall under this program.

**% Budget Used:** 10%

**Status:**

Staff developed plans and specification and publicly bid the 2020 Pavement Rehab Project in August. Bids were returned at 30% higher than expected due to a number of factors unique to Belvedere. Given the need for overlayments and treatments to roads within the Acacia/Laurel District, it was decided that work should wait until the District project was completed.

**Projected Timing:**

**Start Date:** Aug 2020  
**End Date (Estimated):** Jun 2021

<b>Total Budgeted Cost:</b>	<b>Original</b>	<b>Revisions*</b>	<b>Total</b>
<b>Planning &amp; Design:</b>		\$ -	\$ -
<b>Engineering &amp; Admin:</b>		\$ -	\$ -
<b>Construction:</b>	\$ 100,000	\$ 261,134	\$ 361,134
<b>Equipment:</b>		\$ -	\$ -
<b>Total:</b>	\$ 100,000	\$ 261,134	\$ 361,134

**Expenditures by Funding**

<b>Source:</b>	<b>Total Budget</b>	<b>Actuals to Date</b>	<b>Remaining</b>
<b>Road Impact Fees</b>	\$ 275,369	\$ 26,258	\$ 249,111
<b>Gas Tax</b>	\$ 85,765	\$ 8,178	\$ 77,587
<b>Total</b>	\$ 361,134	\$ 34,436	\$ 326,698

\* Budget revision was to roll forward prior year unspent funds.

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** INFRASTRUCTURE  
**Project:** Retaining Wall  
**Description:** Retaining Wall maintenance 100-200 Beach Road.  
**% Budget Used:** 100%  
**Status:** This project was completed in 2020.

**Projected Timing:**

**Start Date:** Aug 2020  
**End Date (Estimated):** Nov 2020

<b>Total Budgeted Cost:</b>	<u>Original</u>	<u>Revisions*</u>	<u>Total</u>
Planning & Design:	\$ -	\$ -	\$ -
Engineering & Admin:		\$ -	\$ -
Construction:	\$ -	\$ 136,632	\$ 136,632
Equipment:		\$ -	\$ -
<b>Total:</b>	<b>\$ -</b>	<b>\$ 136,632</b>	<b>\$ 136,632</b>

**Expenditures by Funding**

<b>Source:</b>	<u>Total Budget</u>	<u>Actuals to Date</u>	<u>Remaining</u>
General Fund transfer	\$ 136,632	\$ 137,842	\$ (1,210)
<b>Total</b>	<b>\$ 136,632</b>	<b>\$ 137,842</b>	<b>\$ (1,210)</b>

\* Budget revision was to roll forward prior year unspent funds.

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** INFRASTRUCTURE  
**Project:** Storm Drains  
**Description:** Much of Belvedere's storm drainage system was constructed with galvanized metal pipe that has a lifespan of 50 years. These pipes need to be systematically replaced or re-lined to ensure that storm water does not erode the surrounding soil and hillsides.  
**% Budget Used:** 66%  
**Status:** A problematic storm drain line and inlet on Belvedere Ave. was replaced in August of 2020 under-budget. The remainder of funds should be carried over to the following 2021-22 FY to fund a larger pipeline replacement.

**Projected Timing:**

**Start Date:** Aug 2020  
**End Date (Estimated):** Aug 2020

<b>Total Budgeted Cost:</b>	<u>Original</u>	<u>Revisions*</u>	<u>Total</u>
Planning & Design:		\$ -	\$ -
Engineering & Admin:		\$ -	\$ -
Construction:	\$ 25,000	\$ -	\$ 25,000
Equipment:		\$ -	\$ -
<b>Total:</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>

**Expenditures by Funding**

<b>Source:</b>	<u>Total Budget</u>	<u>Actuals to Date</u>	<u>Remaining</u>
General Fund transfer	\$ 25,000	\$ 16,572	\$ 8,428
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 16,572</b>	<b>\$ 8,428</b>

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** INFRASTRUCTURE  
**Project:** Emergency Drainage Repairs (Annually)  
**Description:** This line item is a requirement for the City's annual storm drain discharge permit through the State of California. Funds are earmarked for repair of storm drain system failures that are detected during yearly preventative maintenance activities.

**% Budget Used:** 43%

**Status:** Drainage improvements on Beach Road were needed to address pooling of water. This project is complete.

<b>Projected Timing:</b>	<u>Beach Rd</u>	<u>Future Projects</u>
<b>Start Date:</b>	Aug 2020	TBD
<b>End Date (Estimated):</b>	Sept 2020	TBD

<b>Total Budgeted Cost:</b>	<u>Original</u>	<u>Revisions*</u>	<u>Total</u>
Planning & Design:		\$ -	\$ -
Engineering & Admin:		\$ -	\$ -
Construction:	\$ 10,000	\$ 9,220	\$ 19,220
Equipment:		\$ -	\$ -
<b>Total:</b>	<b>\$ 10,000</b>	<b>\$ 9,220</b>	<b>\$ 19,220</b>

**Expenditures by Funding**

<b>Source:</b>	<u>Total Budget</u>	<u>Actuals to Date</u>	<u>Remaining</u>
General Fund transfer:	\$ 19,220	\$ 8,348	\$ 10,872
<b>Total</b>	<b>\$ 19,220</b>	<b>\$ 8,348</b>	<b>\$ 10,872</b>

\* Budget revision was to roll forward prior year unspent funds.



**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** INFRASTRUCTURE  
**Project:** Lagoon Road  
**Description:** In previous rainy seasons, residents on Lagoon Road encountered flooding on their properties due to capacity issues with the current channel and pipe system. This project aims to implement a solution in conjunction with the Town of Tiburon.

**% Budget Used:** 0%

**Status:** This project is exploring design alternatives. City Council authorized staff to perform a hydraulic study of the overflow stormwater near Lagoon Road. Results and design recommendations will be presented to City Council this spring. Construction will likely begin in the summer.

**Projected Timing:**

**Start Date:** Nov 2020  
**End Date (Estimated):** Summer 2021

<b>Total Budgeted Cost:</b>	<u>Original</u>	<u>Revisions*</u>	<u>Total</u>
Planning & Design:		\$ -	\$ -
Engineering & Admin:		\$ -	\$ -
Construction:	\$ -	\$ 150,000	\$ 150,000
Equipment:		\$ -	\$ -
<b>Total:</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>

**Expenditures by Funding**

<b>Source:</b>	<u>Total Budget</u>	<u>Actuals to Date</u>	<u>Remaining</u>
General Fund Transfer:	\$ 150,000	\$ 458	\$ 149,542
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 458</b>	<b>\$ 149,542</b>

\* Budget revision was to roll forward prior year unspent funds.

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** INFRASTRUCTURE  
**Project:** Levee Evaluation  
**Description:** This is a multi-year project using carryforward funds that were unspent in the prior budget cycle along with new budget funds, to fortify the levees for seismic events, along with other resiliency projects. This project is partially funded with Department of Water Resources grant funds.

**% Budget Used:** 12%  
**Status:** City Council and the Committee approved a preferred alternative design in December. Feasibility level design work has begun and expected to take approximately 5 months.

**Projected Timing:**

**Start Date:** Jul 2020  
**End Date (Estimated):**

<b>Total Budgeted Cost:</b>	<b>Original</b>	<b>Revisions*</b>	<b>Total</b>
Planning & Design:	\$ 300,000	\$ 50,000	\$ 350,000
Engineering & Admin:		\$ -	\$ -
Construction:		\$ -	\$ -
Equipment:		\$ -	\$ -
<b>Total:</b>	<b>\$ 300,000</b>	<b>\$ 50,000</b>	<b>\$ 350,000</b>

**Expenditures by Funding**

<b>Source:</b>	<b>Total Budget</b>	<b>Actuals to Date</b>	<b>Remaining</b>
DWR Grant	\$ 192,500	\$ 24,021	\$ 168,479
General Fund Transfer:	\$ 157,500	\$ 19,653	\$ 137,847
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ 43,674</b>	<b>\$ 306,326</b>

\* Budget revision was to roll forward prior year unspent funds.

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** LANES  
**Project:** Lane Maintenance, Repairs, Design & Engineering  
**Description:** Replace and repair smaller segments of existing lanes, such as hand rails and spot repairs. Fund surveys and geotechnical reports.  
**% Budget Used:** 5%  
**Status:** A feasibility study is in process for the Artist's View site. Staff has recently hired Fletcher Studio to provide renderings and will provide a project summary to Council this Spring. Additional handrail and step maintenance work on Park Lane and Hawthorn Lane will be completed in May.

**Projected Timing:**

**Start Date:** Jan 2019  
**End Date (Estimated):** Apr 2021

<b>Total Budgeted Cost:</b>	<b>Original</b>	<b>Revisions*</b>	<b>Total</b>
<b>Planning &amp; Design:</b>	\$ 20,000	\$ -	\$ 20,000
<b>Engineering &amp; Admin:</b>		\$ -	\$ -
<b>Construction:</b>	\$ 50,000	\$ 127,154	\$ 177,154
<b>Equipment:</b>		\$ -	\$ -
<b>Total:</b>	\$ 70,000	\$ 127,154	\$ 197,154

**Expenditures by Funding**

<b>Source:</b>	<b>Total Budget</b>	<b>Actuals to Date</b>	<b>Remaining</b>
<b>Measure A Transp:</b>	\$ 46,000	\$ 9,987	\$ 36,013
<b>General Fund Transfer:</b>	\$ 151,154	\$ -	\$ 151,154
<b>Total</b>	\$ 197,154	\$ 9,987	\$ 187,167

\* Budget revision was to roll forward prior year unspent funds.

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** COMMUNITY BUILDINGS  
**Project:** City Hall Renovations  
**Description:** Upgrades to City Hall that will enhance public access to and use of City Hall facilities, as well as improving functionality for City Hall staff. CARES Act funds were utilized to construct separate working areas for staff in response to COVID concerns.

**% Budget Used:** 15%

**Status:** City Hall is currently undergoing some light interior construction with efforts focused on optimization of office space and work-area organization. The front counter area is also being modified to allow for wheelchair access from the elevator to the Council Chamber.

**Projected Timing:**

**Start Date:** Dec 2020  
**End Date (Estimated):** May 2021

<b>Total Budgeted Cost:</b>	<u>Original</u>	<u>Revisions*</u>	<u>Total</u>
Planning & Design:		\$ -	\$ -
Engineering & Admin:		\$ -	\$ -
Construction:	\$ 25,000	\$ 120,000	\$ 145,000
Equipment:		\$ -	\$ -
<b>Total:</b>	<b>\$ 25,000</b>	<b>\$ 120,000</b>	<b>\$ 145,000</b>

**Expenditures by Funding**

<b>Source:</b>	<u>Total Budget</u>	<u>Actuals to Date</u>	<u>Remaining</u>
CARES Act Funds:	\$ 22,000	\$ 22,000	\$ -
General Fund Transfer:	\$ 123,000	\$ -	\$ 123,000
<b>Total</b>	<b>\$ 145,000</b>	<b>\$ 22,000</b>	<b>\$ 123,000</b>

\* Budget revision was to roll forward prior year unspent funds.

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** MISCELLANEOUS  
**Project:** Sidewalk Repair  
**Description:** Maintenance of sidewalk improvements; majority of costs are passed through to property owners once work is completed. Budgeted amounts represent the City's share of these costs.

**% Budget Used:** 10%

**Status:** This is an ongoing annual project. Van Midde Concrete was hired through a competitive bid process to repair private and city-maintained sidewalks throughout Belvedere. Currently the first phase of work for 2021, focusing on Cove, Lagoon, and West Shore is nearing completion.

**Projected Timing:**

**Start Date:** Oct 2020  
**End Date (Estimated):** Apr 2021

<b>Total Budgeted Cost:</b>	<b>Original</b>	<b>Revisions</b>	<b>Total</b>
Planning & Design:		\$ -	\$ -
Engineering & Admin:		\$ -	\$ -
Construction:	\$ 22,500	\$ -	\$ 22,500
Equipment:		\$ -	\$ -
<b>Total:</b>	<b>\$ 22,500</b>	<b>\$ -</b>	<b>\$ 22,500</b>

**Expenditures by Funding**

<b>Source:</b>	<b>Total Budget</b>	<b>Actuals to Date</b>	<b>Remaining</b>
General Fund Transfer:	\$ 22,500	\$ 2,160	\$ 20,340
<b>Total</b>	<b>\$ 22,500</b>	<b>\$ 2,160</b>	<b>\$ 20,340</b>

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** MISCELLANEOUS  
**Project:** Evacuation Assessment & Radio Purchase  
**Description:** To better prepare the City for fire and other natural disasters, an assessment will be performed of current evacuation strengths and vulnerabilities. This project will also fund the purchase of new 2 way radios for the Block Captain Program.

**% Budget Used:** 56%

**Status:** New two-way radios and repeater equipment have been purchased. Radio frequency licensing has obtained through the FCC. An RFP was issued for consulting services to make an assessment of the City's evacuation plan and vulnerabilities. Results will be presented in the spring, followed up by community-wide training.

**Projected Timing:**

**Start Date:** Oct 2020  
**End Date (Estimated):** Jun 2021

<b>Total Budgeted Cost:</b>	<b>Original</b>	<b>Revisions</b>	<b>Total</b>
<b>Planning &amp; Design:</b>	\$ 28,000	\$ -	\$ 28,000
<b>Engineering &amp; Admin:</b>		\$ -	\$ -
<b>Construction:</b>		\$ -	\$ -
<b>Equipment:</b>	\$ 37,000	\$ -	\$ 37,000
<b>Total:</b>	\$ 65,000	\$ -	\$ 65,000

**Expenditures by Funding**

<b>Source:</b>	<b>Total Budget</b>	<b>Actuals to Date</b>	<b>Remaining</b>
<b>General Fund Transfer:</b>	\$ 65,000	\$ 36,226	\$ 28,774
<b>Total</b>	\$ 65,000	\$ 36,226	\$ 28,774

**City of Belvedere**  
**Capital Improvement Projects**  
**Fiscal Year 2020-21**  
As of December 31, 2020

**Category:** MISCELLANEOUS  
**Project:** Miscellaneous Maintenance & Improvements (ongoing)  
**Description:** Funding for minor drainage, park, landscape, building, lane, retaining wall and miscellaneous other projects.  
**% Budget Used:** 42%  
**Status:** Funds are utilized on an as-needed basis for unforeseen projects that arise during the construction year. Currently, the city is soliciting bids to replace a private sewer manhole in the Community Center parking lot area.

**Projected Timing:**

**Start Date:** Jul 2020  
**End Date (Estimated):** Mar 2021

<b>Total Budgeted Cost:</b>	<u>Original</u>	<u>Revisions</u>	<u>Total</u>
Planning & Design:		\$ -	\$ -
Engineering & Admin:		\$ -	\$ -
Construction:	\$ 30,000	\$ 18,340	\$ 48,340
Equipment:		\$ -	\$ -
<b>Total:</b>	<b>\$ 30,000</b>	<b>\$ 18,340</b>	<b>\$ 48,340</b>

**Expenditures by Funding**

<b>Source:</b>	<u>Total Budget</u>	<u>Actuals to Date</u>	<u>Remaining</u>
General Fund Transfer:	\$ 48,340	\$ 20,267	\$ 28,073
<b>Total</b>	<b>\$ 48,340</b>	<b>\$ 20,267</b>	<b>\$ 28,073</b>