CITY OF BELMONT
CITY COUNCIL

www.belmont.gov

CITY COUNCIL SPECIAL MEETING AGENDA
Tuesday, December 3, 2024
6:30 PM
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

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

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

PUBLIC COMMENT:

- Public in the Council Chamber present the Clerk a request to speak slip found at the table at the rear of the chamber.
- If participating virtually use the Raise Hand feature to request to speak.

For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number), enter **Meeting ID: 95745673035**, and press *9 to request to speak.

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

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

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

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to conduct themselves with civility and courtesy at all times. All persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks,

cursing and outbursts from the audience in support or opposition to a speaker are not tolerated in order to foster an environment where everyone feels welcome to speak.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS ON ITEMS NOT ON THE AGNEDA

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

4. CONSENT BUSINESS

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

A. **Revised Mater Employee Pay Schedule-December 2024**

Recommendation: Adopt a resolution approving revisions to the City's Master Employee Pay Schedule, ensuring compliance with California Public Employees Retirement System (CalPERS) regulations

Attachment(s):

Staff Report
Resolution
Master Pay Schedule - Revised December 3, 2024.pdf

5. GENERAL BUSINESS

General Business items are considered separately, typically in the order listed. The Chair will call for public comment on each item when the body considers the item.

A. **Agreement with Bay Area Tree Service, Inc. for Residential Chipping Services**

Recommendation: Approve a motion authorizing the City Manager to negotiate and execute a service agreement for an amount not to exceed $30,000 plus a 10% contingency for a total not to exceed $33,000 for up to 10 days of residential chipping services in western Belmont

Attachment(s):

Staff Report
Clipper Program Mailer
SMC Fire Inspection Program Flyer

B. **Signage & Wayfinding Program**

Recommendation: Consider and approve the Belmont Signage & Wayfinding Program.

Attachment(s):

Staff Report
Resolution
Signage & Wayfinding Program-Presentation

6. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7414. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure

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

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

STAFF REPORT

Meeting Date:	December 3, 2024
Agency:	City of Belmont
Staff Contact:	Ann Ritzma, Interim Administrative Services Director, aritzma@belmont.gov
Agenda Title:	Revised Master Employee Pay Schedule – December 2024
Agenda Action:	Resolution

Recommendation

Adopt a resolution approving revisions to the City's Master Employee Pay Schedule, ensuring compliance with California Public Employees Retirement System (CalPERS) regulations.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

To comply with CalPERS regulations and California Code of Regulations (CCR) Section 570.5, the City is required to maintain a comprehensive document detailing all established positions, including their pay rates, effective dates, time base, and revision history. The City Council last approved the Master Employee Pay Schedule in September 2024 via Resolution No. 2024-69.

Analysis

The updates captured in the revised Master Employee Pay Schedule (Exhibit A) are limited to the following:

- Adjustments required to implement Belmont's minimum wage increase to $18.30, effective January 1, 2025. This includes unrepresented per diem positions directly tied to the minimum wage rate and those salaries structured around it.

- Adjustments necessary to implement the December 22, 2024, wage increase for the Belmont Police Officers Association (BPOA), as previously approved by the City Council under the current Memorandum of Understanding.

Alternatives

1. Provide staff with alternate direction to the proposed Master Employee Pay Schedule in whole or in part.
2. Take No Action

Attachments

A. Resolution
Exhibit A – City of Belmont Master Employee Pay Schedule – December 3, 2024

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: The updated pay schedule is an ordinance and labor contract obligation with a direct fiscal impact. Funding for these increases will be incorporated into the mid-year budget review

Source:	**Purpose:**	**Public Outreach:**
Staff	Statutory/Contractual Requirement	Posting of Agenda

RESOLUTION NO. 2024 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE CITY'S REVISED MASTER EMPLOYEE PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM REGULATIONS

WHEREAS, the latest version of the City's Master Employee Pay Schedule was approved by City Council on September 24, 2024 via Resolution No. 2024-69; and,

WHEREAS, California Public Employees Retirement System (CalPERS) regulations specified in California Code of Regulations Section 570.5, require pay schedules be approved and adopted by the City Council in a public meeting; and,

WHEREAS, payrates previously approved by City Council by way of the Belmont Police Officers Association Memorandum of Understanding and minimum wage ordinance necessitate updates to the publicly available pay schedule to comply with CalPERS regulations.

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

SECTION 1. The Revised Master Employee Pay Schedule attached hereto as Exhibit A is approved and adopted.

* * *

ADOPTED December 3, 2024 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted December 3, 2024

			Monthly Pay Rates					
Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Accountant I	1/7/2024	MMCEA	$ 7,126.85	$ 7,483.26	$ 7,857.39	$ 8,250.26	$ 8,662.77	$ 9,095.92
Accountant II	1/7/2024	MMCEA	$ 7,862.26	$ 8,255.37	$ 8,668.15	$ 9,101.56	$ 9,556.64	$ 10,034.46
Accountant III	1/7/2024	MMCEA	$ 9,098.12	$ 9,553.02	$ 10,030.69	$ 10,532.21	$ 11,058.81	$ 11,611.78
Accounting/Budget Manager	1/7/2024	MMCEA	$ 10,695.61	$ 11,230.39	$ 11,791.90	$ 12,381.51	$ 13,000.59	$ 13,650.62
Accounting Services Supervisor	1/7/2024	MMCEA	$ 8,396.46	$ 8,816.30	$ 9,257.11	$ 9,719.93	$ 10,205.93	$ 10,716.28
Accounting Technician I	6/23/2024	AFSCME	$ 5,708.37	$ 5,993.79	$ 6,293.48	$ 6,608.15	$ 6,938.56	
Accounting Technician II	6/23/2024	AFSCME	$ 6,279.37	$ 6,593.34	$ 6,923.00	$ 7,269.15	$ 7,632.61	
Accounting Technician III	6/23/2024	AFSCME	$ 7,052.13	$ 7,404.74	$ 7,774.97	$ 8,163.72	$ 8,571.91	
Administrative Assistant	1/7/2024	MMCEA	$ 6,075.21	$ 6,378.98	$ 6,697.92	$ 7,032.81	$ 7,384.46	$ 7,753.68
Administrative Services Director	1/1/2024	Unrep	$ 16,242.30					$ 20,302.88
Assistant City Manager	1/1/2024	Unrep	$ 18,821.57					$ 23,526.96
Assistant Civil Engineer	1/7/2024	MMCEA	$ 8,400.14	$ 8,820.11	$ 9,261.13	$ 9,724.19	$ 10,210.39	$ 10,720.91
Assistant Planner	1/7/2024	MMCEA	$ 7,469.90	$ 7,843.39	$ 8,235.55	$ 8,647.36	$ 9,079.68	$ 9,533.68
Assistant PW Director/City Engineer	1/7/2024	MMCEA	$ 14,268.03	$ 14,981.43	$ 15,730.49	$ 16,517.02	$ 17,342.87	$ 18,210.01
Associate Civil Engineer	1/7/2024	MMCEA	$ 9,541.23	$ 10,018.29	$ 10,519.23	$ 11,045.18	$ 11,597.43	$ 12,177.29
Associate Planner	1/7/2024	MMCEA	$ 8,416.13	$ 8,836.97	$ 9,278.79	$ 9,742.72	$ 10,229.87	$ 10,741.38
Building Inspector I	6/23/2024	AFSCME	$ 8,105.36	$ 8,510.62	$ 8,936.15	$ 9,382.96	$ 9,852.11	
Building Inspector II	6/23/2024	AFSCME	$ 8,597.54	$ 9,027.42	$ 9,478.79	$ 9,952.73	$ 10,450.37	
City Attorney	10/13/2024	Unrep	$ 25,767.41					
City Clerk	1/7/2024	Unrep	$ 10,060.74	$ 10,563.78	$ 11,091.97	$ 11,646.57	$ 12,228.90	$ 12,840.35
City Manager	9/1/2024	Unrep	$ 29,380.00					
Chief Building Official	1/7/2024	MMCEA	$ 11,664.60	$ 12,247.84	$ 12,860.24	$ 13,503.25	$ 14,178.41	$ 14,887.32
Code Enforcement Officer	6/23/2024	AFSCME	$ 7,616.15	$ 7,996.95	$ 8,396.80	$ 8,816.64	$ 9,257.47	
Community Development Director	1/1/2024	Unrep	$ 16,892.00					$ 21,115.00
Community Engagement Specialist	1/7/2024	Unrep	$ 8,884.33	$ 9,328.54	$ 9,794.97	$ 10,284.72	$ 10,798.95	$ 11,338.90
Community Service Officer	12/22/2024	BPOA	$ 5,556.64	$ 5,834.48	$ 6,126.21	$ 6,432.51	$ 6,754.14	$ 7,091.84
Construction Inspector	6/23/2024	AFSCME	$ 9,003.46	$ 9,453.63	$ 9,926.31	$ 10,422.63	$ 10,943.76	
Deputy Planning and Comm Dev Director	1/7/2024	Unrep	$ 14,218.00	$ 14,928.90	$ 15,675.35	$ 16,459.12	$ 17,282.08	$ 18,146.18
Deputy City Clerk	1/7/2024	MMCEA	$ 6,418.21	$ 6,739.11	$ 7,076.06	$ 7,429.89	$ 7,801.38	$ 8,191.46
Deputy Finance Director	1/7/2024	MMCEA	$ 12,591.61	$ 13,221.17	$ 13,882.23	$ 14,576.37	$ 15,305.17	$ 16,070.43
Electrician	6/23/2024	AFSCME	$ 7,345.52	$ 7,712.79	$ 8,098.43	$ 8,503.35	$ 8,928.52	
Engineering Technician	6/23/2024	AFSCME	$ 7,289.04	$ 7,653.50	$ 8,036.17	$ 8,437.98	$ 8,859.88	

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted December 3, 2024

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Equipment Operator	6/23/2024	AFSCME	$ 6,457.85	$ 6,780.75	$ 7,119.78	$ 7,475.77	$ 7,849.56	
Executive Assistant To City Manager	1/7/2024	MMCEA	$ 7,069.48	$ 7,422.98	$ 7,794.13	$ 8,183.84	$ 8,593.01	$ 9,022.68
Finance Director	1/1/2024	Unrep	$ 16,892.00					$ 21,115.00
GIS Coordinator I	1/7/2024	MMCEA	$ 7,700.78	$ 8,085.82	$ 8,490.15	$ 8,914.60	$ 9,360.34	$ 9,828.38
GIS Coordinator II	1/7/2024	MMCEA	$ 8,840.56	$ 9,282.58	$ 9,746.70	$ 10,234.04	$ 10,745.76	$ 11,283.01
GIS Coordinator III	1/7/2024	MMCEA	$ 10,374.61	$ 10,893.34	$ 11,438.01	$ 12,009.93	$ 12,610.42	$ 13,240.97
Head Teacher	6/23/2024	AFSCME	$ 4,765.69	$ 5,003.98	$ 5,254.18	$ 5,516.89	$ 5,792.73	
Housing and Economic Development Manager	1/7/2024	MMCEA	$ 10,695.61	$ 11,230.39	$ 11,791.90	$ 12,381.51	$ 13,000.59	$ 13,650.62
Housing Specialist	1/7/2024	MMCEA	$ 8,416.13	$ 8,836.97	$ 9,278.79	$ 9,742.72	$ 10,229.87	$ 10,741.36
IT Business System Analyst	1/7/2024	Unrep	$ 11,413.03	$ 11,983.68	$ 12,582.86	$ 13,212.00	$ 13,872.60	$ 14,566.23
Information Technology Manager	1/7/2024	Unrep	$ 12,689.60	$ 13,324.08	$ 13,990.28	$ 14,689.79	$ 15,424.28	$ 16,195.49
Lead Police Dispatcher	12/22/2024	BPOA	$ 8,585.32	$ 9,012.56	$ 9,465.51	$ 9,939.29	$ 10,435.08	$ 10,956.83
Maintenance Worker I	6/23/2024	AFSCME	$ 5,339.63	$ 5,606.61	$ 5,886.94	$ 6,181.29	$ 6,490.35	
Maintenance Worker II	6/23/2024	AFSCME	$ 5,910.63	$ 6,206.16	$ 6,516.47	$ 6,842.29	$ 7,184.41	
Management Analyst II	1/7/2024	MMCEA	$ 8,737.78	$ 9,174.67	$ 9,633.43	$ 10,115.10	$ 10,620.82	$ 11,151.85
Management Anaylst I	1/7/2024	MMCEA	$ 8,022.41	$ 8,423.55	$ 8,844.69	$ 9,286.93	$ 9,751.31	$ 10,238.87
Mechanic	6/23/2024	AFSCME	$ 6,548.50	$ 6,875.92	$ 7,219.72	$ 7,580.71	$ 7,959.74	
Office Assistant I	6/23/2024	AFSCME	$ 5,067.52	$ 5,320.90	$ 5,586.94	$ 5,866.29	$ 6,159.60	
Office Assistant II	6/23/2024	AFSCME	$ 5,629.62	$ 5,911.10	$ 6,206.66	$ 6,516.99	$ 6,842.84	
Parks & Recreation Director	1/1/2024	Unrep	$ 16,855.66					$ 21,069.57
Parks and Facilities Maintenance Worker I [5]	6/23/2024	AFSCME	$ 5,339.63	$ 5,606.61	$ 5,886.94	$ 6,181.29	$ 6,490.35	
Parks and Facilities Maintenance Worker II [5]	6/23/2024	AFSCME	$ 5,910.63	$ 6,206.16	$ 6,516.47	$ 6,842.29	$ 7,184.41	
Parks and Facilities Manager [5]	1/7/2024	MMCEA	$ 10,472.78	$ 10,996.44	$ 11,546.29	$ 12,123.57	$ 12,729.75	$ 13,366.26
Parks and Facilities Supervisor	1/7/2024	MMCEA	$ 8,426.80	$ 8,848.14	$ 9,290.55	$ 9,755.08	$ 10,242.83	$ 10,754.97
Payroll Manager	1/7/2024	Unrep	$ 8,919.73	$ 9,365.72	$ 9,834.01	$ 10,325.71	$ 10,842.00	$ 11,384.10
Permit Technician	6/23/2024	AFSCME	$ 6,906.88	$ 7,252.23	$ 7,614.84	$ 7,995.58	$ 8,395.36	
Planning Technician	6/23/2024	AFSCME	$ 6,906.88	$ 7,252.23	$ 7,614.84	$ 7,995.58	$ 8,395.36	
Police Captain	1/7/2024	MMCEA	$ 14,556.76	$ 15,284.59	$ 16,048.78	$ 16,851.22	$ 17,693.82	$ 18,578.52
Police Chief	1/1/2024	Unrep	$ 18,821.57					$ 23,526.96
Police Corporal Advanced POST	12/22/2024	BPOA	$ 10,190.24	$ 10,699.76	$ 11,234.74	$ 11,796.48	$ 12,386.30	$ 13,005.62
Police Corporal Basic POST	12/22/2024	BPOA	$ 9,243.94	$ 9,706.13	$ 10,191.44	$ 10,701.01	$ 11,236.06	$ 11,797.87

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted December 3, 2024

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Police Corporal Intermediate POST	12/22/2024	BPOA	$ 9,704.24	$ 10,189.45	$ 10,698.92	$ 11,233.87	$ 11,795.56	$ 12,385.34
Police Dispatcher	12/22/2024	BPOA	$ 7,597.39	$ 7,977.25	$ 8,376.12	$ 8,794.92	$ 9,234.68	$ 9,696.41
Police Lieutenant	1/7/2024	MMCEA	$ 13,128.69	$ 13,785.14	$ 14,474.41	$ 15,198.11	$ 15,957.99	$ 16,755.90
Police Officer Advanced POST	12/22/2024	BPOA	$ 9,704.24	$ 10,189.45	$ 10,698.92	$ 11,233.87	$ 11,795.56	$ 12,385.34
Police Officer Basic POST	12/22/2024	BPOA	$ 8,803.22	$ 9,243.39	$ 9,705.56	$ 10,190.84	$ 10,700.37	$ 11,235.39
Police Officer Intermediate POST	12/22/2024	BPOA	$ 9,243.94	$ 9,706.13	$ 10,191.44	$ 10,701.01	$ 11,236.06	$ 11,797.87
Police Officer Recruit	12/22/2024	BPOA	$ 7,013.44					
Police Records Specialist I	12/22/2024	BPOA	$ 5,628.87	$ 5,910.31	$ 6,205.83	$ 6,516.13	$ 6,841.93	$ 7,184.03
Police Records Specialist II	12/22/2024	BPOA	$ 5,910.44	$ 6,205.96	$ 6,516.25	$ 6,842.07	$ 7,184.18	$ 7,543.39
Police Sergeant Advanced POST	12/22/2024	BPOA	$ 11,426.69	$ 11,998.02	$ 12,597.92	$ 13,227.82	$ 13,889.21	$ 14,583.67
Police Sergeant Intermediate POST	12/22/2024	BPOA	$ 10,880.70	$ 11,424.73	$ 11,995.96	$ 12,595.77	$ 13,225.55	$ 13,886.83
Principal Management Analyst	1/7/2024	Unrep	$ 11,633.00	$ 12,215.00	$ 12,826.00	$ 13,467.00	$ 14,140.00	$ 14,847.00
Principal Planner	1/7/2024	MMCEA	$ 11,892.82	$ 12,487.49	$ 13,111.87	$ 13,767.42	$ 14,455.82	$ 15,178.59
Public Works Director	1/1/2024	Unrep	$ 17,798.81					$ 22,248.51
Public Works Field Supervisor	1/7/2024	MMCEA	$ 8,426.80	$ 8,848.18	$ 9,290.55	$ 9,755.12	$ 10,242.85	$ 10,754.98
Public Works Services Manager	1/7/2024	MMCEA	$ 11,632.60	$ 12,214.21	$ 12,824.94	$ 13,466.16	$ 14,139.49	$ 14,864.44
PW Lead Maintenance	6/23/2024	AFSCME	$ 6,780.50	$ 7,119.52	$ 7,475.50	$ 7,849.27	$ 8,241.74	
Recreation Manager	1/7/2024	MMCEA	$ 9,618.62	$ 10,099.54	$ 10,604.54	$ 11,134.76	$ 11,691.51	$ 12,276.09
Recreation Program Coordinator	1/7/2024	MMCEA	$ 6,075.23	$ 6,378.98	$ 6,697.92	$ 7,032.81	$ 7,384.44	$ 7,753.68
Recreation Specialist II (Hourly)*	1/1/2025	AFSCME	$ 24.35	$ 25.57	$ 26.85	$ 28.19	$ 29.60	
Recreation Supervisor	1/7/2024	MMCEA	$ 8,035.74	$ 8,437.56	$ 8,859.45	$ 9,302.41	$ 9,767.50	$ 10,255.88
Senior Civil Engineer	1/7/2024	MMCEA	$ 11,734.05	$ 12,320.74	$ 12,936.74	$ 13,583.59	$ 14,262.75	$ 14,975.91
Senior Mechanic	6/23/2024	AFSCME	$ 6,955.94	$ 7,303.73	$ 7,668.92	$ 8,052.37	$ 8,454.99	
Senior Planner	1/7/2024	MMCEA	$ 9,586.59	$ 10,065.95	$ 10,569.26	$ 11,097.66	$ 11,652.59	$ 12,235.21
Senior Permit Technician	6/23/2024	AFSCME	$ 7,995.58	$ 8,395.36	$ 8,815.13	$ 9,255.88	$ 9,718.68	
Sr Parks and Facilties Maintenance Worker [5]	6/23/2024	AFSCME	$ 6,780.50	$ 7,119.52	$ 7,475.50	$ 7,849.27	$ 8,241.74	
Street Sweeper Operator	6/23/2024	AFSCME	$ 6,176.76	$ 6,485.60	$ 6,809.88	$ 7,150.37	$ 7,507.89	
Teacher	6/23/2024	AFSCME	$ 4,144.14	$ 4,351.35	$ 4,568.91	$ 4,797.36	$ 5,037.23	
Teacher's Aide (Hourly)	6/23/2024	AFSCME	$ 20.93	$ 21.97	$ 23.07	$ 24.23	$ 25.44	
Technology Specialist I	1/7/2024	MMCEA	$ 7,586.02	$ 7,965.30	$ 8,363.60	$ 8,781.71	$ 9,220.81	$ 9,681.86
Technology Specialist II	1/7/2024	MMCEA	$ 9,406.90	$ 9,877.27	$ 10,371.08	$ 10,889.66	$ 11,434.16	$ 12,005.84
Technology Specialist III	1/7/2024	MMCEA	$ 10,375.48	$ 10,894.27	$ 11,438.98	$ 12,010.93	$ 12,611.46	$ 13,242.03

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted December 3, 2024

Unrepresented Per Diem Positions

		Hourly Pay Rates					
Position	*Effective Date*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Accounting Technician I [1]	6/23/2024	$ 32.93	$ 34.58	$ 36.31	$ 38.12	$ 40.03	
Accounting Technician II [1]	6/23/2024	$ 36.23	$ 38.04	$ 39.94	$ 41.94	$ 44.03	
Accounting Technician III [1]	6/23/2024	$ 40.69	$ 42.72	$ 44.86	$ 47.10	$ 49.45	
Administrative Assistant [1]	1/7/2024	$ 35.05	$ 36.80	$ 38.64	$ 40.57	$ 42.60	$ 44.73
Associate Civil Engineer [1]	1/7/2024	$ 55.05	$ 57.80	$ 60.69	$ 63.72	$ 66.91	$ 70.25
Building Attendant I [4**]	1/1/2025	$ 19.22	$ 20.18	$ 21.19	$ 22.25	$ 23.36	
Building Attendant II [4**]	1/1/2025	$ 21.14	$ 22.20	$ 23.31	$ 24.48	$ 25.70	
Dispatcher, Per Diem [3]	12/22/2024	$ 49.53	$ 52.00	$ 54.61	$ 57.34	$ 60.20	$ 63.21
Electrician [1]	6/23/2024	$ 42.38	$ 44.50	$ 46.72	$ 49.06	$ 51.51	
Head Teacher [1]	6/23/2024	$ 27.49	$ 28.87	$ 30.31	$ 31.83	$ 33.42	
Intern	1/1/2025	$ 18.30	$ 19.22	$ 20.18	$ 21.19	$ 22.25	
Lifeguard I	1/1/2025	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31	
Lifeguard II	1/1/2025	$ 21.05	$ 22.10	$ 23.21	$ 24.37	$ 25.59	
Maintenance Worker I [1]	6/23/2024	$ 30.81	$ 32.35	$ 33.96	$ 35.66	$ 37.44	
Nutrition Site Coordinator	1/1/2025	$ 24.35	$ 25.57	$ 26.85	$ 28.19	$ 29.60	
Office Assistant I [1]	6/23/2024	$ 29.24	$ 30.70	$ 32.23	$ 33.84	$ 35.54	
Office Assistant II [1]	6/23/2024	$ 32.48	$ 34.10	$ 35.81	$ 37.60	$ 39.48	
Planning Technician [1]	6/23/2024	$ 39.85	$ 41.84	$ 43.93	$ 46.13	$ 48.43	
Police Officer (Advanced POST), Per Diem [2]	12/22/2024	$ 53.32	$ 55.99	$ 58.79	$ 61.72	$ 64.81	$ 68.05
Police Officer (Basic POST), Per Diem [2]	12/22/2024	$ 48.37	$ 50.79	$ 53.33	$ 55.99	$ 58.79	$ 61.73
Police Officer (Inter POST), Per Diem [2]	12/22/2024	$ 50.79	$ 53.33	$ 56.00	$ 58.80	$ 61.74	$ 64.82
Police Records Specialist I, Per Diem [1]	12/22/2024	$ 32.47	$ 34.10	$ 35.80	$ 37.59	$ 39.47	$ 41.45
Police Records Specialist II, Per Diem [1]	12/22/2024	$ 34.10	$ 35.80	$ 37.59	$ 39.47	$ 41.45	$ 43.52
Recreation Leader [4]	1/1/2025	$ 18.30	$ 19.22	$ 20.18	$ 21.19	$ 22.25	
Recreation Program Coordinator [1]	1/7/2024	$ 35.05	$ 36.80	$ 38.64	$ 40.57	$ 42.60	$ 44.73
Recreation Specialist I [4]	1/1/2025	$ 22.14	$ 23.25	$ 24.41	$ 25.63	$ 26.91	
Recreation Specialist II [4]	1/1/2025	$ 24.35	$ 25.57	$ 26.85	$ 28.19	$ 29.60	

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted December 3, 2024

Unrepresented Per Diem Positions

		Hourly Pay Rates					
Position	*Effective Date*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Senior Lifeguard [4]	1/1/2025	$ 23.16	$ 24.32	$ 25.54	$ 26.82	$ 28.16	
Senior Rec Leader [4]	1/1/2025	$ 20.13	$ 21.14	$ 22.20	$ 23.31	$ 24.48	
Street Sweeper Operator [1]	6/23/2024	$ 35.64	$ 37.42	$ 39.29	$ 41.25	$ 43.31	
Teacher [1]	6/23/2024	$ 23.91	$ 25.10	$ 26.36	$ 27.68	$ 29.06	
Teacher's Aide [1]	6/23/2024	$ 20.93	$ 21.97	$ 23.07	$ 24.23	$ 25.44	
Technology Specialist I [1]	1/7/2024	$ 43.77	$ 45.95	$ 48.25	$ 50.66	$ 53.20	$ 55.86
Technology Specialist II [1]	1/7/2024	$ 54.27	$ 56.98	$ 59.83	$ 62.82	$ 65.97	$ 69.26
Technology Specialist III [1]	1/7/2024	$ 59.86	$ 62.85	$ 65.99	$ 69.29	$ 72.76	$ 76.40
Van Driver [4]	1/1/2025	$ 22.14	$ 23.25	$ 24.41	$ 25.63	$ 26.91	

Notes

Unrepresented per diem: A position having a workweek of fewer hours than the workweek established for full-time positions in the class

* AFSCME represented Recreation Specialist II position adjusted to coincide with per diem rate adjusted due to Belmont minimum wage increase

** Building Attendants I and II are eligilbe to receive a weekend differential of $1.00 per hour for work performed on Saturdays and Sundays

[1] Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2080 (hours in work year)

[2] Hourly pay rates derived by multiplying full-time equivalent monthly rate by 12 (months in year) and dividing by 2184 (hours in work year)

[3] Hourly pay rates derived by multiplying full-time Lead Police Dispatcher by 12 (months in year) and dividing by 2080 (hours in work year)

[4] Tied to Belmont minimum wage as follows:

Recreation Leader - Adjusted to Minimum Wage
Building Attendant I*- 5% Above Above Recreation Ldr
Building Attendant II*- 10% Above Building Attendant I
Lifeguard I - 5% Below Lifeguard II
Lifeguard II - 15% Above Rec Leader
Nutrition Site Coordinator - Tied to Recreation Specialist II
Recreation Specialist I - 10% Above Sr. Rec Leader
Recreation Specialist II - 10% Above Rec Spec I
Sr Rec Leader - 10% Above Rec Leader
Sr. Lifeguard - 10% Above Lifeguard II
Van Driver - Tied to Recreation Specialist I

[5] "Facilities" added to position title

City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted December 3, 2024

Revision History

Resolution 2018-04 Initial Adoption	March 13,2018
Resolution 2019-019 Revised Adoption	February 23,2021
Resolution 2022-093 Revised Adoption	September 27,2022
Resolution 2022-109 Revised Adoption	November 8, 2022
Resolution 2023-058 Revised Adoption	June 27, 2023
Resolution 2023-074 Revised Adoption	September 26, 2023
Resolution 2023-094 Revised Adoption	November 28, 2023
Resolution 2024-02 Revised Adpotion	January 9, 2024
Resolution 2024-19 Revised Adpotion	March 26, 2024
Resolution 2024-53 Revised Adoption	June 25, 2024
Resolution 2024-69 Revised Adopton	September 24, 2024

STAFF REPORT

Meeting Date:	December 3, 2024
Agency:	City of Belmont
Staff Contact:	Brigitte Shearer, Parks & Recreation Director, bshearer@belmont.gov
Agenda Title:	Agreement with Bay Area Tree Service, Inc. for Residential Chipping Services
Agenda Action:	Motion

Recommendation

Approve a motion authorizing the City Manager to negotiate and execute a service agreement for an amount not to exceed $30,000 plus a 10% contingency for a total not to exceed $33,000 for up to 10 days of residential chipping services in western Belmont.

Strategic Focus Area

Public Safety

Background

Since 2021, Belmont has offered chipping services to select residences whose properties abut Belmont's open space in Waterdog Lake and San Juan Canyon to assist property owners in establishing or maintaining defensible space around their homes. Home hardening, including establishment of defensible space, is a best practice due to continued risk of wildfire and the likelihood of more intense fires due to climate related events in recent years. Since the start of the program each year, residents in a specific area of Belmont were notified of the opportunity to place a pile of cut brush, branches, or logs at their driveways to be collected and chipped free of charge by the City. The scope of the work area was limited by staff and equipment resources. Outreach was done by mail and followed by City staff or volunteers visiting each address in that years' service area. To address the importance of clearing vegetation within 100 feet of structures, San Mateo Consolidated Fire recently implemented a private property inspection program through which homeowners are notified of actions they can take to reduce fire risk on their property. In some cases, proactively addressing such needs can also assist homeowners in preserving their home insurance coverage. In Fiscal Year 2021-22, the City received a $325,000 grant from CalFire to address vegetation management and fuel reduction in and around its 300+ acres of open space. To date, funds have been expended to prepare a treatment plan which describes methods for safe and environmentally appropriate fuel reduction along the emergency access roads within Belmont's open space. Solicitation for proposals to conduct this fuel reduction work will be issued in early 2025. The grant also provides funding for education and outreach to the community regarding home hardening, defensible space, and other fire safety action steps, as well as funding for residential chipping services.

Analysis

On September 16, 2024, the City issued a request for proposals for residential chipping services. The scope of work included collecting and chipping materials at participating addresses west of Alameda de Las Pulgas, recording information for grant administration, and disposing of wood chips at at the Shoreway Materials Recovery Facility. Four proposals were received and evaluated on the following weighted categories: Company Experience (30%), Quality of Service (30%), Pricing (20%), and Professionalism (20%). Based on these criteria, Bay Area Tree Service, Inc., was selected to provide the services.

In December, the City will begin notifying residents west of Alameda de las Pulgas of the opportunity to participate in the chipping program in the spring. Service dates will be published for each service area in early January and accompanying education and outreach will occur. The community is strongly encouraged to participate in this free program.

To move forward with the selected vendor, staff requests that the City Council approve a motion authorizing the City Manager to negotiate and execute a Service Agreement for an amount not to exceed $30,000 plus a 10% contingency for a total not to exceed $33,000 for up to 10 days of residential chipping services in western Belmont.

Alternatives

1. Take No Action
2. Refer to staff for alternative discussion

Attachments

A. Presentation
B. Chipping Flyer previously sent to residents.
C. SMC Fire Inspection Program Flyer

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: The proposal is well within the grant budget; therefore, funding for chipping work will be fully reimbursed by the CalFire Grant, grant number 21-FP-CZU-0114

Source:	Purpose:	Public Outreach:
Staff	Discretionary Action	Posting of Agenda

2025 NEIGHBORHOOD CHIPPER PROGRAM

BROUGHT TO YOU BY THE CITY OF BELMONT &
SAN MATEO CONSOLIDATED FIRE DISTRICT
DATE, 2025

Dear Neighbors,

The **free** Neighborhood Chipper Program is coming to your street on **DATE, 2025**. This program is funded by a Cal Fire grant and operated by the City of Belmont and San Mateo Consolidated Fire District to assist homeowners in maintaining defensible space around their homes for greater wildfire resiliency. The program is based on a "you cut; we chip" model. To participate, homeowners may cut vegetation from their property and pile it neatly at the edge of their driveway (not blocking the sidewalk or street) **before 8 a.m. on DATE**, for pick up by a third-party contractor on **DATE**. Then, we chip and haul the pile, or if you prefer to retain the chips, please leave a large note saying, "LEAVE CHIPS."



Please review the program guidelines and recommendations on the back of this page and direct any questions to Belmont Parks & Recreation at (650) 595-7441 or parksrec@belmont.gov or San Mateo Consolidated Fire at mmartin@smcfire.org.

Thank you for doing your part to help your neighborhood become more fire safe. For more tips on wildfire preparedness, please visit www.firesafesanmateo.org.

Best Regards,

Brigitte Shearer, Director
Belmont Parks & Recreation Department

Melinda Martin, Fire Inspector
San Mateo Consolidated Fire District

Carissa Workman, Fire Marshall
San Mateo Consolidated Fire District

NEIGHBORHOOD CHIPPER PROGRAM
GUIDELINES & RECOMMENDATIONS

GUIDELINES

To keep the program running smoothly and safely, homeowners must adhere to the following guidelines. Not following these guidelines may result in your pile not being chipped.

- ✓ **Be Prepared**: Have piles ready **before 8 a.m. on DATE**; we recommend starting vegetation maintenance several weeks in advance.
- ✓ **Pile Size**: Vegetation piles must not exceed 10 feet wide, 10 feet long, and 6 feet tall
- ✓ **Pile Placement**: Please stack all vegetation on your driveway; do not encroach on the sidewalk or road
- ✓ **Branch Size**: Individual branches may not exceed 8 inches in diameter
- ✓ **Prohibited Items**: Piles will not be picked up if they contain any one of the following: poison oak, bark, stumps, rocks, dirt, lumber, nails, leaves, or yard trimmings.
- ✓ **Want to keep the chips**? Leave a large note saying 'LEAVE CHIPS'. Otherwise, the chips will be removed

RECOMMENDATIONS

- ✓ **Prune Selectively**: Focus on non-native/invasive vegetation such as broom and coyote brush
- ✓ **Create Defensible Space**: A 30 to 100-foot clearance from structures is desirable around all structures (see graphic on front page or visit www.firesafesanmateo.org)

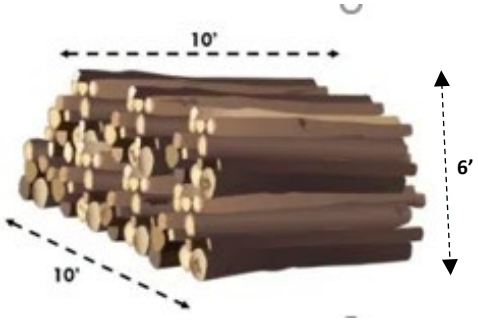
CORRECT



INCORRECT



PILE SIZE: 6FT H x 10 FT W x 10 FT L



MAXIMUM BRANCH SIZE: 8" DIAM.



San Mateo Consolidated Fire Department
1040 E Hillsdale Blvd.
Foster City, CA 94404

DATE

NAME & ADDRESS

Subject: Scheduling Vegetation/Fuel Reduction Property Inspection

Property Address: *ADDRESS;* **APN:** 12345678 **PIN:** 12345678

Dear ***NAME***,

You are receiving this letter because your property has been designated as having a significant wildfire risk within a Wildland Urban Interface (WUI) Zone. Beginning late spring of each year, San Mateo Consolidated Fire Department will begin inspecting properties in a designated Wildland Urban Interface zone to determine compliance with the regulations outlined in the Fire Code Ordinance. Your property must be in compliance with these standards every year.

If your property is not in compliance with the ordinance at the time of the initial inspection, you will be issued an official Notice of Violation and your property will be re-inspected.

Properties that are not in compliance on or after re-inspection are in violation and may be subjected to fines and/or fees, and the property may, at our discretion, be abated, and the costs charged through a tax lien which can be placed on the property in an amount equal to the cost of the work performed, plus re-inspection fee and administrative fees, if not previously paid.

For more information on abatement standards, please visit us at https://www.smcfire.org/wui or call our office at 650-522-7940.

Sincerely,

San Mateo Consolidated Fire Department

STAFF REPORT

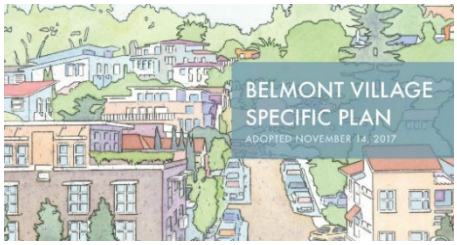
Meeting Date:	December 3, 2024
Agency:	City of Belmont
Staff Contact:	Carlos de Melo, Community Development Director, (650) 595-7440 cdemelo@belmont.gov
Agenda Title:	Signage & Wayfinding Program
Agenda Action:	Resolution

Recommendation
Consider and approve the Belmont Signage & Wayfinding Program.

Strategic Focus Area
Quality of Life

Background
The 2035 General Plan (GP) and Belmont Village Specific Plan (BVSP) were adopted in November 2017. The adopted GP & BVSP policies outline potential future growth due to the proximity to public transit; facilitate a roadmap to guide future development and works collectively to create lively and attractive public spaces and a unique sense of community and social connectivity in Belmont.





Both the 2035 General Plan and Belmont Village Specific Plan (BVSP) include numerous policies with a focus on enhancing Belmont's character and image as a desirable community with distinct visual qualities, small-town character, and connections to nature and open space. BVSP goals/policies more specifically center on identifying and developing the Belmont Village as a vibrant town center for residents and visitors with commercial, residential, dining, civic, cultural, and entertainment activities.

Both long-range planning documents support revitalization of the City through public investments in infrastructure, parking, streetscapes, and public spaces. As a result, one of the Council's Strategic Focus Area is to implement "Placemaking" improvements via evaluation of entry point and neighborhood identification, wayfinding signage, streetscape design/features, and public art. Key Placemaking goals are as follows:

1. Define programs which will inform residents and visitors of Belmont's commitment to economic development, displaying and encouraging public art, enhancing the customer experience, and celebrating the vitality of Belmont's unique neighborhoods and natural features.

2. Integrate these programs to mesh with Council's Top Priorities (e.g., Implementation of 2035 General Plan and Belmont Village Specific Plan (BVSP), and development of the Twin Pines Master Plan)

3. Implement specific capital improvement projects which support these objectives.

A key Placemaking outcome centers on facilitating and completing three distinct but connected projects:

- Public Art Master Plan (Adopted by City Council – September 2020)
- BVSP Streetscape Design Guidelines (Adopted by City Council – November 2022)
- Signage/Wayfinding Program (***the focus of this agenda item's action to adopt such program***)

Both the 2035 General Plan and Belmont Village Specific Plan (BVSP) include policies with a focus on enhancing Belmont's character and image as a desirable community with distinct visual qualities, small-town character, and connections to nature and open space. City-wide goals/policies also identify developing both the Belmont Village and other commercial centers as vibrant town centers for residents and visitors with commercial, residential, dining, civic, cultural, and entertainment activities. Both long-range planning documents support revitalization of the City (with a strong emphasis within the BVSP area) through public investments in infrastructure, parking, streetscapes, and public spaces.

Analysis

Signage & Wayfinding Program

Development of the Signage/Wayfinding Program is critical in defining vehicular/pedestrian/bicyclist level navigation and guidance "finishing touches" within key street corridors of the City. The main corridors focus on signage along Ralston Avenue and El Camino Real, but also Alameda De Las Pulgas, Old County Road and adjacent to selected neighborhood entry areas. Signage/Wayfinding Program objectives seek to:

- Express the characteristics of Belmont through environmental graphics and wayfinding.
- Develop a cohesive system that works for visitors and residents.
- Create a wayfinding system to direct and orient people to main destinations.
- Unify and refresh public signage throughout the city through branding.

Belmont's signage and wayfinding program is designed to project a consistent image for the community; improve navigation for all modes of travel; guide visitors to landmarks, facilities, and services; establish appropriately themed entry point and neighborhood identification, promote walking, bicycling and mass transit; and be sustainable as well as expandable.

Wayfinding programs in urban areas remain essential despite the widespread use of navigation apps. They enhance the overall urban experience by improving accessibility, placemaking, and fostering a sense of community. Connected goals of Belmont's program are:

- Consistent branding to create uniform design elements across signs and structures and create a cohesive identity for the area.
- To create a signage and wayfinding system that directs visitors to landmarks & historic resource properties; activity/service centers including, but not limited to: entry points, the BVSP Area, Shopping Centers, Twin Pines Civic Center, restaurant and retail clusters, parking garages/lots, mass transit, parks/community facilities, residential neighborhoods, and nearby destinations.
- Multi-modal integration that caters to pedestrians, cyclists, public transit users, and drivers.
- To enhance placemaking elements by incorporating local history, culture, or art into signage and entry monuments to create a sense of place.
- To establish an ongoing administration and maintenance plan for the system.
- To provide for landmarks and orientation aids, and establish entry point and neighborhood identifications such as entry monuments to help users orient themselves.

Well-designed streets, public realm improvements, and wayfinding signage complement surrounding land uses and provide for attractive, safe, and efficient circulation for all users and all modes of transportation. To achieve a "Complete Streets" balance, multiple strategies are needed to promote mobility improvements, and wayfinding signage aids this goal. In addition, extending the civic brand beyond print and web applications, further establishes a unique sense of place for Belmont. Because signage is visible on key corridors that connect visitors to civic destinations and parks, it often reinvents and strengthens the civic brand as a memorable place. Wayfinding systems work as a complement to digital tools, providing context, enriching user experiences, and ensuring accessibility for all.

The City engaged Hunt Design Inc. in 2019 to assist in completing the Signage/Wayfinding project, and has also worked with the City Council Placemaking Subcommittee (Davina Hurt & Julia Mates) to develop and evaluate various options/components of the program. Signage/Wayfinding components (communicated via the attached presentation) are provided as part of this report (See Attachment B).

Community Outreach

City staff has conducted multiple public events/outreach efforts to inform the community of the project; a City Council Update (April 2020); Zoom Public Outreach Meeting (November 2020); Planning Commission project update (January 2021); and city-wide survey (March 2022) focusing on the BVSP Streetscape Guidelines effort and the City's Signage/Wayfinding project.

While the project had been on pause to allow for completion of other key City economic development initiatives, staff reactivated efforts this summer to achieve program completion in concert with the overarching Placemaking objectives. In September 2024, the City hosted a Joint Planning and Parks & Recreation Commission Outreach/Feedback Meeting to receive a project update and assessment of the program scope/components. At that September 17, 2024 Joint Commission meeting, the Commissioners provided good feedback, were supportive of the effort, and concurred with advancing final Program components for review/adoption at tonight's Council meeting.

Next Steps/Requested Council Action

The presentation (Attachment B) and the intended overall program is designed to represent a signage/wayfinding family that includes directional signs, monuments, and banners that will be implemented City-wide in the future and informed by community input.

Based on Council concurrence of the sign type attributes shared tonight (and adoption of the attached Resolution), staff will prepare Capital Improvement Program (CIP) details that embody these elements in detailed drawings for each sign type, layout, and location. The Signage/Wayfinding CIP project is anticipated to be developed and return to Council for approval in concert with formulation of the Fiscal Year 2025-26 budget. Future work efforts are anticipated to include subsequent RFP preparation, selection of a design/construction firm, and implementation of the project.

Alternatives

1. Refer back to staff for additional information.
2. Continue the item for further discussion.

Attachments

A. Resolution
B. Signage & Wayfinding Presentation & Program Components

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: A future financial commitment will be required of the City with program adoption and implementation. As such, future budget resources will be required in conjunction with CIP project development in the anticipated FY 2025-26 budget and associated five-year CIP plan to implement the program.

Source:	**Purpose:**	**Public Outreach:**
Council	Plan Implementation*	Other**

*2035 General Plan and BVSP
**E-Notification of agendas, public notification as required for the December 3, 2024 City Council meeting

RESOLUTION NO. 2024 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE BELMONT SIGNAGE AND WAYFINDING PROGRAM

WHEREAS, the Belmont 2020 Strategic Plan includes the promotion of placemaking and an environment that encourages attractive, functional, and sustainable streetscapes within public places as an objective of the "Quality of Life" Strategic Focus Area; and,

WHEREAS, the City Council adopted the 2035 General Plan (GP) and Belmont Village Specific Plan (BVSP) in November 2017, which provides goals, policies, actions, design standards, and a list of specific implementation measures that help achieve the community's city-wide vision; and,

WHEREAS, in 2017, the City established an ad hoc Placemaking Committee to advance public art, streetscape design, and signage/wayfinding objectives within Belmont; and,

WHEREAS, in February 2019, the City engaged Hunt Design Inc. to assist in developing the detailed Signage & Wayfinding Program components to support the GP and BVSP placemaking vision, and conducting community outreach through presentations and an online survey; and,

WHEREAS, Belmont's signage and wayfinding system is designed to project a consistent image for the community; improve navigation for all modes of travel; guide visitors to landmarks, facilities, and services; establish appropriately themed entry point and neighborhood identification, promote walking, bicycling and mass transit; and be sustainable as well as expandable; and,

WHEREAS, well-designed streets, public realm improvements, and wayfinding signage complement surrounding land uses and provide for attractive, safe, and efficient circulation for all users and all modes of transportation. To achieve a "Complete Streets" balance, multiple strategies are needed to promote mobility improvements, and wayfinding signage aids this goal. Extending the civic brand beyond print and web applications also further establishes a unique sense of place for Belmont. Because signage is visible on key corridors that connect visitors to civic destinations and parks, it often reinvents and strengthens the civic brand as a memorable place; and,

WHEREAS, Program goals are manifested in: 1) creating a consistent signage and wayfinding system across a range of signage mediums; 2) creating a signage and wayfinding system that directs visitors to landmarks & historic resource properties, activity/service centers including, but not limited to: entry points, the BVSP Area, Shopping Centers, Twin Pines Civic Center, restaurant and retail clusters, parking garages/lots, mass transit, parks/community facilities, residential neighborhoods, and nearby destinations; 3) establishing signage and wayfinding links to city bicycle and pedestrian trails; 4) establishing an ongoing administration and maintenance plan for the system; and 5) evaluating and establishing entry point and neighborhood identifications such as entry monuments; and,

WHEREAS, Hunt Design Inc. has provided the City with a framework and attributes that make up the three main signage platforms envisioned in the program – Wayfinding/Directional, Entry Monument, and Banner Signage (as described in Exhibit B).

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

SECTION 1. The City Council approves the Belmont Signage Wayfinding Program.

SECTION 2. City staff will prepare Capital Improvement Program (CIP) details that embody Signage/Wayfinding elements in detailed drawings for each sign type, layout, and location. The Signage/Wayfinding CIP project is anticipated to be developed and return to Council for approval in concert with formulation of the Fiscal Year 2025-26 budget. Future work efforts would subsequently include RFP preparation, selection of a design/construction firm, and implementation of the project.

* * *

ADOPTED December 3, 2024 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



BELMONT

CITYWIDE WAYFINDING PROGRAM

December 3, 2024

CITY COUNCIL MEETING

Hunt

25 North Mentor Avenue
Pasadena, CA 91106
626.793.7847

HUNT DESIGN

Wayfinding Project Goals

- Express the characteristics of Belmont through environmental graphics and wayfinding
- Develop a cohesive system that works for visitors and residents
- Create a wayfinding system to direct and orient people to key destinations such as:
  - –Community parks
  - –Public schools
  - –City Hall complex
  - –Police station
  - –Barrett Community Center
  - –Belmont Library
  - –NDNU/Stanford Property
  - –Belmont Sports Complex
- Unify and refresh public signage throughout the city
- Signage along main corridors:
  - –Ralston Avenue
  - –El Camino Real
  - –Alameda De Las Pulgas
  - –Old County Road
  - –Selected neighborhood entrances

Studying Belmont's **visual identity.**

Belmont—then and now



American House Hotel



Belmont Train Station



Ralston Estate







Second Belmont Public School



Notre Dame High School



Old Emmett Store











Belmont’s people and activities















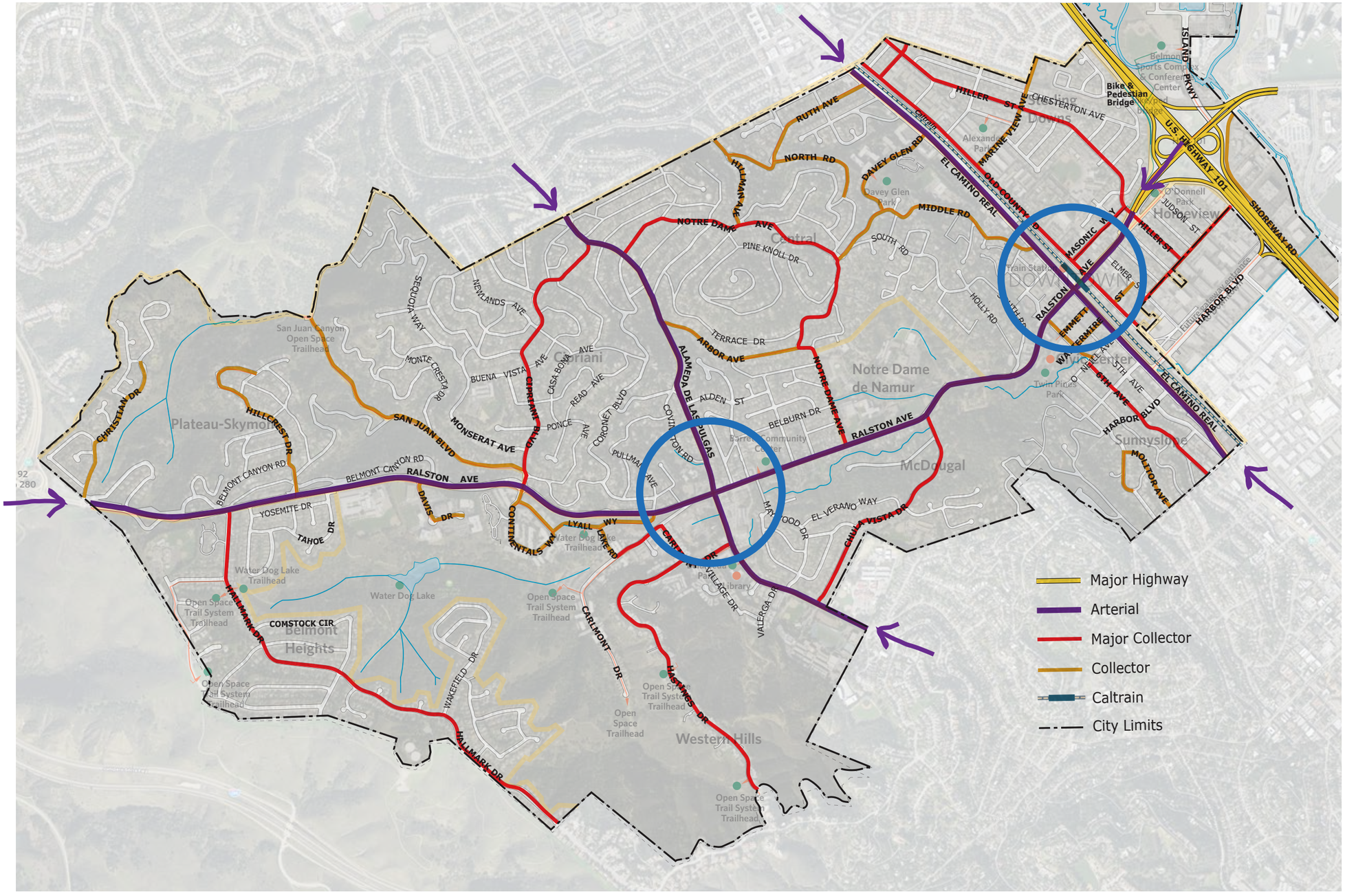
Branded colors and logos

CITY OF BELMONT

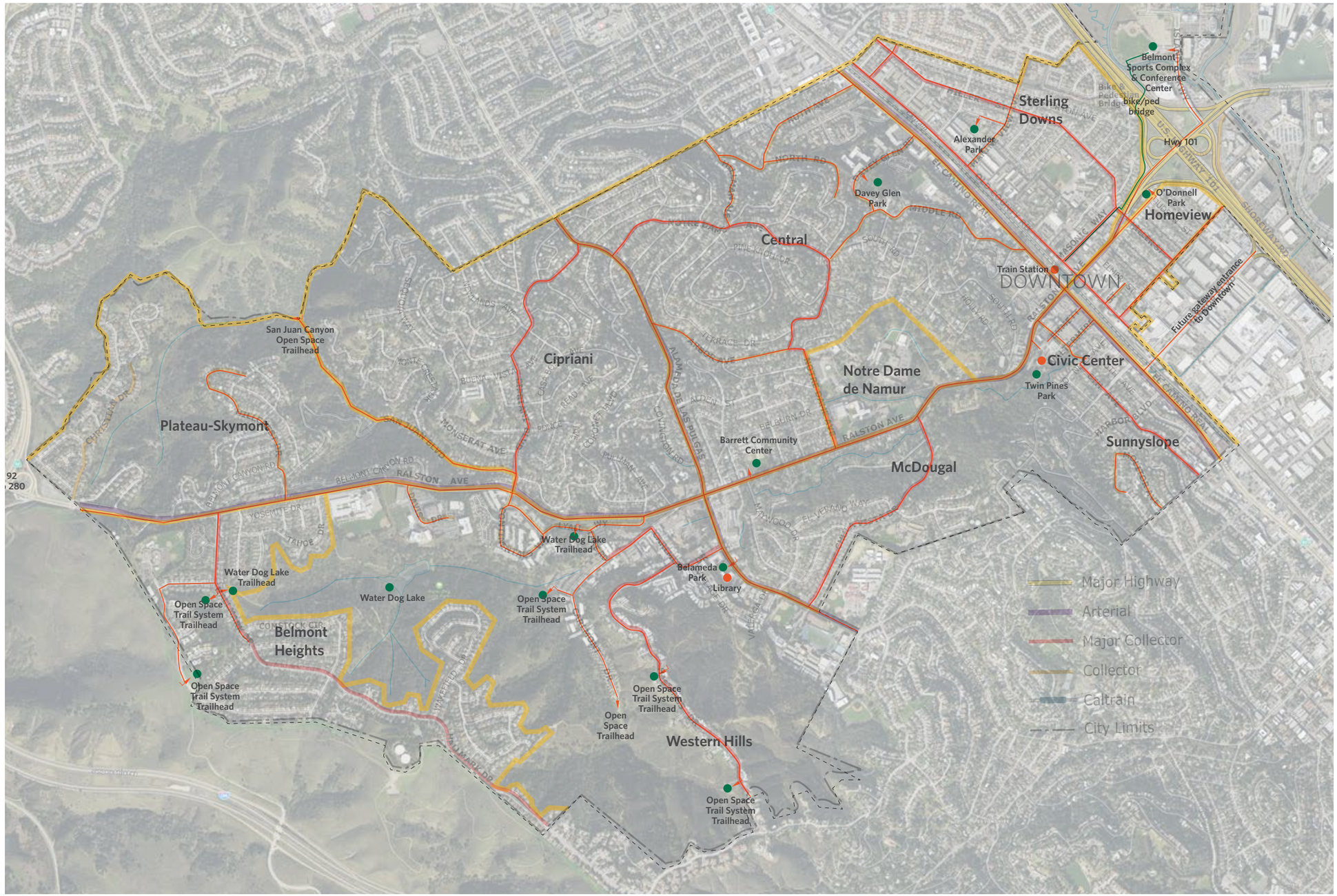
CITY OF BELMONT

Studying vehicular and pedestrian circulation **to guide locals and visitors** to key destinations.

Circulation

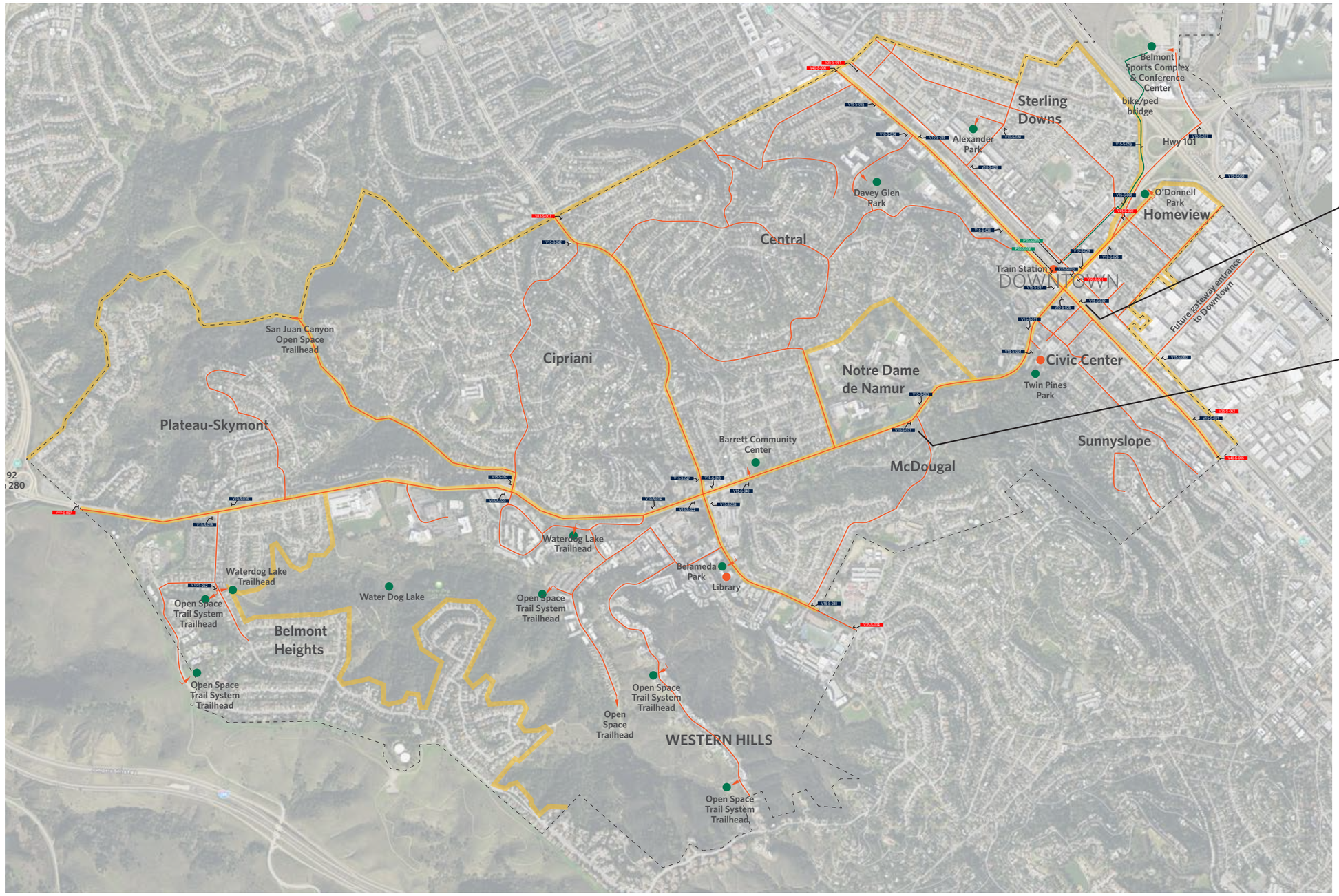


Key Destinations



DISTRICTS
Downtown Belmont Village Area
CIVIC
Library
Civic Center
NDNU/Stanford Property
SCHOOLS
Ralston Middle School
Carlmont High School
TRANSPORTATION
Train Station
Hwy 101
92 to 280
RECREATION
Alexander Park
Barrett Community Center/Park
Belmont Sports Complex and Conference Center
Cipriani Park
Crystal Springs XC Course
Davey Glen Park
Hallmark Park
McDougal Park
O'Donnell Park
Semeria Park
Twin Pines Park
Waterdog Lake / San Juan Canyon

Draft sign location plan



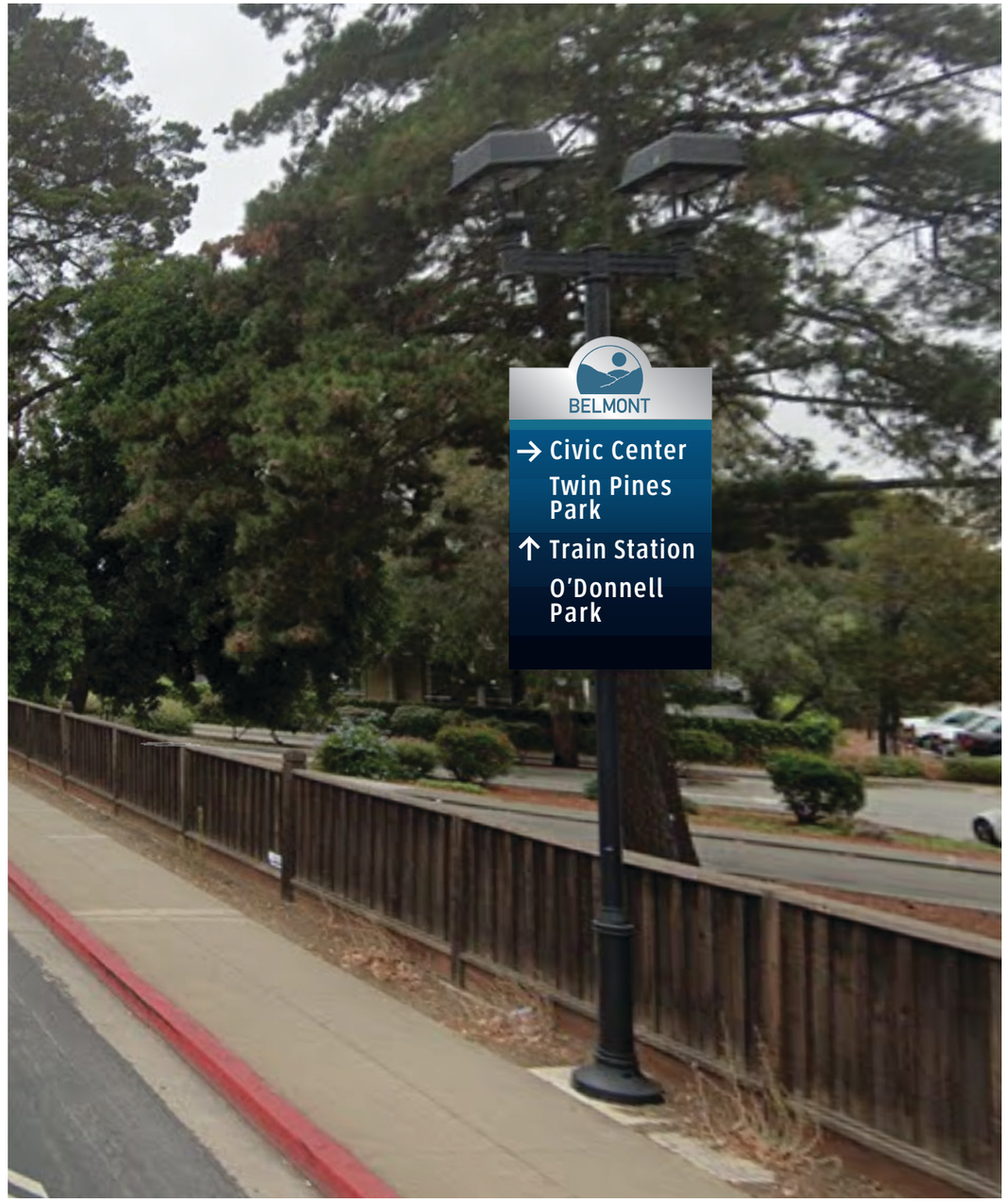




Downtown wayfinding



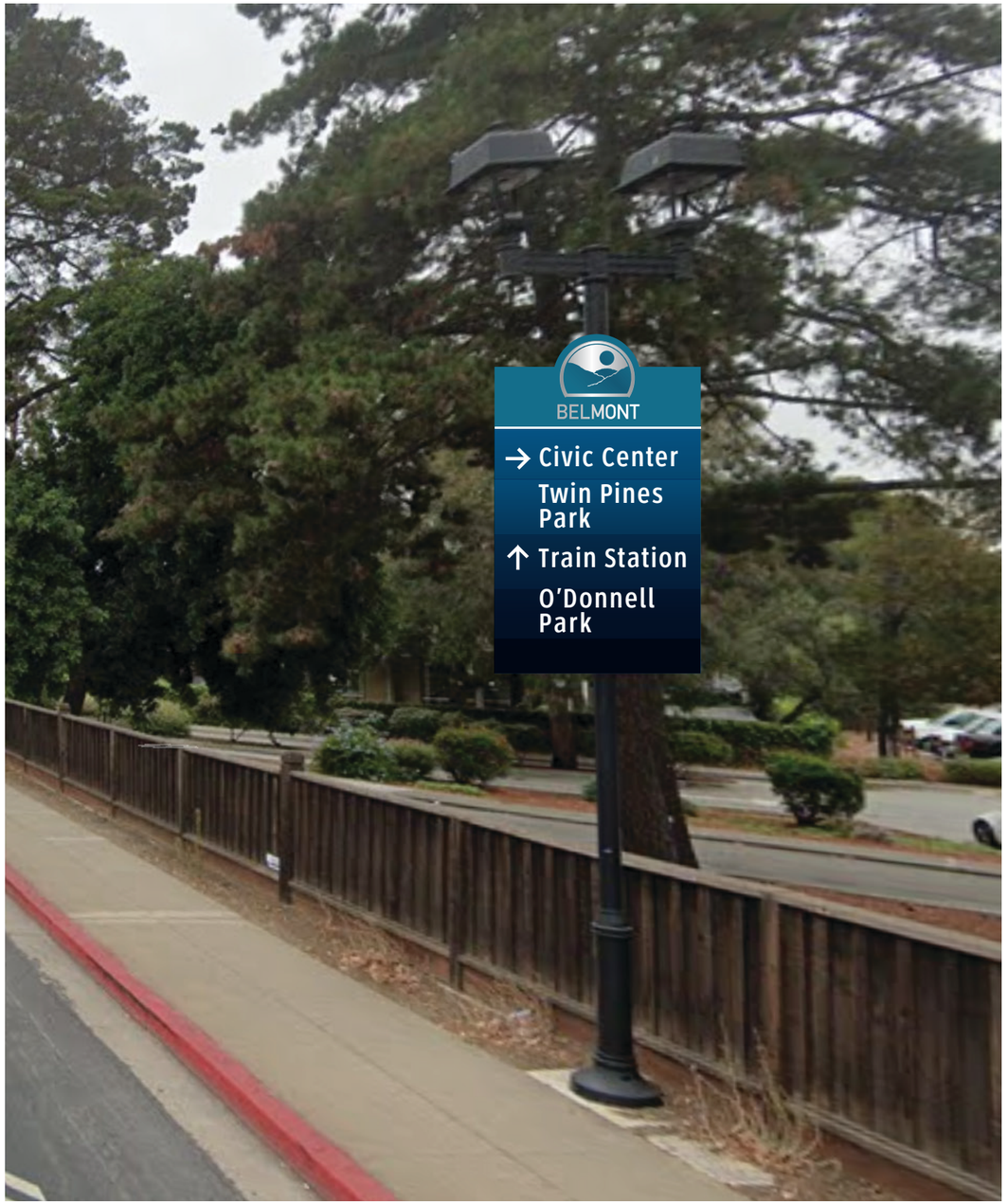




Downtown wayfinding







Additional opportunities





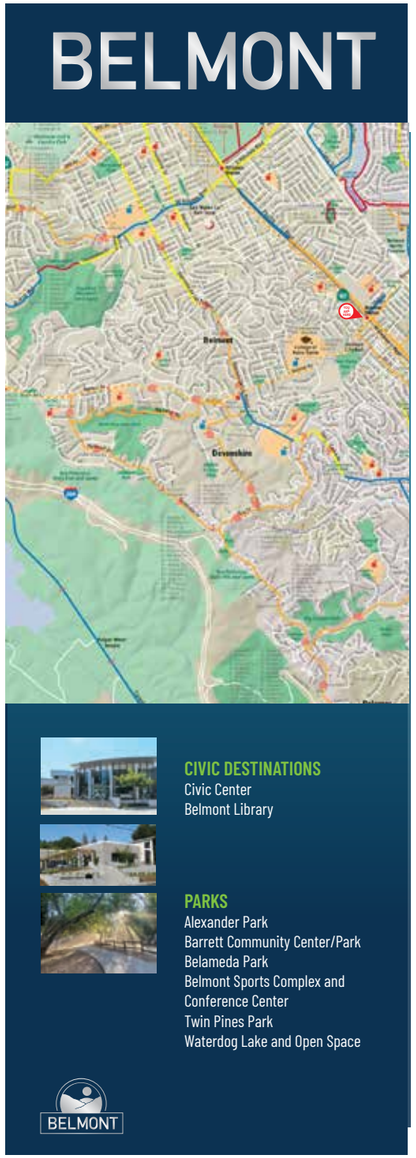


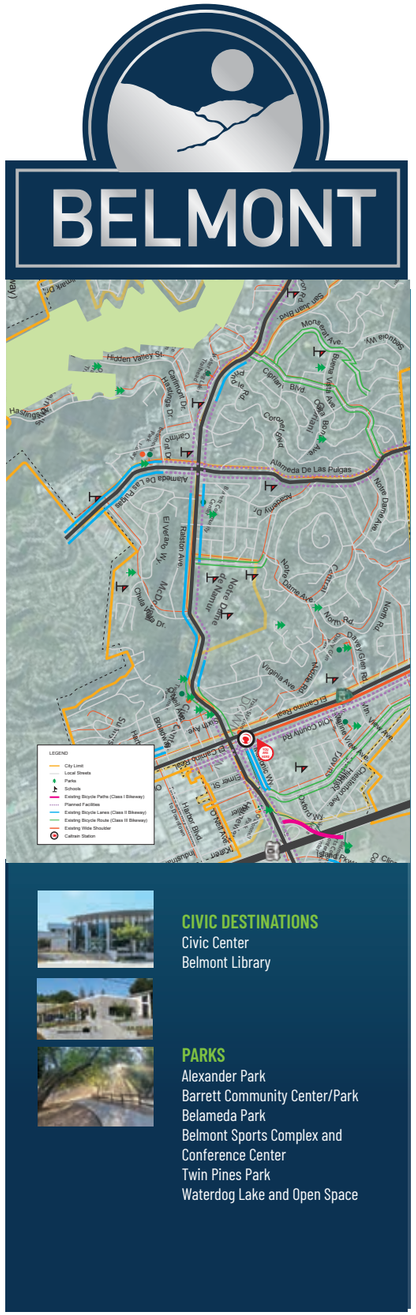




Pedestrian and bike connections







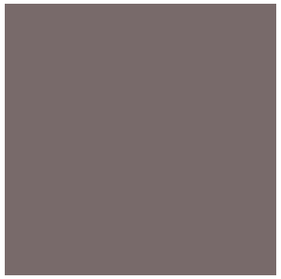
A **natural color palette** is used for signage elements outside of the El Camino Real and Belmont Village area.

Branding “the place”















Median monuments



EXISTING

Median monuments



EXISTING

Retrofitting existing neighborhood monuments



EXISTING



ELEVATION

SCALE: 1/4" = 1'-0"



EXISTING

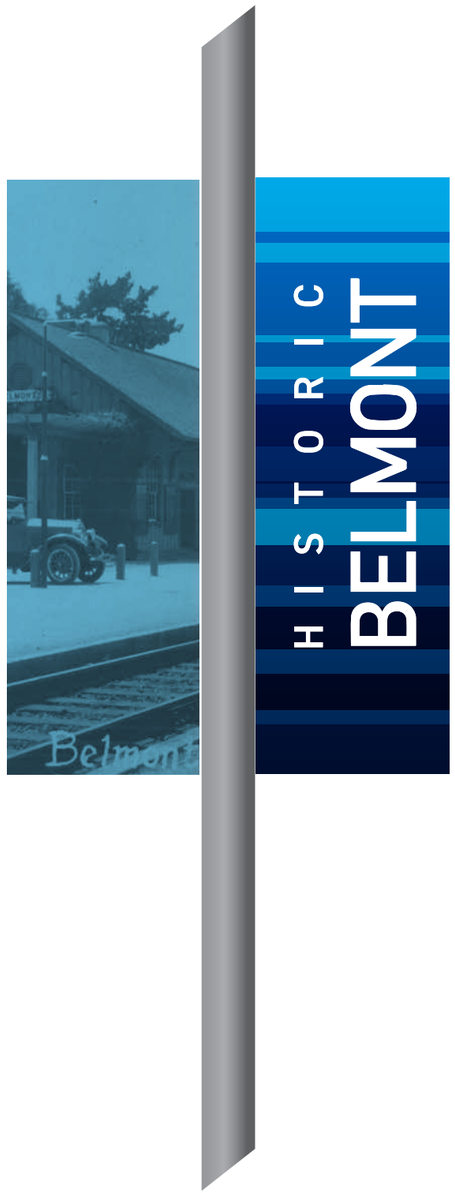

CITY OF BELMONT

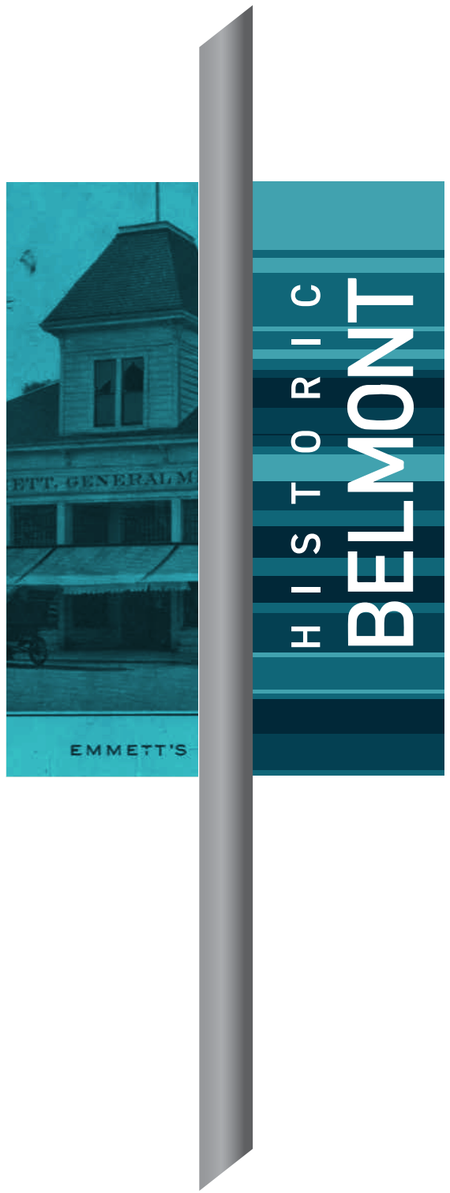
Civic Center monuments



Bright colors express the **city's brand** and convey the heartbeat of Belmont.

Banner opportunites





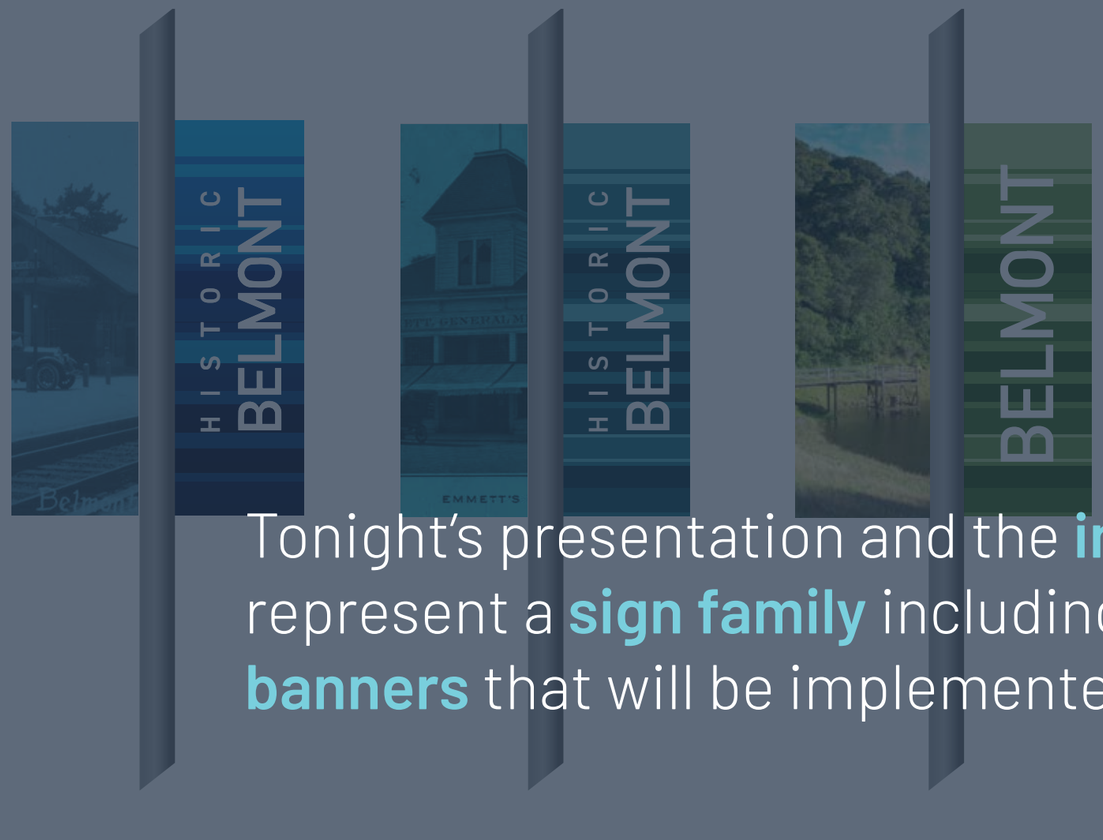




Seasonal and permanent possibilities





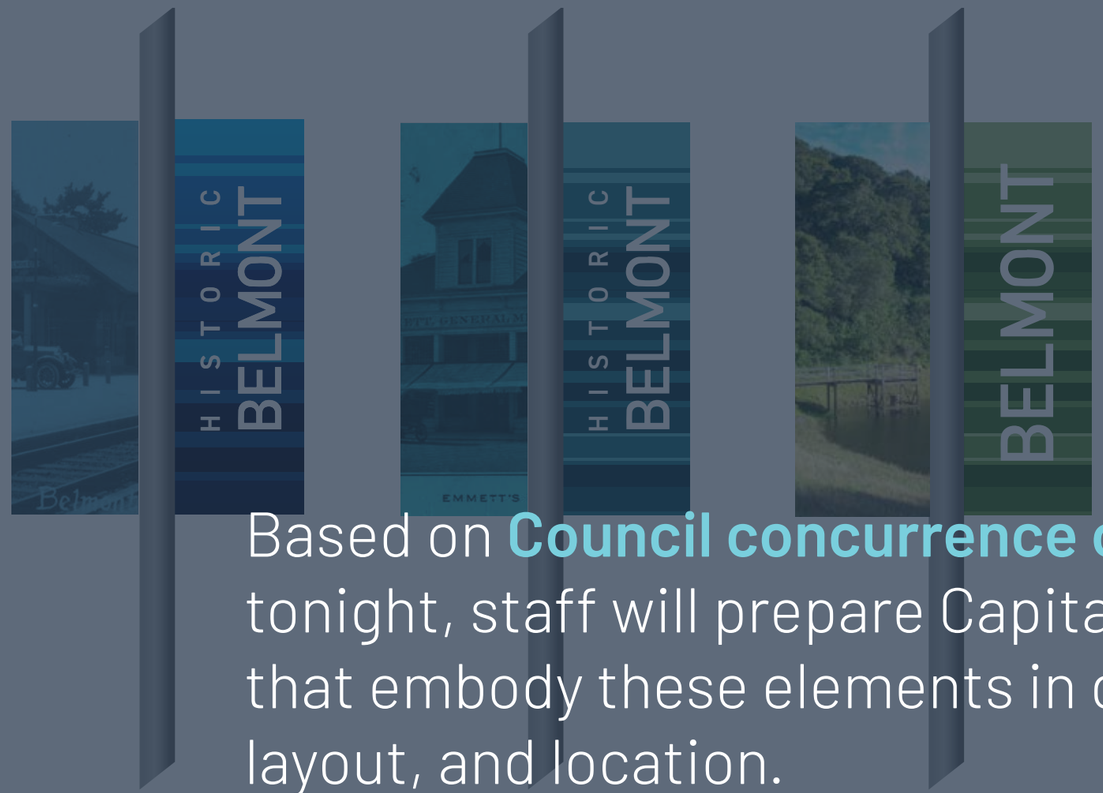




Tonight's presentation and the **intended overall program** is designed to represent a **sign family** including **directional signs, monuments, and banners** that will be implemented City-wide in the future.





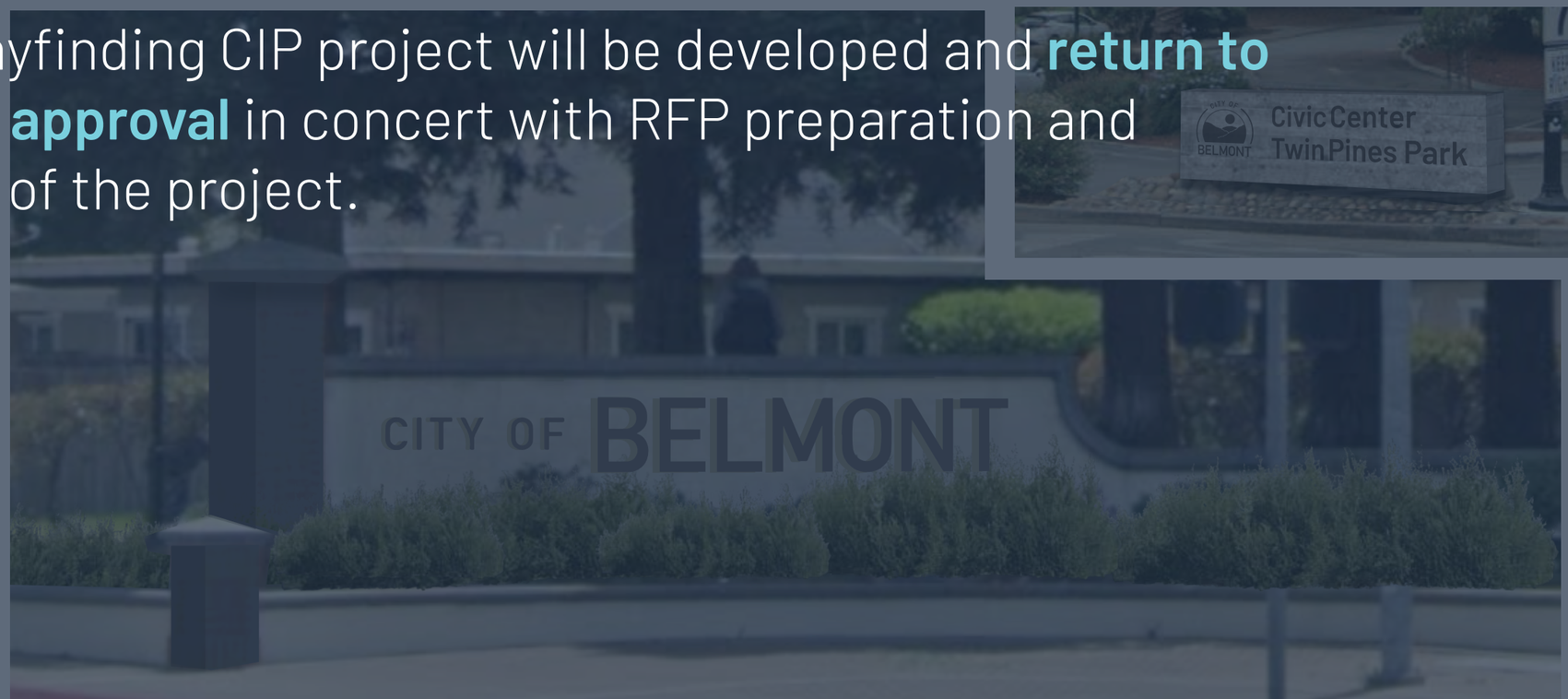


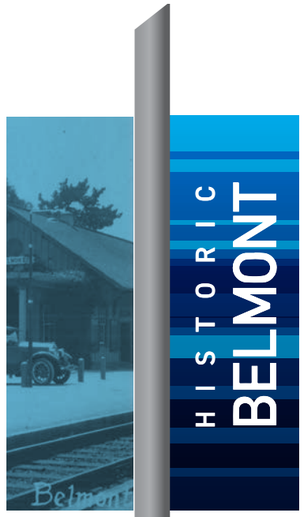
Based on **Council concurrence of the sign type attributes** shared tonight, staff will prepare Capital Improvement Project (CIP) details that embody these elements in detailed drawings, for each sign type, layout, and location.

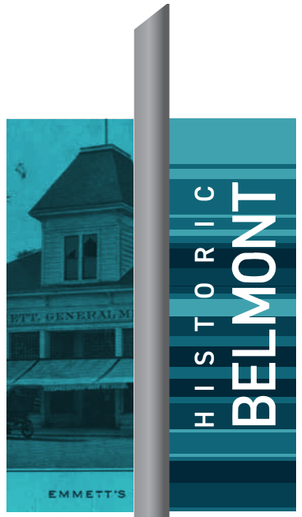


The Signage/Wayfinding CIP project will be developed and **return to Council for final approval** in concert with RFP preparation and implementation of the project.





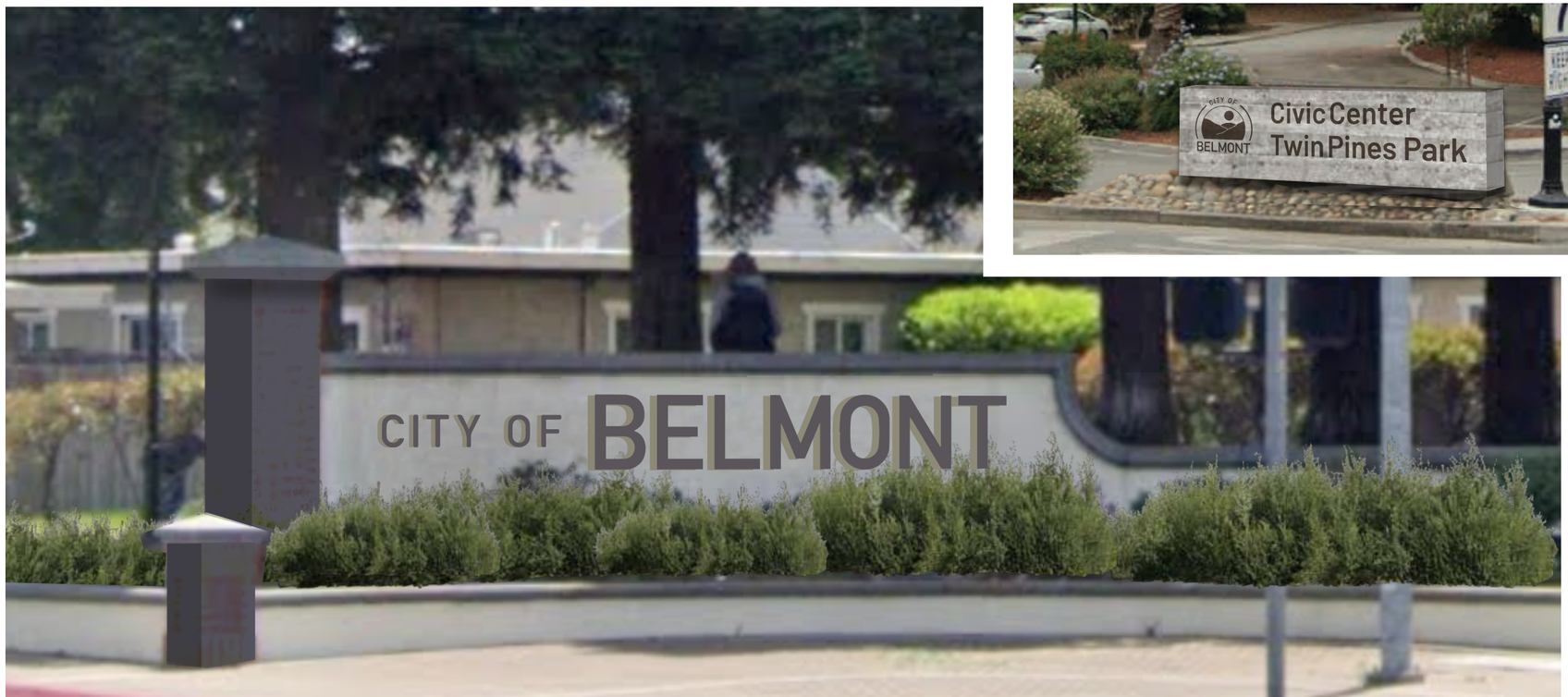

HISTORIC
BELMONT


HISTORIC
BELMONT
EMMETT'S


BELMONT


BELMONT
Civic Center
Twin Pines Park
Train Station


CITY OF BELMONT


CITY OF BELMONT

BELMONT
Civic Center
Twin Pines Park