



City Council Special Meeting Agenda

Tuesday, March 3, 2026

Sports Complex
550 Island Parkway, Belmont CA 94002

General order of Business

1. CALL TO ORDER
2. ROLL CALL
3. GENERAL BUSINESS
4. ADJOURNMENT

City Council

Julia Mates, Mayor
Cathy Jordan, Vice Mayor
Robin Pang-Maganaris, Councilmember
Gina Latimerlo, Councilmember
Tom McCune, Councilmember

Staff

Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Kathy Kleinbaum, Assistant City Manager
Ken Stenquist, Police Chief
Grace Castaneda, Finance Director
Ann Ritzma, Interim Admin Services Director
Carlos deMelo, Community Development Director
Brigitte Shearer, Parks and Recreation Director
Edric Kwan, Public Works Director
Jozi Plut, City Clerk

MEETING ATTENDANCE:

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

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

PUBLIC COMMENT:

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

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

To submit a written public comment:

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

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

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

LEVINE ACT:

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

<https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>

ACCESSIBILITY

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

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

City of Belmont
City Council Special Meeting Agenda
March 3, 2026
Sports Complex
550 Island Parkway, Belmont CA 94002

NOTICE REGARDING MEETING ATTENDENCE

This meeting WILL NOT be broadcast or streamed, public participation is Only in Person

1. CALL TO ORDER

2. ROLL CALL

3. 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. FY 2026-27 Strategic Planning Workshop and Council Recess Dates

Recommendation: Provide direction on the implementation of the Strategic Plan and other key department work plan priorities for Fiscal Year 2026-2027, identify any new priorities that should be considered for next Fiscal Year and beyond, review the proposed City Council meeting dates for the remainder of the 2026 calendar year, and review the City Council Protocols and Code of Conduct

Attachments:

[Staff Report](#)

[Powerpoint](#)

[2023 Strategic Plan Update](#)

[Strategic Plan Dashboard](#)

[Council Calendar](#)

[Council Protocols](#)

[Code of Ethics and Conduct](#)

4. ADJOURNMENT



STAFF REPORT

Meeting Date: March 3, 2026
Agency: City of Belmont
Staff Contact: Kathy Kleinbaum, Assistant City Manager, Jozi Plut, City Clerk
Agenda Title: FY 2026-27 Strategic Planning Workshop and Council Recess Dates
Agenda Action: Discussion & Direction

Recommendation

Provide direction on the implementation of the Strategic Plan and other key department work plan priorities for Fiscal Year 2026-2027, identify any new priorities that should be considered for next Fiscal Year and beyond, review the proposed City Council meeting dates for the remainder of the 2026 calendar year, and review the City Council Protocols and Code of Conduct.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The City Council developed a five-year Strategic Plan in March 2020 following a full-day professionally facilitated workshop with the City Council and the City's senior leadership team. The purpose of a strategic plan is to set strategic directions and determine priorities. The Council's strategic focus provides a clear message to City staff as to what the Council aims to accomplish in the upcoming planning period. Additionally, the plan provides valuable direction for development of the annual budget and capital improvements program, allocation of staff resources, and other important city functions.

The Strategic Plan identifies five focus areas:

- Infrastructure and Mobility
- Economic Development and Housing
- Fiscal and Organizational Sustainability
- Public Safety
- Quality of Life

The initiatives identified in these areas span across all City departments, with some initiatives requiring cross-departmental implementation. The identified initiatives include a mix of discrete actions, such as completing a specific project or program, and on-going commitments towards improvement of processes and collaboration between departments and outside partners.

Since the creation of the Strategic Plan, the City has held annual Strategic Planning Sessions to review progress on the plan, provide updates on staff work plans for the upcoming year, and to identify any new City Council priorities or initiatives to add to or augment the plan. In March 2023, the City amended the Strategic Plan to reflect on the accomplishment of the first 3 years of the plan and to adjust the plan for



unanticipated changes, including those brought on by the COVID-19 pandemic and its aftermath.

The Strategic Plan dashboard, included as Attachment C, shows the progress to date. Note that for the first time, staff has marked all on-going initiatives, which comprise roughly half of the total initiatives in the Strategic Plan, as “Complete” provided that continuous work is being done to further them. Of the 67 initiatives listed on the plan, 42 (or 63%) are complete or on-going tasks that have been incorporated into our workplans and 22 (or 33%) are on-target and are in the process of being completed. Only 3 initiatives of the 67 (4%) have not yet been initiated to date due to lack of staff or financial resources.

Some of the major accomplishments to date from the Strategic Plan include:

- Adoption and State certification of the 2023-2031 Housing Element
- Adoption of the Parks, Recreation, and Open Space (PROS) Plan
- Completion of the updated 5-Year Pavement Plan and successful implementation of the annual Pavement Rehabilitation Projects
- Adoption of the Sewer Master Plan
- Completion of the Belmont Creek Restoration project
- Adoption of the Business License Tax update
- Creation of the staff BOLD Committee to enhance connections to the community and bridge relationships among staff
- Enhanced public outreach through updated communication tools and the creation of the Police Community Academy and the Civics Academy

The City is now entering into our sixth year of implementing the 5-year Strategic Plan. While some work plan items have taken longer to be implemented as a result of the pandemic and/or lack of resources (both staff and financial), the City has made substantial progress on much of the plan. Staff recommends that the City undertake an in-depth process next fiscal year to create a new Strategic Plan that can carry the City forward for 2027-2032. This process will likely require a longer, facilitated session with the City Council, likely starting earlier in the year in January, with follow-up reviews at subsequent City Council meetings to complete the new plan.

Analysis

Strategic Planning Workshop

The Strategic Planning Workshop will take on a slightly different format this year. The workshop will commence with a brief overview of the City’s economic outlook and budgetary forecast. Following that presentation, the workshop will transition to updates from each City Department on their key workplan initiatives for the next fiscal year, including both those that are part of the Strategic Plan and ones that have arisen since the plan was adopted.

Staff will not be highlighting our major accomplishments over the past year, since those have been recently covered in the Year in Review presentation made at the [December 9, 2025](#) City Council meeting. In addition, instead of holding the City Council discussion on the Strategic Plan initiatives at the end of the meeting, the City Council will be given an opportunity to provide questions and comments and discuss



potential new initiatives after each Department's presentation. This adjustment will allow for the Strategic Planning session to be more interactive and for the Departments to get more targeted feedback on their workplans.

City Council 2026 Meeting Schedule

At the Strategic Planning session, the City Council reviews the City Council meeting schedule for the remainder of the calendar year. The City Council has traditionally canceled at least one or two meetings for a summer recess in either July or August. Additionally, the City Council typically only holds a singular meeting in December on the second Tuesday of the month. Please note that November 2026 is a general election year with the Mayor and Belmont District 1 and 3 Council seats up for reelection. Candidate nomination filing period opens on July 13 and closes on August 7.

Staff recommends that the City Council consider canceling one or more of the following meeting dates:

- July 28
- August 11
- August 25
- December 22

Standing Council Meeting Schedule (2026)

- Standing meetings will be scheduled on the 2nd and 4th Tuesdays of each month in 2026.
- There are no U.S. federal or California state holidays on these Tuesdays in 2026.
- October 13, 2026 (2nd Tuesday) coincides with Sukkot (Jewish holiday); participants observing may be unavailable.
- December 22, 2026 (4th Tuesday) is the start of Hanukkah at sundown;
- December 25 to January 1, 2027 is the proposed City Hall holiday closure.
- Meetings will proceed as scheduled unless otherwise noticed; individual conflicts should be communicated to the City Clerk's Office as early as possible.

Annual Review of City Council Protocols and Code of Conduct

The City Council Protocols were originally adopted in August 2016 and most recently updated in March 2025. The Code of Ethics and Conduct for Elected and Appointed Officials was amended by the Council most recently in March 2024, which included augmenting the description of the role of and appointment process for advisory bodies and nature of appointments among other modifications. No revisions are being proposed by staff for Council consideration, unless otherwise directed by the City Council.

Legislative Requirements Effective January 2026 and July 1, 2026

Staff will return to the City Council with a future agenda item outlining the requirements of Senate Bill 707 (SB 707) and the associated amendments to the Brown Act, which become effective July 1, 2026. The forthcoming report will detail the City's proposed implementation plan, including requirements for two-way telephonic or audiovisual remote public access, translation and multilingual agenda accessibility, and adoption of a Council procedure addressing disruption of telephonic or internet services during meetings. The report will also evaluate operational, technological, staffing, and fiscal impacts to the legislative body and provide recommendations to ensure compliance while maintaining effective and



accessible public participation.

Additionally, Staff will return to the City Council with information regarding Senate Bill 827 (SB 827), which expands existing ethics training requirements for local agency officials and establishes new biennial fiscal and financial training obligations. Beginning January 1, 2026, newly appointed or elected officials must complete their initial ethics training within six months of assuming office, and all covered officials, including department heads and members of legislative bodies, will be required to complete at least two hours of fiscal and financial training every two years. Staff will outline recommended implementation procedures, tracking methods, and any administrative impacts necessary to ensure compliance.

Alternatives

- 1. Request additional work plan items to be added or removed from the Strategic Plan or department work plans.

Attachments

- A. Power Point Presentation
- B. [2023 Strategic Plan Update](#)
- C. [Dashboard of Key Strategic Objectives and Supporting Initiatives Deliverables](#)
- D. Council Calendar (Summer Break, December Holiday and City Events)
- E. [City Council Protocols](#)
- F. [Code of Ethics and Conduct](#)

Fiscal Impact

No Fiscal Impact

Funding Source Confirmed:

This is a strategic planning session. Any new initiatives that are added will need to be reviewed for budgetary impact and will be included in the fiscal year 2026-27 budget proposal.

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

FY 2027 Strategic Planning Workshop

March 2, 2026

Agenda

- Strategic Planning Workshop Structure
- Economic Overview & Budgetary Forecast
- Strategic Plan Progress to Date
- Department Presentations & Discussion
 - Provide direction on Strategic Plan and Department Work Plan Priorities
- Consider proposed 2026 Council Meeting Schedule
- Legislative Requirements Update
- Provide Direction on any Updates to Council Protocols and Code of Conduct

Strategic Planning Workshop Structure

- Economic outlook and budget forecast outlook
- Strategic Plan progress update
- Fiscal Year 2027 work plan priorities
 - 2025 Accomplishments recap – featured in the Year in Review magazine and video
- Department major initiatives – highlights of the Strategic Plan priorities additional key projects
- Council discussion & feedback – opportunity for questions following each department update



A scenic landscape at sunset. The sun is low on the right side, casting a warm glow over the scene. In the foreground, there's a dirt path curving through a grassy field. In the middle ground, a ridge of rolling hills is visible, with several small silhouettes of people standing on top. The background shows more distant hills under a sky with light, wispy clouds.

Economic Overview & Budgetary Forecast

AI Investment Sustains Growth as the U.S. Economy Slows

- AI infrastructure spending has surged past \$405B, offsetting broader economic softening via tariff-induced inflation, policy-driven uncertainty, and a weakening labor market
- GDP growth slows into early 2026, then impacts of OBBBA fiscal stimulus to kick in

California Faces a Two-Speed Economy

- High-productivity sectors (AI, aerospace, advanced manufacturing) continue to expand while construction, retail, and hospitality struggle from federal spending reductions and elevated input costs

Labor and Housing Constraints Weigh on the Recovery

- Unemployment rate persists above 5%
- Early effects of deportation policies contribute to workforce shortages, elevated costs, and high interest rates slow residential development

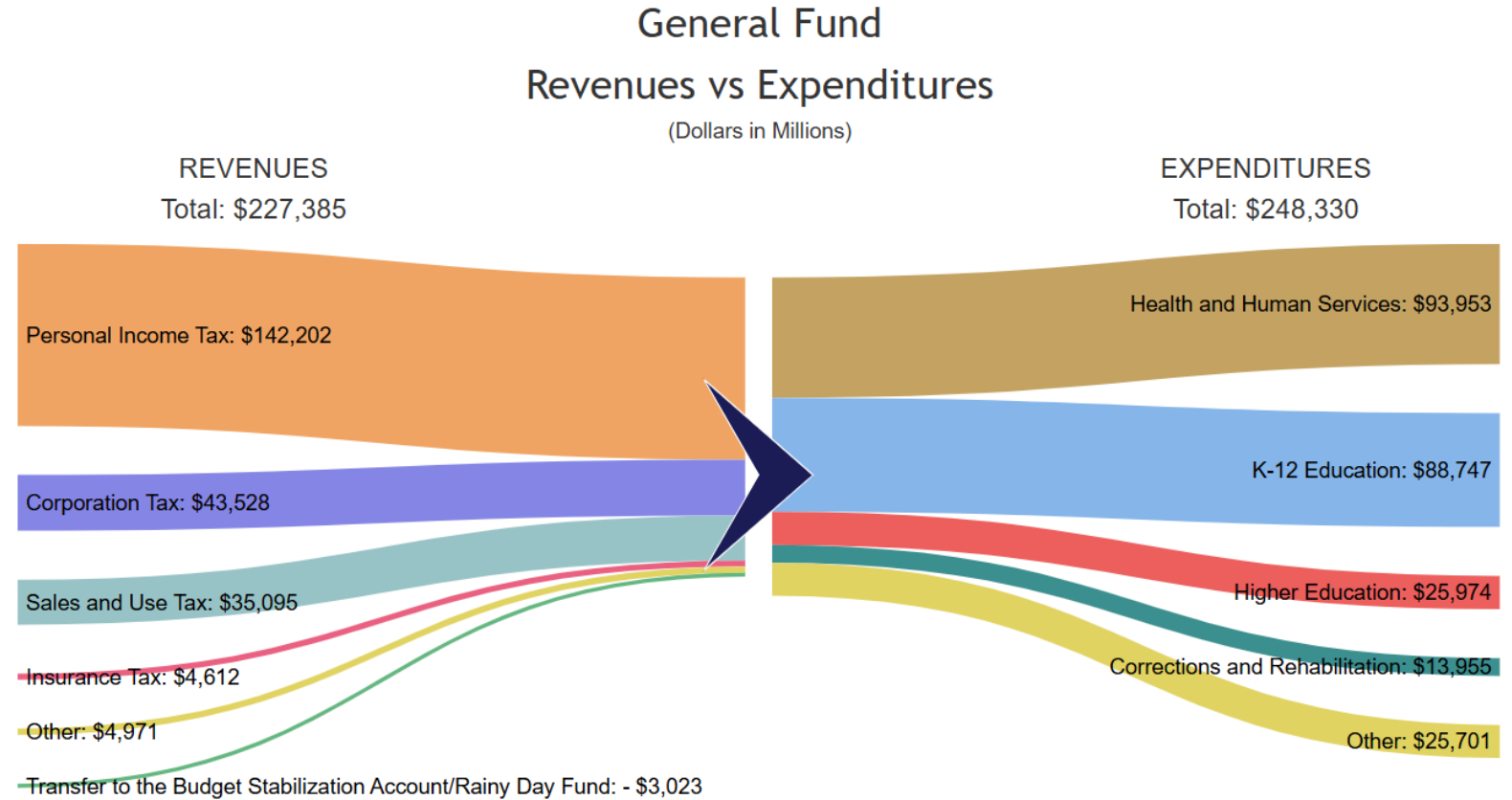
Source: UCLA Anderson Forecast

Governor's Proposed FY 2026-27 Budget

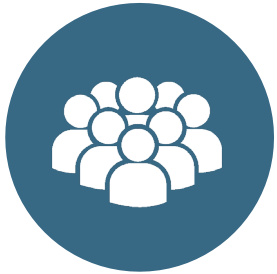
- **\$348.9B – Investing in California's Values**

- Legislative Analyst's Office: Underlying condition of state budget is "roughly balanced" while forecasting multiyear budget shortfalls

➤ \$248.3 billion from the General Fund, \$93.7 billion from special funds, and \$6.9 billion from bond funds



Demographic Factors



Population: 28,206 and ↑

Source: State DoF



Office vacancy: 20.4% and ↑
Square footage asking prices (Class A)

\$5.73 and ↑

Source: Colliers



Inflation: 3% and ↑ for
Region

Source: BLS

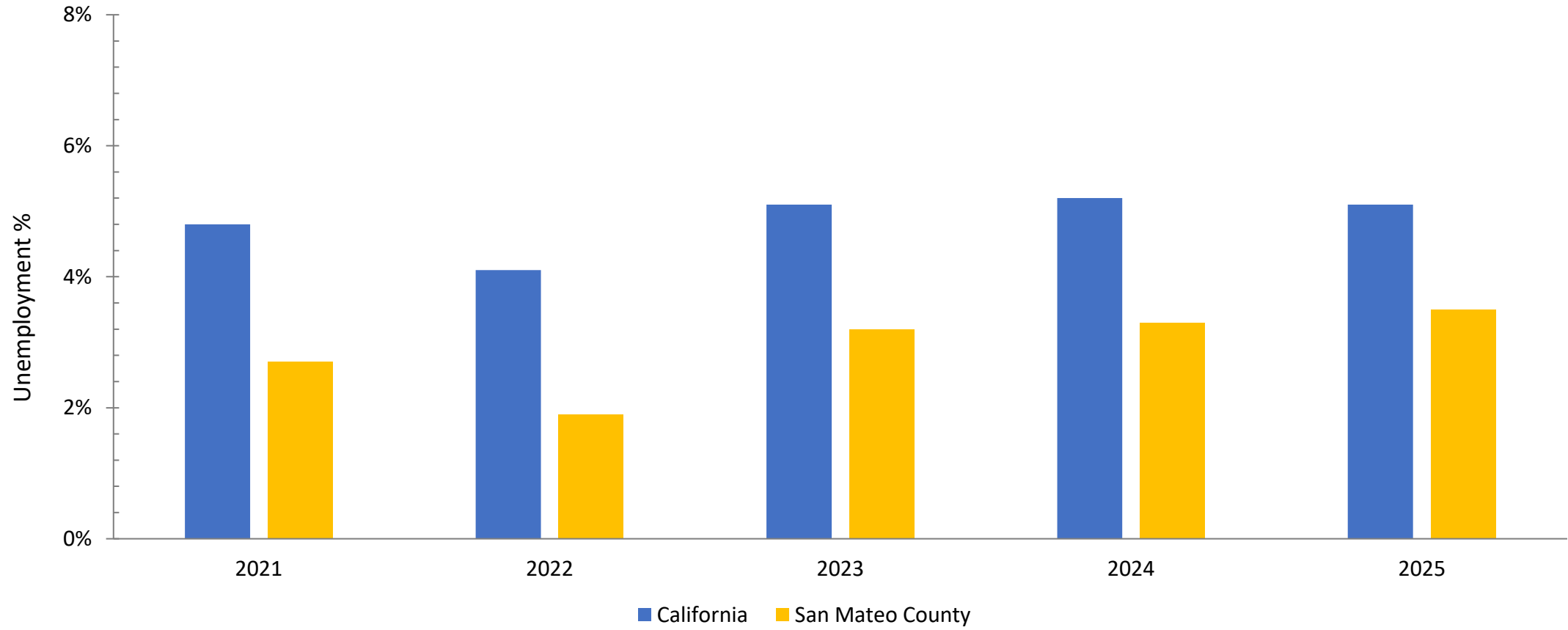


Interest rates: 4.03% and ↓

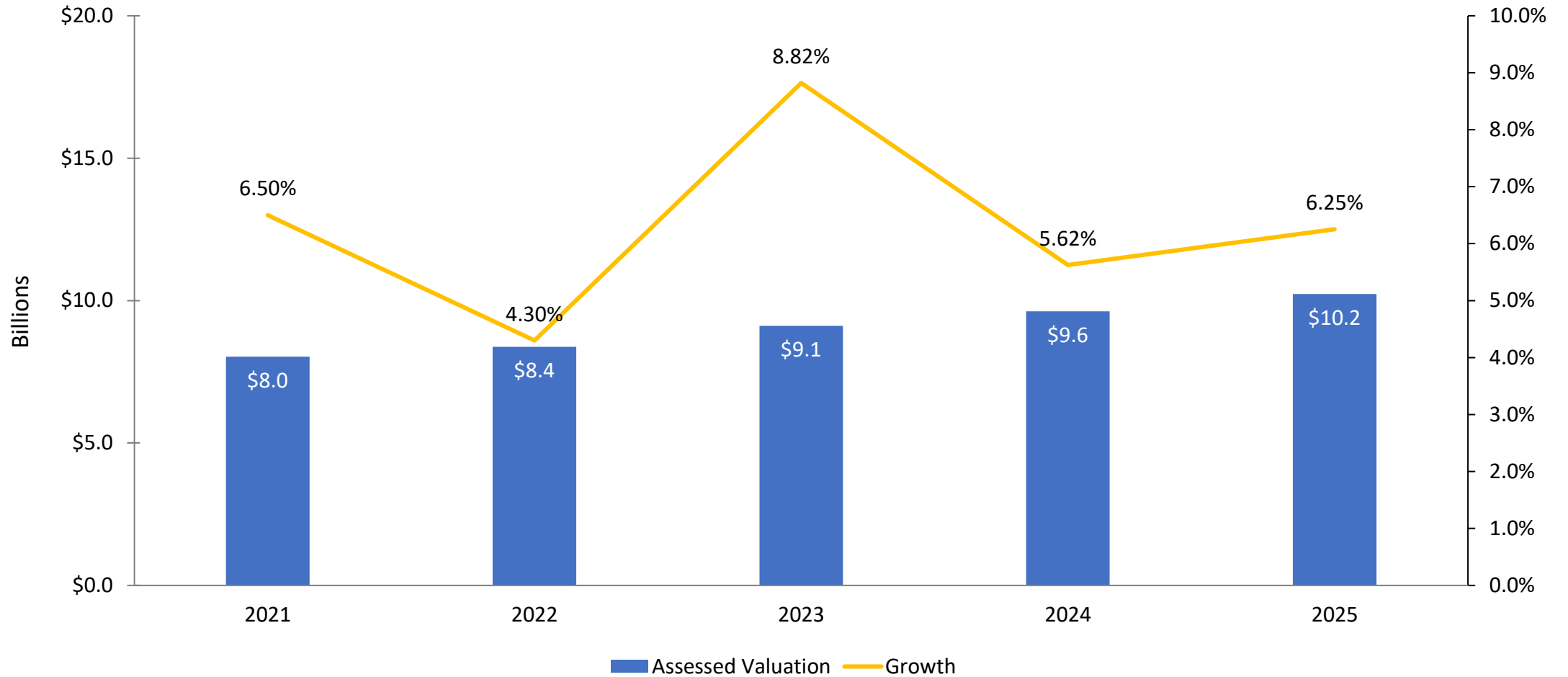
Source: LAIF State Treasurer

Demographic Factors

Unemployment Statistics



Belmont Assessed Valuation



5-Year Average = 6.3%

Where Does the Property Tax Go?

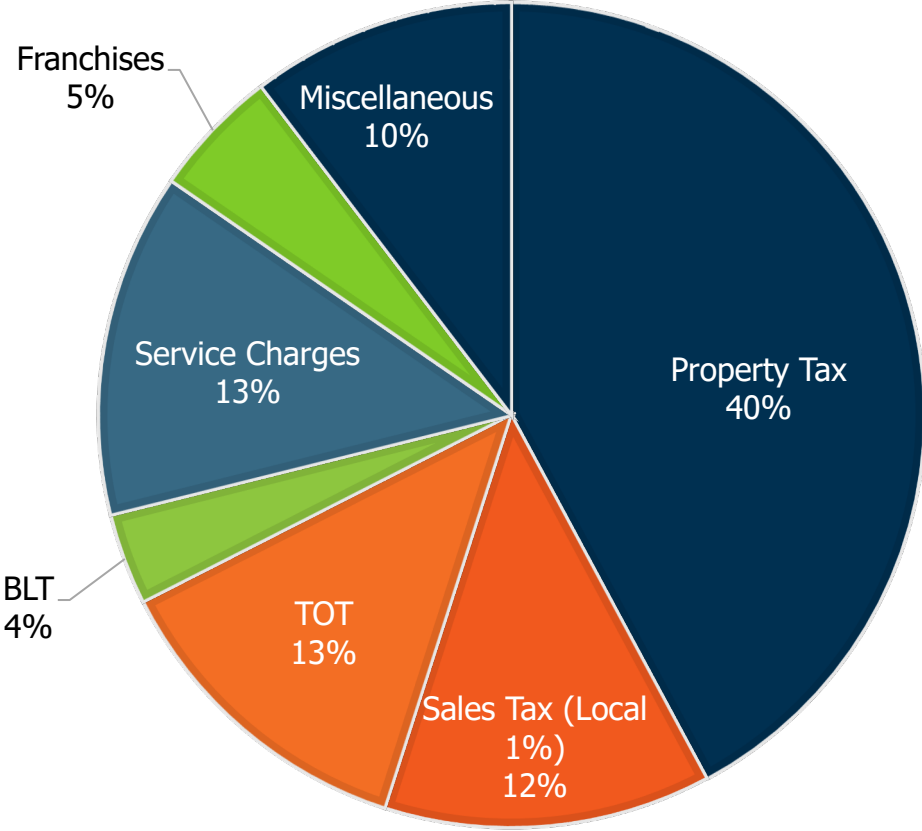


*** General Fund Reality - The City receives just seven cents of every property tax dollar to fund public safety, parks, streets, and community services.**

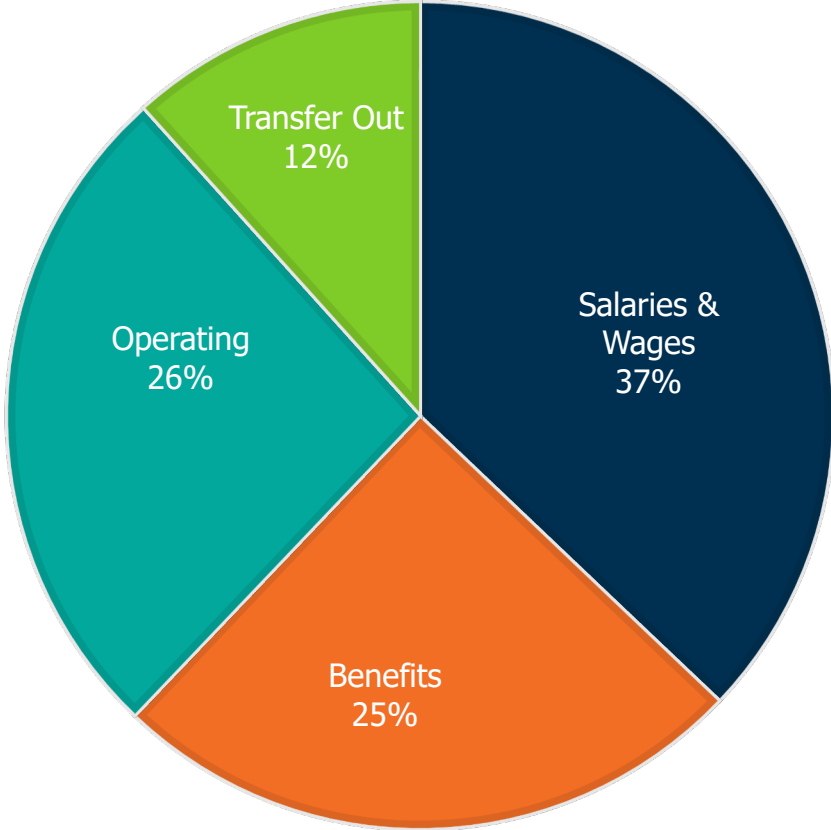
Source: San Mateo County Assessor 2024/25 Annual Tax Increment Tables

General Fund Summary

Resources



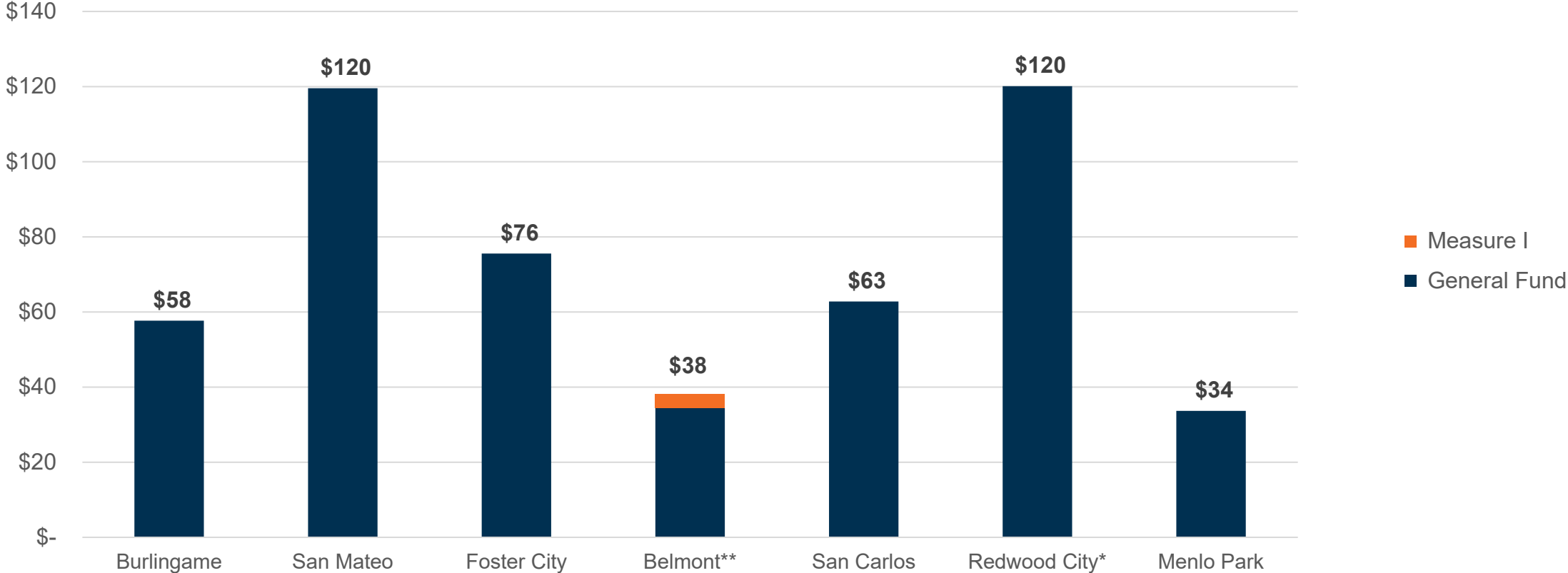
Requirements



Source: FY 2024-25 Actuals

General Fund

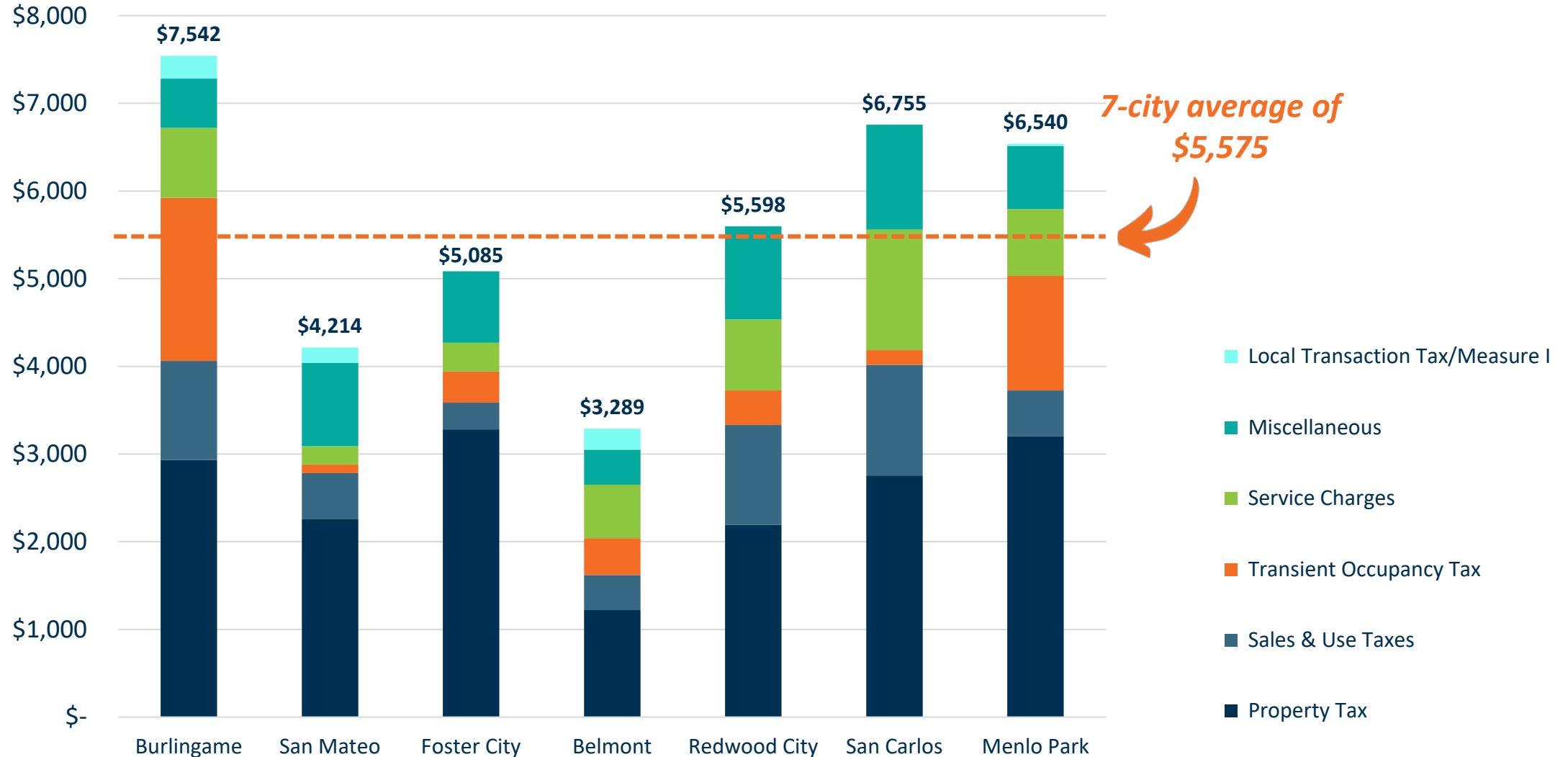
Comparison of General Fund Balance as of June 30, 2025 (in millions)



*June 30, 2025 data is not currently available, the amounts shown are as of June 30, 2024.

**Belmont's General Fund balance as of June 30, 2025 was \$34M; Measure I Fund balance was \$3.6M.

General Fund Revenues per Household Comparison



*"Miscellaneous" includes Licensing Fees, Real Estate Transfer Tax, Licenses and Permits, Intergovernmental Sources, Fines and Forfeitures, Interest and Rent Income, and other. Belmont's General Fund balance excludes Measure I funding. Measure I revenue is shown in the chart for comparison purpose.



Focus on operational efficiencies and value-added services



Continue to engage the community to identify community service priorities



Focus on diversification of locally-controlled revenues, long-term fiscal sustainability; prevent cuts to critical services



Explore new/enhanced revenue sources to ensure community resiliency

NEXT STEPS - Key Challenges Ahead

ECONOMIC & REVENUE UNCERTAINTY

NATIONAL POLITICAL AND ECONOMIC UNCERTAINTY

REVENUE STABILITY RISKS

STATE FUNDING UNCERTAINTY

DEFERRED CAPITAL NEEDS

AGING PUBLIC FACILITIES

STORM & DRAINAGE INFRASTRUCTURE

BALANCING CAPITAL AND OPERATING COSTS

REGULATORY & HOUSING PRESSURES

RISING COMPLIANCE COSTS

STATE HOUSING LAW IMPLEMENTATION

LONG-TERM FISCAL IMPACTS

Despite these challenges, the City continues to be fiscally responsible and invest in our community through essential programs, services, and infrastructure improvements.



Questions & Discussion

Strategic Plan Progress

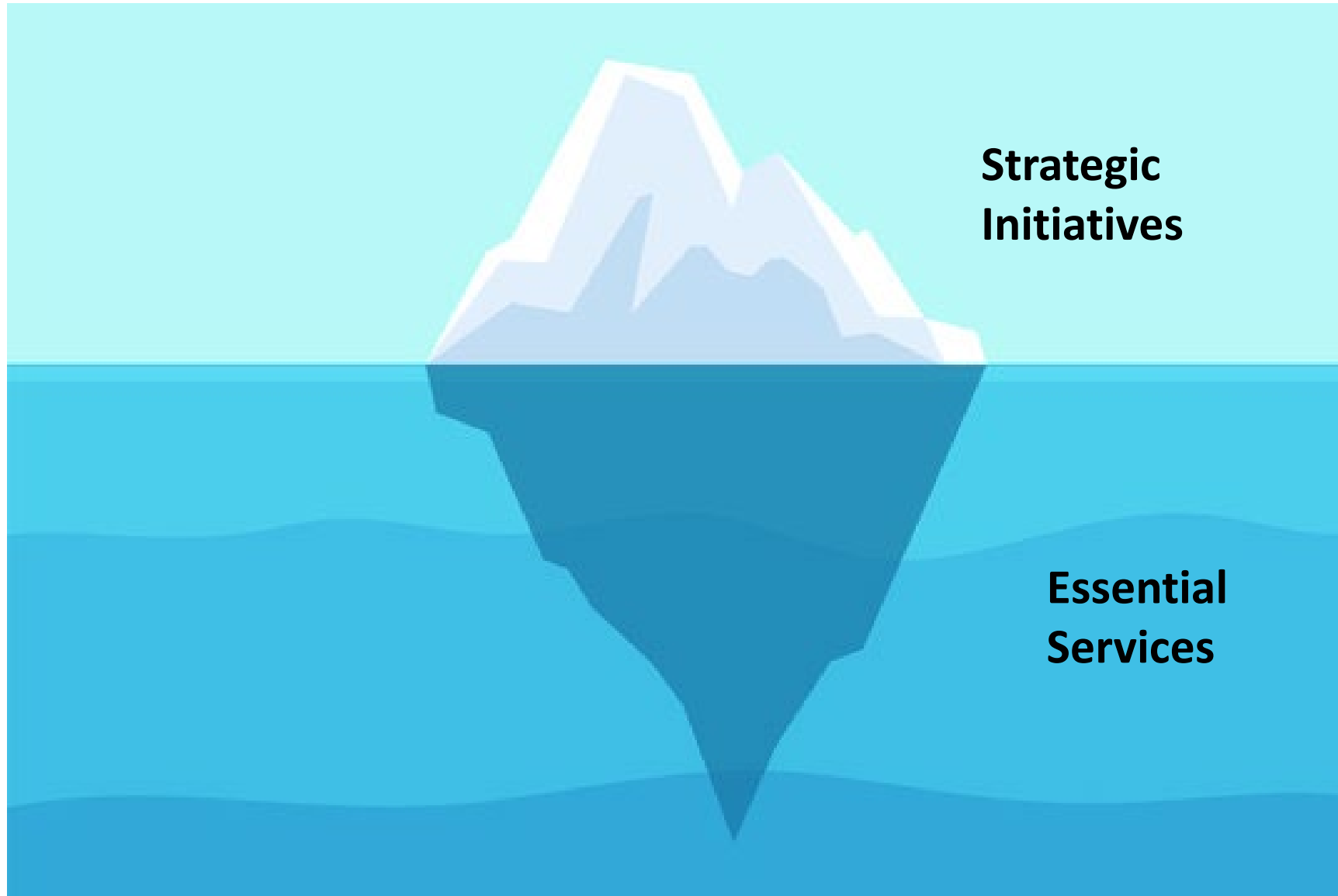


City Policy & Planning Framework

Aligning Long-Range Vision with Annual Implementation



Departmental Work Programs



*We can do anything,
but we can't do
everything!*

Work Planning Principle
*Core services are delivered first.
Strategic initiatives are
advanced based on Council
priorities, capacity, and
available resources.*

Strategic Plan Status & Accountability Framework

- ✓ **Strategic Plan Framework.** Adopted in 2020 and updated in 2023 to guide policy direction and organizational priorities.
- ✓ **Pandemic Impacts.** Certain initial implementation timelines were adjusted due to COVID-19 operational disruptions.
- ✓ **Future Planning Horizon.** Staff proposes development of an updated five-year Strategic Plan commencing in 2027.
- ✓ **Performance Dashboard.** Tracks 66 initiatives across five Strategic Focus Areas to support transparency and oversight.
- ✓ **Nature of Initiatives.** Approximately half represent ongoing service commitments without discrete start or end dates.
- ✓ **Reporting Methodology.** Ongoing initiatives with active implementation are reflected as “completed” for tracking purposes to demonstrate sustained execution.

Status of Strategic Plan

- **Completed Initiatives** - Majority are complete or ongoing efforts actively being implemented
- **On-Target Initiatives** - Initiatives that are underway and progressing, including those with delayed starts
- **Delayed Initiatives** – Not yet initiated due to resources or capacity constraints
 - Sewer Policy Updates – Planned to start in 2026
 - City Facilities Assessment – Pending initiation
 - Update Economic Development Strategic Plan – Pending initiation

Citywide Strategic Plan (2020-2027)



Infrastructure & Mobility



Economic Development & Housing



Fiscal & Organizational Stability



Public Safety



Quality of Life

	Initiative Projects Status Overview		
	Completed	On Target	Delayed
ENHANCE MULTI-MODAL TRANSPORTATION	50%	50%	
ADVANCE PAVEMENT & STREET IMPROVEMENTS	71%	29%	
ADVANCE SEWER & STORM SYSTEM IMPROVEMENTS	17%	67%	17%
ADVANCE IMPROVEMENTS AT PARKS, ATHLETIC FIELDS, AND BUILDINGS		67%	33%
ADVANCE CLIMATE ACTION AND ADAPTATION GOALS	25%	75%	
SUPPORT LOCAL ECONOMIC DEVELOPMENT STRATEGIES	67%		33%
IMPLEMENT A BALANCED LAND USE VISION INCORPORATING ECONOMIC OPPORTUNITIES, HOUSING GOALS, AND PROGRAMS	50%	50%	
ENSURE FISCAL AND REVENUE SUSTAINABILITY	71%	29%	
STRENGTHEN ORGANIZATIONAL DEVELOPMENT	83%	17%	
ENSURE SEAMLESS PUBLIC SAFETY SERVICES - POLICE AND FIRE	100%		
STRENGTHEN EMERGENCY PREPAREDNESS	100%		
IMPROVE PARKS & RECREATION FACILITIES AND PROGRAMS	100%		
CREATE DIVERSE AND UNIQUE COMMUNITY SPACES	75%	25%	
FOSTER MEANINGFUL COMMUNITY DIALOGUE	100%		

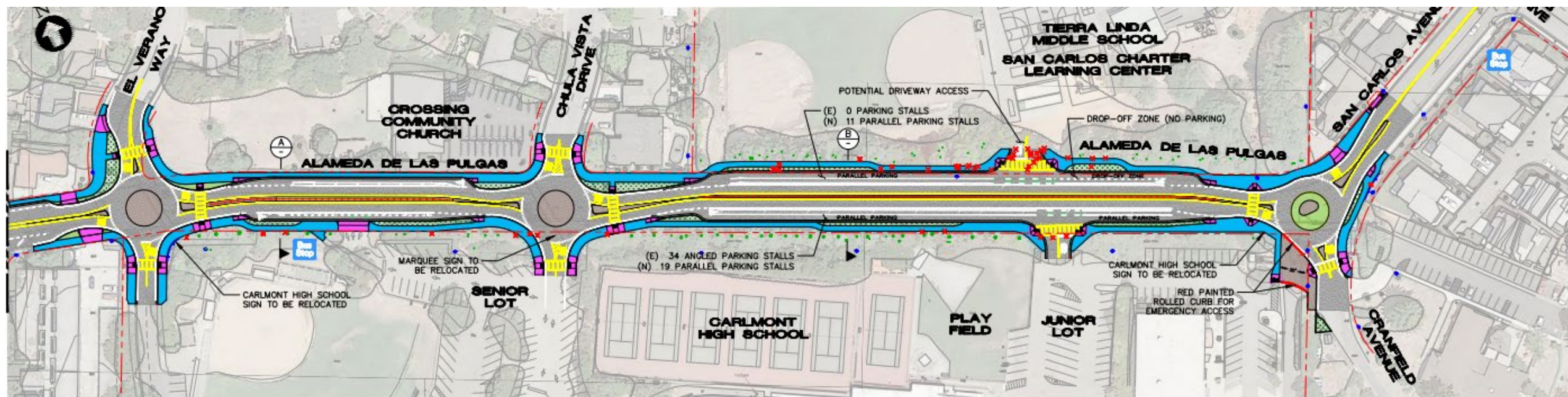


Department Presentations & Discussion



Public Works

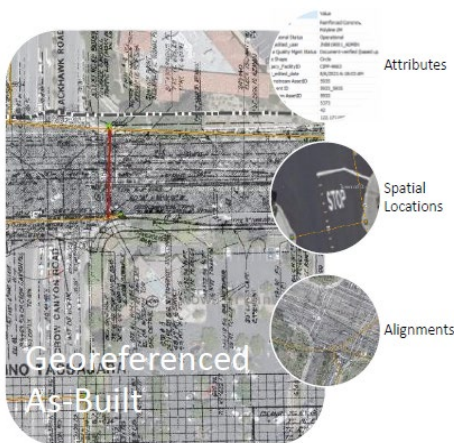
- Advance Implementation of the Alameda de las Pulgas Corridor Plan to complete remaining design and move corridor improvements toward construction through a phased approach.



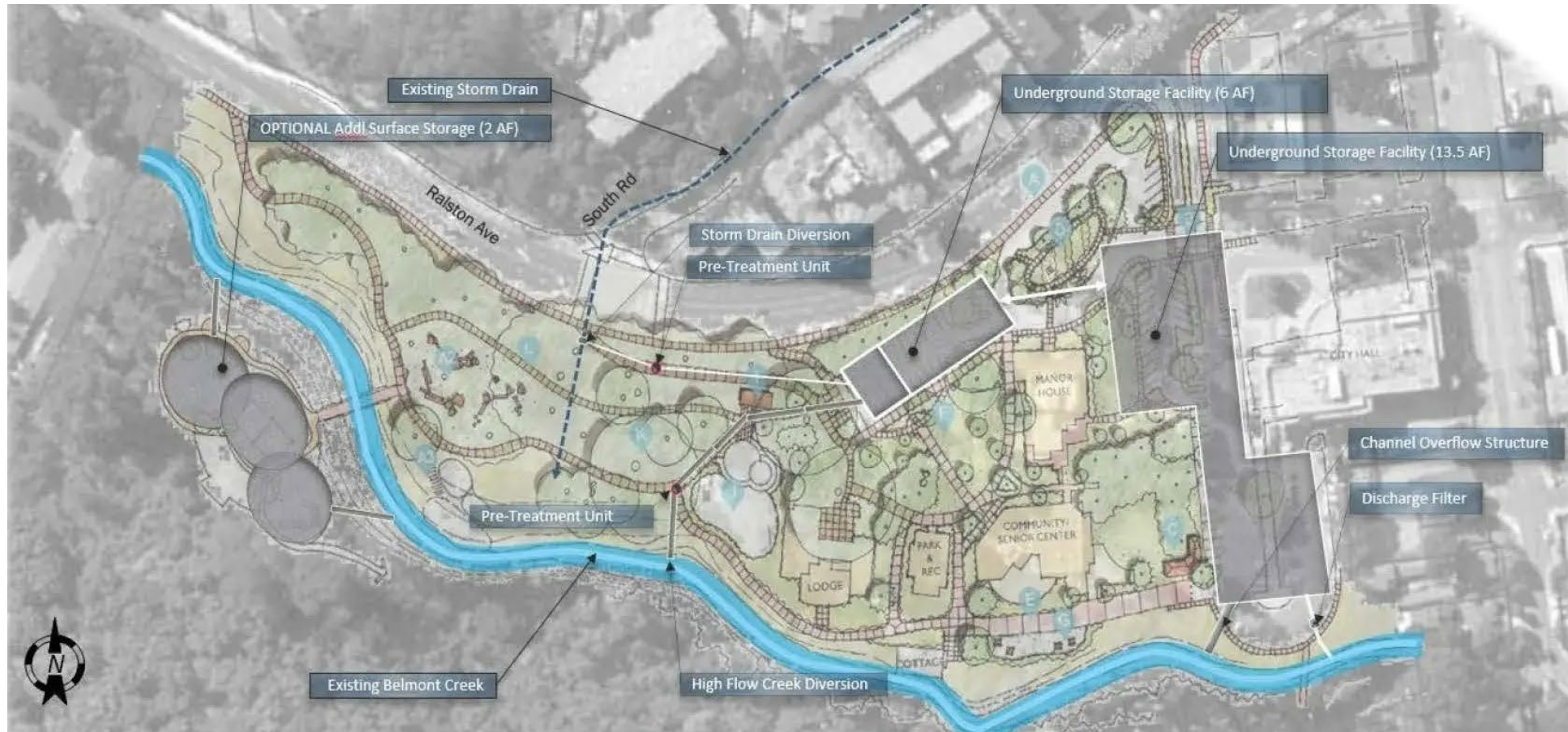
- **Develop a Comprehensive Transportation Master Plan** to improve safety, connectivity, and sustainability for pedestrians, cyclists, transit users, and drivers through data analysis and community engagement.



- **Advance the Stormwater Master Plan** toward City Council consideration to guide long-term infrastructure investment, flood mitigation, and regulatory compliance.

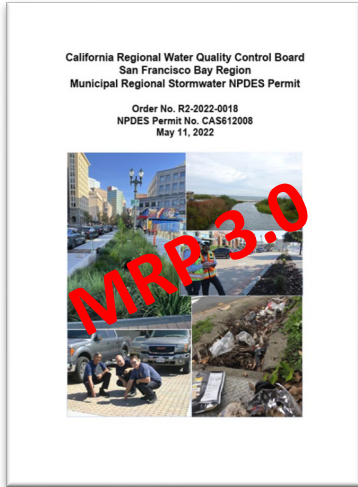


- Advance the Twin Pines Park Stormwater Detention Basin Project to complete design, secure permits and funding, and reduce downstream flooding along Belmont Creek.



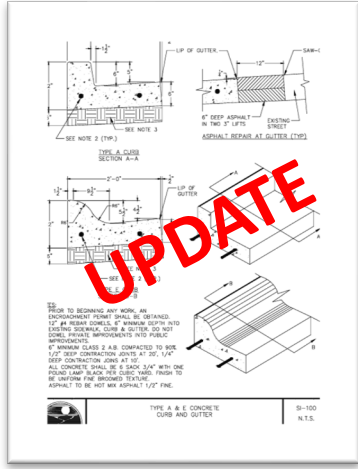
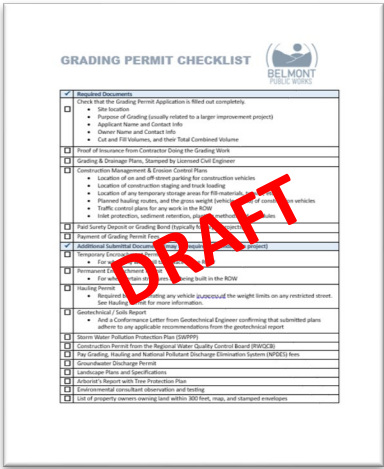
Advance Sewer, Stormwater, and Climate Resilience Goals

- Participate in the **Five Cities Regional Shoreline Adaptation Plan (RSAP)** to support coordinated shoreline protection and climate adaptation planning.
- Engage in Negotiation of the **Municipal Regional Stormwater Permit (MRP 4.0)** through stakeholder workshops and regulatory coordination.



Other Key Public Works Initiatives

- Formalize and Enhance **Public Works Standard Operating Procedures (SOPs)** to document existing best practices, improve consistency, update workflows, and fill identified gaps.
- Update **City Standard Details** to reflect current materials, construction methods, and industry best practices.



Questions & Discussion



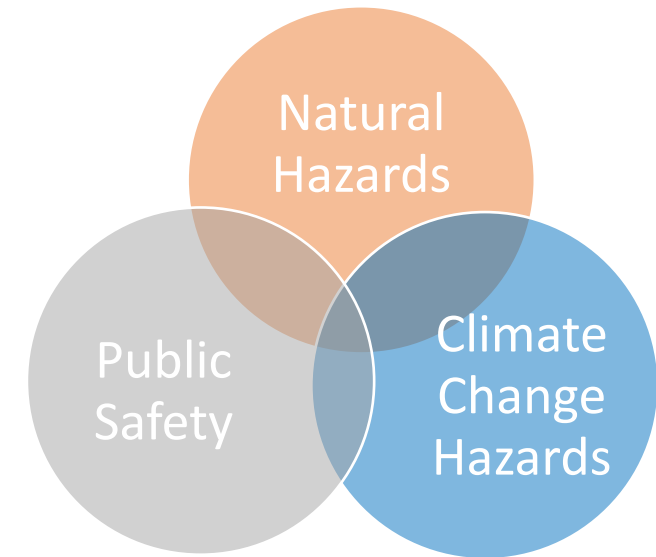
Community Development



- **Complete Harbor Industrial Area (HIA) Specific Plan**
 - Confirm approach to development standards
 - Complete technical studies
 - Complete fiscal impact analysis
 - Public Review of Draft Plan
 - Circulation of Environmental Impact Report (EIR)
- **Initiate Harbor Industrial Area (HIA) Annexation process with LAFCO**



- **Complete General Plan Safety Element Update**
 - Public Review Draft – Spring 2026
 - Planning Commission and City Council Study Sessions
 - Community Open House
 - Approval hearings – target Summer 2026
- **Continue R-C Zoning District Amendments**
 - Kickoff Environmental Impact Report (EIR) this month
 - Continue work on Zoning Text Amendments based on past Council feedback
 - Public review of the EIR anticipated in 2027



- **Process Improvements and Customer Service Focus**
 - Right-size permit and entitlement fees
 - Improve available information and on-line resources
- **Update Single Family Review Process**
 - Implement past Council direction to reduce number of additions that require Planning Commission approval
 - Zoning Ordinance Amendments anticipated mid 2026
 - Streamline process for applicants
 - Preserve neighborhood notification
- **Update Multifamily Housing Review Process**
 - Coordinate with other cities on approach to implementing new State housing laws
 - Determine appropriate community notification
 - Zoning Ordinance Amendments anticipated late 2026



- **State Law Implementation – Housing Projects**
 - Work with colleague cities and legal counsel
 - Explore Planning Commission’s role in approval of streamlined housing projects
 - Update planning review process
 - Implement Zoning Ordinance amendments
 - Maintain local influence and collaboration where possible while complying with law
- **Housing Element Implementation**
 - Update Zoning Ordinance – ADUs and SB 9
 - Target late 2026 start



Questions & Discussion

City Manager's Office



- **Housing Element Implementation**
 - Evaluation housing policies related to tenant protections and unit preservation
 - Inclusionary Zoning Policy Update – part of Countywide effort
 - Continued facilitation of affordable housing pipeline projects
- **Climate Action and Adaptation Plan development**
- **Communications Strategic Plan Implementation**
- **Update of Economic Development Plan – Delayed** due to staffing resources and shifting economic conditions



- **Leadership transitions at the department level**
- **Centennial Celebration**
 - Supporting community proposals
 - Sponsorship management
 - Major events throughout the year
- **Updated public meeting requirements under SB 707**
- **Records management and digitization**
- **2026 Election**
 - Mayor, Districts 1 and 3
 - Potential Citizen-initiated ballot measure



Questions & Discussion



Parks, Recreation, & Culture



Parks & Facilities – Stay the Course!

- **Parks & Open Space**

- PROS Plan implementation project – Oak Knoll
- Trail maintenance
- Gathering space in Twin Pines
- Vegetation Management
- Hallmark Pathway

- **Facilities**

- EV charging installation
- Fire station gate
- Library HVAC
- Meadow stage
- Suite 105



Recreation & Culture – Stay the Course

- **Regular Programming Enhancements**
 - Lunar New Year, Teen Wellness Retreat, Memory Café, Spring Festival/ Open House at Barrett, free events at the Manor
- **Community Center Outreach**
 - Imagine Together II
 - Potential Ballot measure education
- **Centennial Support**
 - Podcasts
 - Art project(s)
 - Special event(s)



A scenic view of a sports field with a bridge in the foreground and a building on the right. The bridge is made of wood with green metal railings. In the background, there is a green field with a netted area, a goal, and several tall stadium lights. A large, two-story building with a dark roof and multiple windows is visible on the right side. The sky is clear and blue.

Questions & Discussion

Administrative Services



Workplace Excellence Initiatives

Technology Initiatives

- **Modernize Personnel Policies & Regulations**

- Update Personnel Rules – Complete review and secure Council adoption to ensure legal compliance and organizational alignment



- **Strengthen Workforce Development & Compliance**

- Enhance Employee Training & Compliance – Expand development opportunities and maintain required training and certifications



- **Website Redesign and Resident Engagement Tools** – Enhance digital services

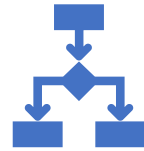
- **IT Strategic Plan Implementation:**

- Unified Communications Upgrade (UCaaS) – Modernize the City’s legacy phone system and improve reliability and mobility
- ERP (Enterprise Resource Planning) Readiness – Prepare processes, data, and staff for future ERP implementation
- Website Redesign & Engagement Tools – Improve accessibility and mobile experience and launch AI chatbot for 24/7 resident support



Attract & Retain Top Talent

Recruitment & Hiring Improvements – Strengthen processes to attract and retain top talent, update job descriptions, and enhance the candidate experience



Advance Asset Management Systems

Asset Management System Evaluation – Explore modern solutions to improve lifecycle tracking, maintenance planning, and capital decision-making



Responsible AI Framework

AI Governance & Implementation – Develop safeguards, train staff, and ensure ethical, secure, and effective AI use





Questions & Discussion

Finance





Update Master Fee Schedule - Ensure appropriate cost recovery for development reviews, facilities and city services.



Update Development Impact Fees - Reassess Traffic Impact and Parks Impact and In-Lieu Fees to reflect current and future development related infrastructure and service costs.



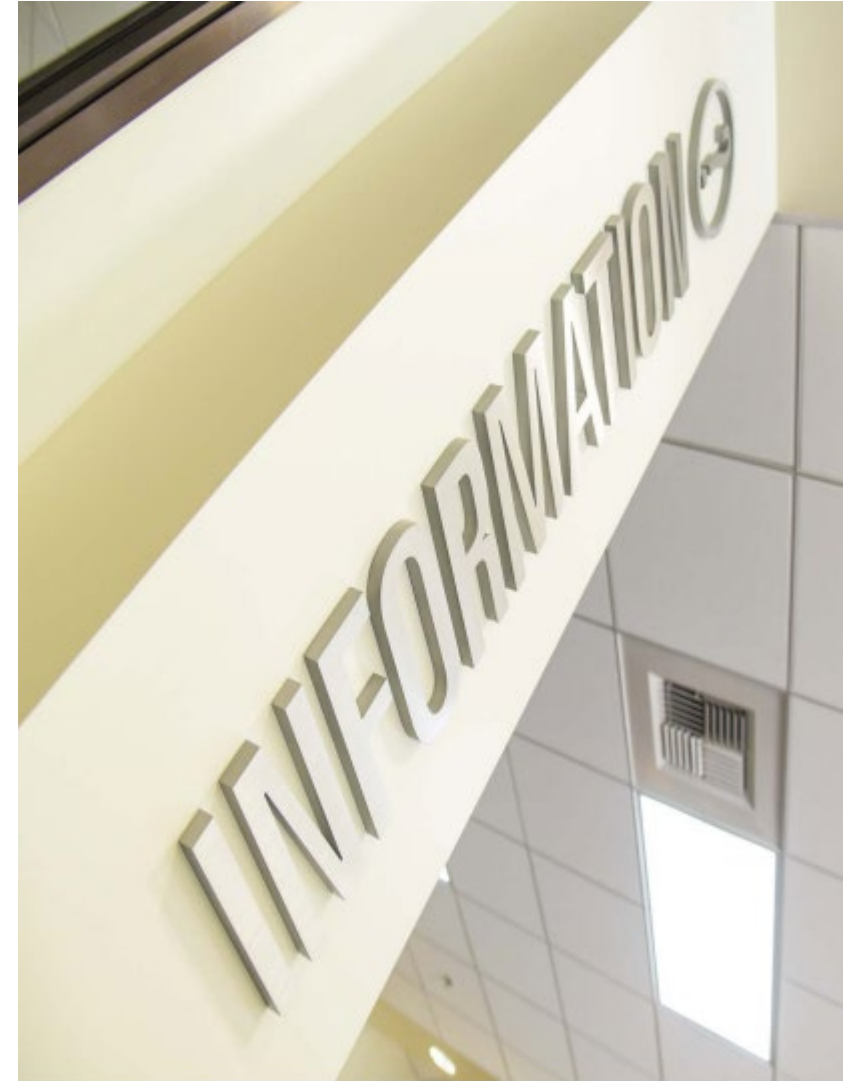
Review Sewer Service Charges. Partner with Public Works to evaluate cost of service and adjust rates as needed.



Cost Recovery & Financial Sustainability Analysis - Assess long-term funding alignment for programs, services, and events.



Belmont Community Center Funding Strategy - Explore viable funding options to support long-term operations and capital needs.





Questions & Discussion

Belmont Police Department





Advance Public Safety Communication and Technology - Modernize aging infrastructure and leverage technology to strengthen communication, improve productivity, and enhance operational efficiency.



Strengthen Leadership Succession & Stability – Develop leadership capacity to ensure smooth transitions and sustained organizational and community stability.



Deepen Community Trust & Engagement - Expand innovative opportunities for public dialogue to build trust and encourage meaningful community participation.



Strengthen Community Safety & Emergency Preparedness - Strengthen crime prevention and enforcement efforts while enhancing emergency readiness to protect residents and build community resilience.





Questions & Discussion



Other Business



Key Requirements of SB 707 (Open Meetings/Brown Act):

Effective July 1, 2026, and set to expire on January 1, 2030


Hybrid Meeting Mandate: All open meetings must offer 2-way telephonic or audiovisual access for public participation

- **Disruption Policy & Action** - Agencies must approve a procedure to handle technical failures. If remote access fails, the meeting must be recessed for at least one hour, with a good-faith effort to restore service before resuming
- **Remote Participation for Members** - Members may participate remotely for "just cause" or emergencies
- **Enhanced Accessibility** - Real-time subtitling is required for live-streamed meetings to aid those who are deaf or hard of hearing
- **Notice and Posting** - Special meeting notices must be posted on agency websites
- **Public Participation** - The public must be able to attend, observe, and participate in person or remotely

Key Requirements for Legislative Bodies under SB 827 – Expanded Mandatory Training On Both Ethics And Fiscal And Financial Training

- Mandatory Scope --Applies to local agency officials - including city, county, and special district officials, as well as designated employees—who receive compensation, salary, or stipend.
- New Training Topic-- In addition to existing ethics training, this new requirement focuses on fiscal and financial training
- Deadlines-- Officials in office before January 1, 2026, must complete training by January 1, 2028; New officials starting on or after January 1, 2026, have six months to complete it
- Frequency -- The training must be renewed every two years
- Content -- Topics include municipal budgeting, debt management, financial reporting, and the ethical stewardship of public resources
- Recordkeeping -- Local agencies must maintain records for at least five years

Review of City Council Protocols & Code of Conduct

- ❑ City Council Protocols and Code of Conduct are intended to guide Council and Commission operations and interactions.
- ❑ Council is asked to review the current protocols and code.
- ❑ Discussion Points: 
 - ❑ Are there any areas needing clarifications or updates?
 - ❑ Are there any new elements the Council would like to incorporate?
- ❑ Council feedback will guide potential revision, if any, for future adoption or updates.

2026 Council Meeting Schedule

2026 Council Meeting Schedule Considerations

- ✓ Standing Meeting Schedule 2nd & 4th Tuesdays
- ✓ No federal or CA state holiday conflicts in 2026
- ✓ **Holiday Closure:** Dec 25, 2026 – Jan 1, 2027
- ✓ **Election Year:** Candidate nomination filing period:
July 13 – August 7
- ✓ **Election Date:** Tue, Nov 3, 2026

Council Recess Considerations:

- Summer Recess
 - ❑ July 21
 - ❑ August 11
 - ❑ August 25
- Winter Recess
 - ❑ Dec. 22, 2026

2026 Council, SMT Calendar, Holiday & Major Events																																																																																																																																																																																																																																										
January							February							March							April							May							June							July							August							September							October							November							December																																																																																																																																																													
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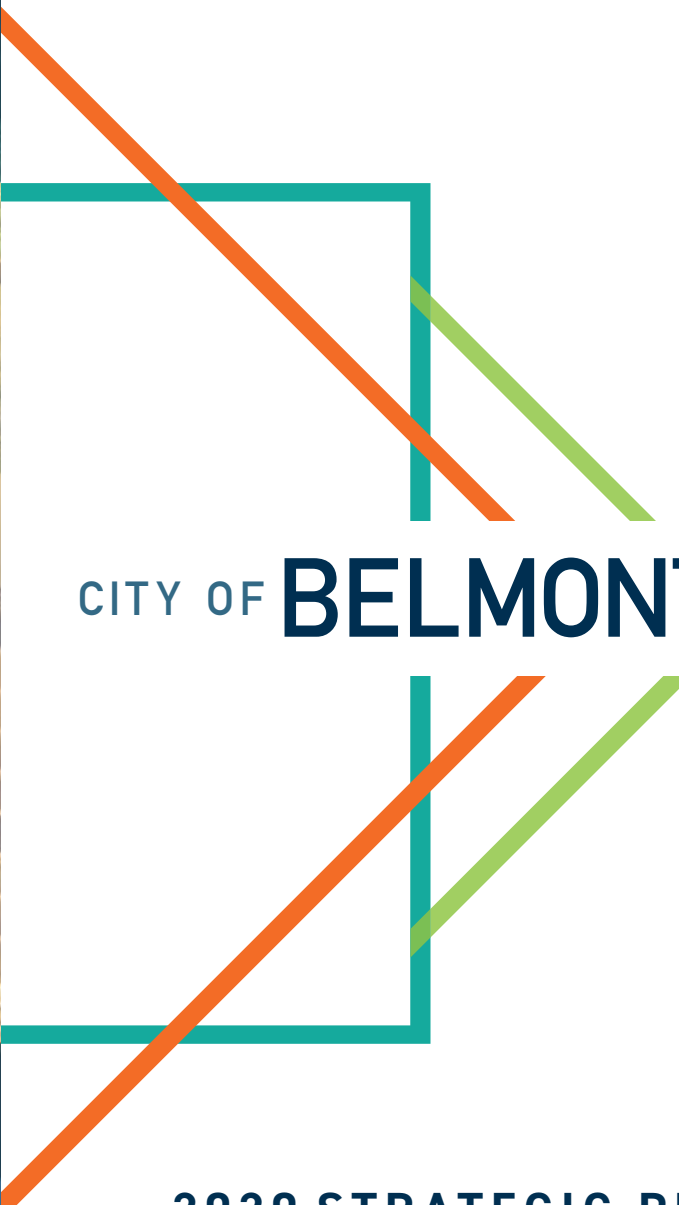
Annual Events

January	MLK Poetry and Essay contest
February	Black History Month
February	Lunar New Year
February (Friday b4 VD)	Superstar and Sweetheart Dance
March	Women's History Month
March 31, 2026	Cesar Chavez Day
April	National Poetry Month
April 3 and 4	Adaptive Eggventure/Egg Hunt
April	Autism Awareness Month
April 12, 2026	Wedding Fair in the Park
April	Dispatcher Appreciation Week
April 22, 2026	Earth Day
April 26, 2026	Celebrate the Music
May	AANHPI Month
May	Shred/E-Waste
May	National Jewish Heritage Month
May	Mental Health Awareness Month
May 30, 2026	Mental Health PD Event
May 1st week	City Clerk Week
May 10-16, 2026	Public Safety Week
May 17-23, 2026	Nat'l Public Works Week
May	PW Open House
June	Pride Month
June 19, 2026	Juneteenth
June - July	Summer Concert Series
July	Parks Make Life Beter Month
July 13-Aug 14	Election Candidate Nomination
August 4, 2026	National Night Out
September	Suicide Prevention Month
Sept 18/25 and Oct 2	Movies in the Park
Sept. 19, 2026	CA Coastal Cleanup Day
Sept. 15 to Oct. 15	National Hispanic Month
Sept. 26	Water Dog Run
October	Domestic Violence Awareness Month
Oct. 26, 2026	Belmont WaterDog Run
Oct. 12, 2026	Indigenous Peoples' Day
Oct. 24, 2026	Centennial Celebration
Oct. 28, 2026	City Halloween Bash
Nov. 3, 2026	Election
Nov. 11, 2026	Veterans Day Celebration
Nov. 21, 2026	Craft Faire
Dec. 5, 2026	Winter Wonderland
Dec. 10, 2026	Santa at the Firehouse

Thank you!

belmont.gov





CITY OF **BELMONT**

2020 STRATEGIC PLAN
2023 UPDATE

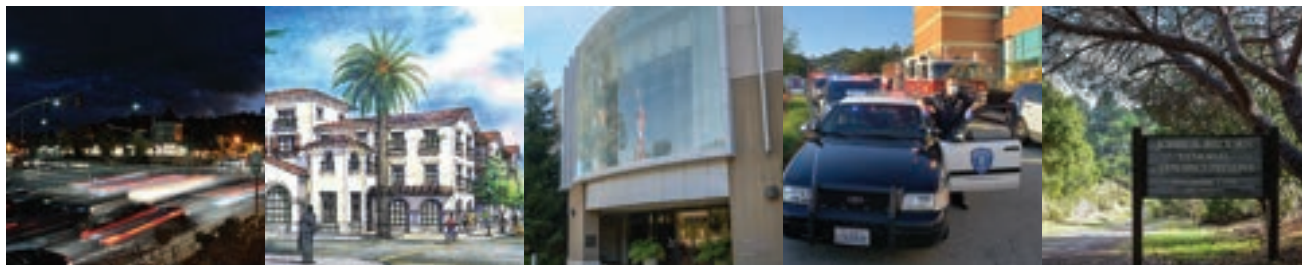


To the Belmont Community

In the three years since Belmont’s City Council and its Executive Leadership participated in a community visioning and strategic planning workshop, we have rolled up our sleeves and met significant milestones despite the health, economic, and weather-related challenges we have faced. We’re far from done, but our unified leadership, talented workforce, and involved community has proven the vision of our strategic plans.

When we initially started our strategic planning on March 11, 2020, we could not anticipate that a global health crisis was forming a storm cloud and our continued vigilance over our financial stability was vital. We knew we would have to be intentional and thoughtful about how we continued to provide our quality services which the community is accustomed to, while allocating resources to align with our vision and goals to continue with the effective use of your tax dollars.

Our planning efforts to address Belmont’s critical issues in 2020 generated five Strategic Focus Areas that allowed us to build on our continued momentum and success. Those focus areas gave us a roadmap for action over the last three years, as highlighted below, and continue to guide us as we look ahead to the next two years of our five-year plan.



Infrastructure & Mobility

Economic Development & Housing

Fiscal & Organizational Sustainability

Public Safety

Quality of Life

In three years, we have moved the needle of our housing element with the development of transit-oriented housing and the approval of more in the next few years. We have increased mobility on our roads by improving our Pavement Condition Index, pedestrian and bicycle safety, installing real-time signal technology to unclog our regular commutes, and built important partnerships with our neighboring cities on shared multi-modal corridor projects that affect neighbors in and outside our city boundaries. We have been focused on pursuing climate change adaptation and resilient infrastructure programs and services. We’ve prioritized our community’s enjoyment of Belmont’s outdoors and invested in the maintenance of our parks, open spaces, and community facilities. We’ve earned recognition for our award-winning budget and shown decisive caretaking of our assets and earned the citizenry’s approval of tax ballot measures. We’ve designed roles and added staff to our team who are dedicated to community engagement and external communication, and we’ve continued to build community goodwill with our efforts toward public safety, neighborhood connections and outdoor activities open to all.

We have continued to provide regular updates to the Council and community on each focus area and initiatives through each fiscal year. We look ahead now to the continued advancement of the plans set in 2020, but with an eye toward the years that follow and the renewed goals we will set. Our City Council, our Executive Leadership, and every member of staff take great pride in their stewardship of Belmont, and it is my pleasure to witness these achievements come to life every day.

Belmont remains a thriving and sustainable community for all. As we lean into the future our goal is to keep Belmont as a hallmark of where life is lived: thriving and sustainable community for all; a place where people can safely live, work and play. We look forward to your continued support and participation.

Respectfully Yours,



Afshin Oskoui, P.E., PWLF
City Manager



Definitions

MISSION

Purpose or reason for being

VISION

Aspirations; picture of our desired future

VALUES

Fundamental beliefs or guiding principles that drive our behaviors

STRATEGIC FOCUS AREAS

Broad, most critical areas of focus for the continuing success and sustainability of the city

GOALS

Desired result or endpoint needed to support each Strategic Focus Area

OBJECTIVES

Specific and measurable actions to achieve the goal





MISSION

To enrich the quality of life with our community with the services provided for a safe, fulfilling and vibrant life

VISION

We are celebrated for enhancing:

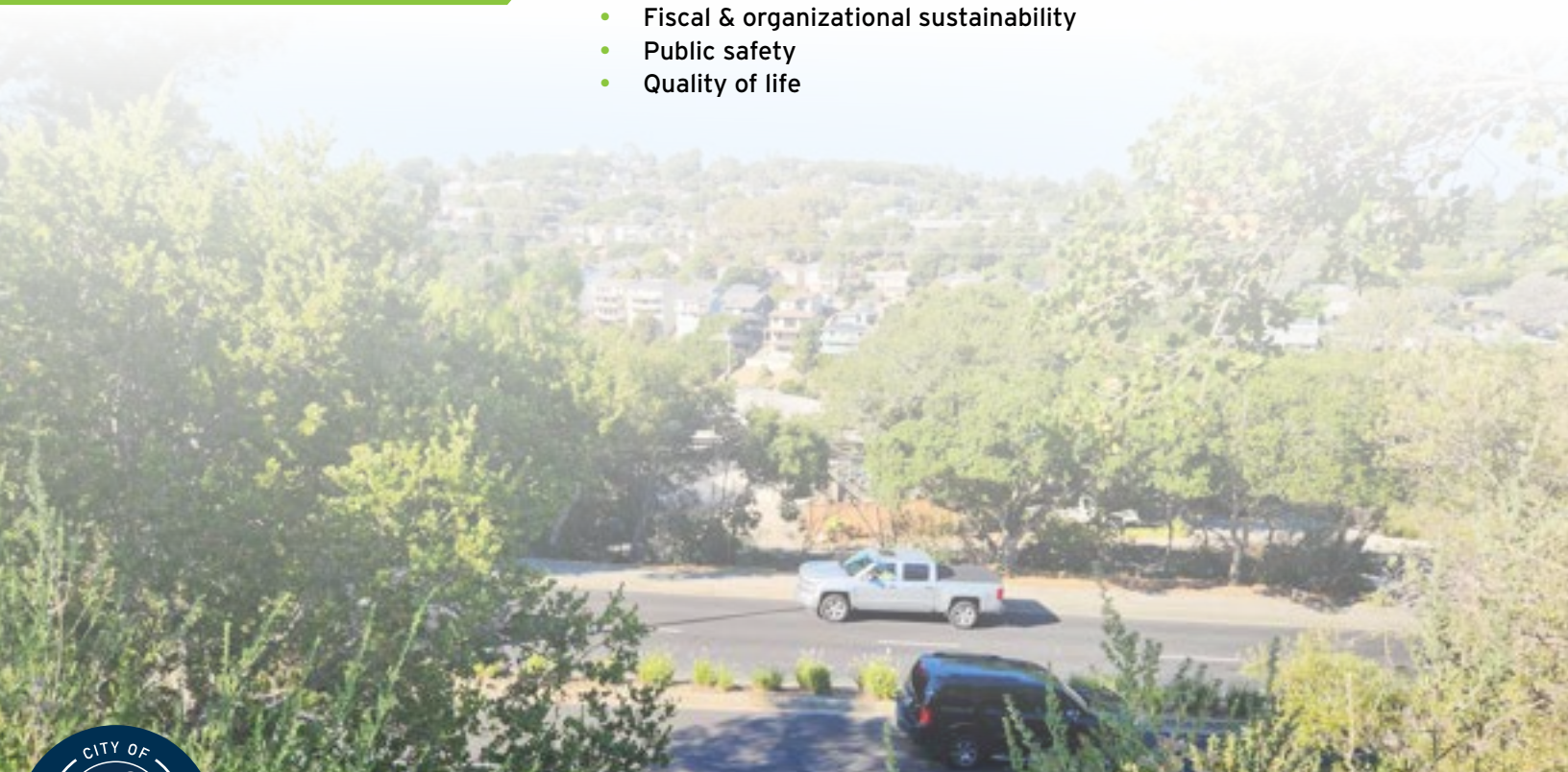
- Distinctive community character
- Easy mobility
- Natural beauty
- Thriving culture
- Thriving economy

VALUES

- Our community – our top priority
- Our employees – our most important resource
- Honesty, integrity, respect, equity, and ethics
- Community engagement
- Open and transparent government
- Fiscal responsibility
- Quality services
- Continuous improvement
- Teamwork and partnerships

STRATEGIC FOCUS AREAS

- Infrastructure & mobility
- Economic development & housing
- Fiscal & organizational sustainability
- Public safety
- Quality of life



STRATEGIC FOCUS AREA

INFRASTRUCTURE & MOBILITY



GOALS

A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demand, and climate action goals

OBJECTIVES

Enhance multi-modal transportation

1. Complete Ralston Corridor Plan Phase 3
2. Complete Design Ralston Corridor Plan Phase 4
3. Implement Alameda de las Pulgas Corridor Plan
4. Continue to identify and address trends to inform traffic management approach and solutions through PTSC process (3Es) and Mobility/Capital Plans
5. Develop a Transportation Master Plan that addresses how significant new development, mobility, traffic congestion, and infrastructure can be managed for all modes of transportation
6. Develop a residential Traffic Calming Policy, update Speed Cushion Policy, and update the Sidewalk Installation Policy

Advance pavement and street improvements

1. Continue maintaining and repairing the City's 140 lane miles of roads through the rolling 5-year community-wide street pavement maintenance program through the judicious use of funds while seeking additional funding opportunities
2. Update the 2024 Citywide Pavement Condition Assessment (PCI report) Start
3. Five-year Pavement Preservation Plan
4. Complete construction on the 2023 Pavement Reconstruction Project
5. Complete construction on the 2024 Slurry Seal Project
6. Complete construction on the 2025 Pavement Rehabilitation Project
7. Complete construction on the 2026 Pavement Rehabilitation Project



OBJECTIVES

Advance sewer and storm system improvements

1. Complete updates to Sewer and Stormwater Master Plans
2. North Road Pump Station & Force Main Rehabilitation Project, Reconstruct Hiller Pump Station
3. El Camino Capacity Improvement Project
4. Develop point of sale sewer lateral inspection ordinance and other related sewer system policy updates
5. Advance priority stormwater repair, climate resiliency priority projects, and repairs (Measure I)
6. Belmont Creek Restoration & Detention Basin Projects

Advance improvements at parks, athletic fields, and buildings

1. Continue progress with the Belmont Community Center facility replacement project
2. Examine the City's long-term facilities and infrastructure condition and needs
3. Continue progress in addressing Fire Station #15 funding and replacement needs

Advance climate action and adaptation goals

1. Complete evaluation of the progress with 2017 Climate Action Plan and prepare an update to the plan
2. Continue with urban forestry, fire, and hazard mitigation projects
3. Complete the City's Safety Element Update
4. Continue to address the City's fleet renewal plan to meet climate action goals



STRATEGIC FOCUS AREA

ECONOMIC DEVELOPMENT & HOUSING



GOALS

Local business and land use policies that promote economic development, vibrant mixed-use centers, and diversity of housing choices

OBJECTIVES

Support local economic development strategies

1. Reevaluate the City's economic development plan which includes strategies and policies that increase the quality of life for residents
2. Collaborate with community partners, including Chamber San Mateo County, SAMCEDA, government and educational institutions, and business community leaders to support economic development
3. Revisit the scope and approach to commercial cannabis implementation

Implement a balanced land use vision incorporating economic opportunities, housing goals, and programs

1. Ensure land use policies and practices support a diversity of housing choices, leverage existing affordable housing assets, and increase options for affordable housing
2. Review the General Plan and zoning and ensure alignment with our housing & economic development plans/vision and evaluate Economic Activity Hubs
3. Engage in long range/advanced planning projects to facilitate TOD related housing and economic development and establish a specific Plan Area for the Unincorporated Harbor Industrial Association (HIA)
4. Study and recommend changes related to Island Park Development and Regional Commercial Zoning Amendments
5. Prepare and implement the 2023-2031 Housing Element in compliance with new housing laws
6. Coordinate multi-department/stakeholder team to address timely major development applications (e.g. CD, PW, CA, ED&H)



STRATEGIC
FOCUS AREA

FISCAL &
ORGANIZATIONAL
SUSTAINABILITY



GOALS

Ensure financial stability, quality city services delivered through our employees, and investment in our organizational development

OBJECTIVES

Ensure fiscal and revenue sustainability

1. Maximize and update existing sources of revenue and efficiencies, identify new revenue sources to maintain financial stability, conduct routine evaluation of city fees and update as needed
2. Prioritize implementation of economic opportunities initiatives such as new development related community benefits
3. Invest in systems and process to promote innovation, effectiveness, and financial stewardship
4. Secure ongoing funding for sewer, storm, streets, facilities, and parks to address deferred maintenance and future capital needs along with a plan to support critical public services
5. Use Measure I/SB1 and leverage outside funding opportunities to advance infrastructure projects
6. Study the benefits and opportunity to update the City's business license tax for voter consideration
7. Secure funding to address future annexation of the Harbor Industrial Area (HIA)

Strengthen organizational development

1. Develop recommendations and implementation work plan to address talent management, succession planning, workforce planning, and employee/career development
2. Review and update as needed the City's personnel policies to ensure they reflect best practices in diversity and inclusion
3. Lead on DEI efforts within City government and in the community
4. Provide equipment, technology and resources to employees to ensure high level of service delivery to our community through IT Strategic Plan



OBJECTIVES

5. Create a culture that assures employees are valued, that leadership promotes innovation, creative problem solving, outstanding customer service, and encourages employee engagement
6. Develop and capture institutional knowledge documenting processes and procedures in anticipation of retirements and turnover to ensure continuity of services to the community, and opportunity to improve those processes and procedures



**STRATEGIC
FOCUS AREA**

PUBLIC SAFETY



GOALS

Forward-thinking public safety services aligned with community needs through civic engagement, partnerships, and public education

OBJECTIVES

Ensure seamless public safety services - Police and Fire

1. Maintain strong community outreach and align public safety services that are reflective of community culture and priorities
2. Focus on improved Public Safety by delivering quality programs and services
3. Strengthen and align problem-oriented policing services to focus on youth, mental health, and unhoused with focus on compassionate care

Strengthen emergency preparedness

1. Strengthen emergency response through continued coordination with the San Mateo Consolidated Fire Department
2. Fully implement community risk reduction software platforms and leverage technology to enhance communication through web-based software and communication devices
3. Collaborate with the San Mateo Consolidated Fire Department to reduce risk in areas susceptible to wildland fires and establish abatement standards and enforcement tools along with educational outreach



STRATEGIC FOCUS AREA

QUALITY OF LIFE



GOALS

Engage the community in maintaining and enhancing Belmont's character and quality of life

OBJECTIVES

Improve Parks & Recreation facilities and programs

1. Refresh Belmont Community Center Master Plan
2. Complete Parks, Recreation, and Open Space Master Plan
3. Deliver accessible, inclusive services, programs, and facilities for all ages in our community

Create diverse and unique community spaces

1. Promote an environment that encourages arts; consider art in public places and within new development
2. Explore funding and creative solutions for place-making within public spaces for all ages
3. Design and implement a city branding effort, inclusive of community signage/wayfinding and gateway features in line with GP/BVSP objectives
4. Develop public streetscape design standards to enhance place-making in Belmont Village Specific Plan

Foster meaningful community dialogue

1. Continue progress with the City's comprehensive public information and engagement strategy
2. Provide timely, accurate information that is easy to access and understand, and facilitate public participation in open meetings
3. Provide opportunity for resident leadership and participation, such as through commissions and advisory/ad hoc groups
4. Maximize use of available tools to reach our community and foster goodwill on digital platforms through printed messaging and meeting our community where it is receiving its news
5. Conduct outreach and community education about city services, areas of cost, and financial resources



VISION STATEMENT

Distinctive community character

- Belmont prides itself on being unique.
- Its small-town ambiance sets it apart as a tranquil, inclusive, safe, and desirable place to live, work and play.
- We get involved in town matters because we care about living here.
- We connect with each other in all kinds of gathering places.
- We value and celebrate a strong commitment to diversity, inclusion, safety, equality and dignity for all individuals in Belmont.
- Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected.

Easy mobility

- We put a priority on getting out of, into, and through town efficiently.
- Bicyclists, walkers, and other non-drivers get where they're going easily and safely.
- We require safe residential streets and smooth-flowing thoroughfares.

Natural beauty

- We choose to make our home among these beautiful hills, trees, parks, views, and open spaces.
- Our natural surroundings inspire us to play, create, and contemplate.
- Our actions today preserve and enhance Belmont's beauty to make it even lovelier for future generations.
- Our wooded residential areas are diverse, peaceful, and well-maintained.

Thriving culture

- Belmont is a wonderfully safe, culturally diverse and supportive place to raise a family.
- We facilitate lifelong learning in our academic, artistic, athletic, and social dimensions and we thrive on interconnection with the rest of the world.
- Our schools and library are the pride of the community.
- Our university is intrinsic to Belmont's social, artistic and economic life.
- Our playgrounds and athletic fields are of high quality and in high gear.
- The arts thrive in this creative, appreciative town – the arts hub of the Peninsula.
- Our history makes Belmont what it is, and we preserve that heritage for our children.

Thriving economy

- A charming, vibrant town center is the heart of our civic and economic life.
- Our economy prospers with a mix of attractive, successful businesses that fit with our community character.
- We look first into our town shops and restaurants for what we need.
- Education, arts, and the economy flourish in concert.

Plan Adoption (2020)

Mayor and City Council

Warren Lieberman, Mayor
Charles Stone, Vice Mayor
Davina Hurt, Councilmember
Julia Mates, Councilmember
Tom McCune, Councilmember

Executive Leadership

Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Thomas Fil, Finance Director
Cora Dino, Human Resources Director
John Jones, Information Technology Director
Carlos de Melo, Community Development Director
Brigitte Shearer, Parks & Recreation Director
Peter Brown, Public Works Director
Tony Psaila, Police Chief
Ray Iverson, Fire Chief, San Mateo Consolidated Fire

Staff

Terri Cook, City Clerk
Jennifer Rose, Economic Development & Housing Manager
Nawel Voelker, Finance Department
Jozi Plut, City Clerk & Communications, CMO

Facilitator

Michele Tamayo, Tamayo Group, Inc.

Graphic Design

JPW Communications

Plan Updates (2023)

Mayor and City Council

Julia Mates, Mayor
Davina Hurt, Vice Mayor
Tom McCune, Councilmember
Gina Latimerlo, Councilmember
Robin Pang-Maganaris, Councilmember

Executive Leadership

Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Grace Castaneda, Finance Director
Carlos de Melo, Community Development Director
Brigitte Shearer, Parks & Recreation Director, DEI Officer
Peter Brown, Public Works Director
Kenneth Stenquist, Police Chief
Kent Thrasher, Fire Chief, San Mateo Consolidated Fire

Staff

Jozi Plut, City Clerk & Communications, CMO
Jennifer Rose, Economic Development & Housing Manager
Kellie Benz, Communications & Community Engagement, CMO

Facilitator

Andy Pendoley, The Centre for Organizational Effectiveness

Contact Information

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Robin Pang-Maganaris, Councilmember
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Afshin Oskoui, City Manager
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City Hall

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communications@belmont.gov
belmont.gov

Americans with Disabilities Act Statement

In compliance with the Americans with Disabilities Act (ADA) of 1990, this document may be provided in other accessible formats.



Q1 = Jul 1 - Sep 30
 Q2 = Oct 1 - Dec 31
 Q3 = Jan 1 - Mar 31
 Q4 = Apr 1 - Jun 30

Citywide Strategic Plan (2020-2027)





STRATEGIC FOCUS AREAS	GOALS	OBJECTIVES	Initiative Projects	Project Start	Project End	Status	Date Last Updated	Lead Department	Notes
 <p>Infrastructure & Mobility</p>	<p>A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demand and climate action goals.</p>	<p>ENHANCE MULTI-MODAL TRANSPORTATION</p>	Construct Ralston Corridor Plan Phase 3	7/1/2020	9/29/2023	Completed	2/26/2024	Public Works	Ralston Phase 3 pedestrian improvements were completed in the 2022 and pavement/stripping improvements in 2023.
			Complete Design Ralston Corridor Plan Phase 4	9/29/2025	12/1/2028	On Target	2/4/2026	Public Works	The Ralston Corridor Segment 4 project (from Alameda de las Pulgas to State Route 92) continues to advance through planning and coordination. In 2026, the City will begin a feasibility study, with community outreach starting in summer 2026 to support future project decisions.
			Implement Alameda de las Pulgas Corridor Plan	7/1/2020	6/30/2029	On Target	2/4/2026	Public Works	The ADLP project between Ralston Avenue and Cranfield Avenue is approximately 65% complete. Following several years of staff transitions and budget constraints, the City is moving forward with a phased approach and refined scope, with efforts underway to issue an RFP to complete the remaining design work.
			Continue to identify and address trends to inform traffic management approach and solutions through PTSC process (3Es) and Mobility/Capital Plans.	7/1/2020	Ongoing	Completed	2/26/2024	Public Works	This initiative involves a coordinated effort between Public Works and PD to address community related requests, mobility, and safety-related operational improvements, enforcement, and educational efforts. Staff provides annual mobility updates to the City Council.
			Develop a Transportation Master Plan that addresses how significant new development, mobility, traffic congestion, and infrastructure can be managed for all modes of transportation.	9/29/2025	6/30/2028	On Target	2/4/2026	Public Works	In 2026, the City initiated the Transportation Master Plan to improve safety, connectivity, and sustainability for all users. Supported by a Caltrans grant, the effort includes data analysis and community outreach beginning in summer 2026 to guide future transportation investments.
			Develop a residential Traffic Calming Policy, update Speed Cushion Policy, and update the Sidewalk Installation Policy	7/1/2023	7/9/2024	Completed	8/26/2024	Public Works	The residential traffic calming policy was developed with input from BPAC and PTSC and revised based on community feedback. The Speed Cushion Policy was reviewed in fall 2023, and the Traffic Calming Policy was adopted by City Council on July 9, 2024. An update to the Sidewalk Installation Policy is no longer needed.
		<p>ADVANCE PAVEMENT & STREET IMPROVEMENTS</p>	Continue maintaining and repairing the City's 140 lane miles of roads through the rolling 5-year community-wide street pavement maintenance program through the judicious use of funds while seeking additional funding opportunities.	7/1/2020	Ongoing	Completed	2/4/2026	Public Works	The City continues to implement its Five-Year Pavement Plan to improve roadway conditions citywide. Public Works has completed the 2023 Pavement Project and 2024 Slurry Seal Project, is delivering the 2025 Pavement Rehabilitation Project, and is developing the 2026 program.
			Update the 2024 Citywide Pavement Condition Assessment (PCI report)	2/1/2024	11/30/2024	Completed	8/7/2025	Public Works	The PCI Report was completed in early 2025. The survey showed that the City's overall PCI had risen to 71, up nearly 15 points from a decade before.
			Five-year Pavement Preservation Plan	7/1/2023	2/27/2024	Completed	8/26/2024	Public Works	Pavement Engineering Incorporated (PEI) has updated the 5-year Plan. A comprehensive list of streets to be improved between 2024-2028 was included and presented to the City Council on February 27, 2024.
			Complete construction on the 2023 Pavement Reconstruction Project	7/1/2022	10/1/2024	Completed	8/7/2025	Public Works	The project constructed over two centerline miles of roadway throughout Belmont. The project was substantially completed in late 2024.
			Complete construction of the 2024 Slurry Seal Project	7/1/2023	9/30/2024	Completed	8/7/2025	Public Works	The project involved the surface seal of several centerline miles of roadway to extend useful life. It was completed in August 2024 for an amount less than the engineer's estimate and original contract value.
			Complete construction of the 2025 Pavement Rehabilitation Project	7/1/2023	9/1/2025	On Target	2/4/2026	Public Works	The project was bid in spring 2025 and awarded to O'Grady Paving Inc. at a cost below the engineer's estimate. Construction is nearing substantial completion, with remaining work on Middle Road and the new bioswale on Alameda de las Pulgas near Forest Drive.
			Complete construction of the 2026 Pavement Rehabilitation Project	7/1/2024	9/1/2026	On Target	2/4/2026	Public Works	Design work is underway for the project, which includes major roadway rehabilitation and related concrete improvements over more than one mile. The project is expected to be ready for bid in spring and constructed in summer 2026.
		<p>ADVANCE SEWER & STORM SYSTEM IMPROVEMENTS</p>	Complete updates to Sewer and Stormwater Master Plans	6/30/2021	8/30/2026	On Target	2/4/2026	Public Works	The Sanitary Sewer Master Plan was adopted in 2025 and guides long-term system upgrades. The Stormwater Master Plan is nearing completion and is expected to be considered by City Council in 2026. Community engagement on storm drainage funding and priorities is planned.
			North Road Pump Station & Force Main Rehabilitation Project, Reconstruct Hiller Pump Station	7/1/2020	5/31/2026	On Target	2/4/2026	Public Works	North Road Pump Station and Force Main construction was completed in 2021. Hiller Pump Station upgrades were completed in October 2025, pending delivery of the portable generator that is expected to arrive in March 2026.
			El Camino Capacity Improvement Project	10/1/2020	3/31/2021	Completed	8/26/2024	Public Works	Project included design and construction. The project has been completed.
			Develop point of sale sewer lateral inspection ordinance and other related sewer system policy updates	4/1/2026	3/31/2027	Delayed	2/4/2026	Public Works	Evaluation of point of sale ordinance and update of sewer policies is planned to start in 2026.
			Advance priority stormwater repair and climate resiliency priority projects and repairs (Partially Measure I funded).	7/1/2024	12/31/2026	On Target	2/4/2026	Public Works	Stormwater Master Plan is nearly complete. A potential funding mechanism is needed to fund CIP and maintenance repairs. City is waiting on comments from San Carlos and County on the HIA element of the Plan. City is considering adding Island Park to Redwood City's Sea-Level Rise project.
		Belmont Creek Restoration & Detention Basin Projects	1/1/2020	6/1/2026	On Target	2/4/2026	Public Works	Creek Restoration work was completed in 2025. The Detention Basin design is nearing completion, and staff is working on securing additional funding.	

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Citywide Strategic Plan (2020-2027)



STRATEGIC FOCUS AREAS	GOALS	OBJECTIVES	Initiative Projects	Project Start	Project End	Status	Date Last Updated	Lead Department	Notes
 Infrastructure & Mobility	A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demand and climate action goals.	ADVANCE IMPROVEMENTS AT PARKS, ATHLETIC FIELDS, AND BUILDINGS	Continue progress with the Belmont Community Center facility replacement project	7/1/2020	11/1/2026	On Target	1/27/2026	Parks & Recreation	Completed your Voice, Your Belmont survey and outreach; Completed polling on city services and community center support level; Held community event at Barrett with Belmont Community Foundation; Consultant completed conceptual design refresh project and presented to council on October 14
			Examine the City's long-term facilities and infrastructure condition and needs	3/1/2023	7/1/2025	Delayed	1/27/2026	Parks & Recreation	Begin broader facilities assessments.- delayed due to resource constraints
			Continue progress in addressing Fire Station #15 funding and replacement needs.	7/1/2022	6/30/2027	On Target	1/28/2026	Com Dev/Fire/Finance	Capital funding is being put aside through the annual budget development process and site selection is dependent on a proposed development project or potentially evaluating the existing site for reconstruction
		ADVANCE CLIMATE ACTION AND ADAPTATION GOALS	Complete evaluation of the progress with 2017 Climate Action Plan and prepare an update to the plan	1/1/2025	10/30/2026	On Target	1/27/2026	City Manager	Climate Action Plan Update started in May 2025, updated GHG inventory and doing community outreach to develop new GHG mitigation measures. City received grant from PCE to fund EV charging at City facilities. Contract awarded, construction to start in Spring 2026.
			Continue with urban forestry, fire, and hazard mitigation projects	7/1/2022	Ongoing	Completed	1/27/2026	Parks & Recreation	Completed grant-funded fuel reduction on emergency access roads in Waterdog Lake and San Juan Canyon; Completed extensive chipping program; Built wildfire safety webpage for education; Additional grant funded work is planned for 2026
			Complete the City's Safety Element Update	8/1/2023	6/30/2026	On Target	1/27/2026	ComDev	The Safety Element is being refreshed to address City's strong sustainability focus and provide local policies to address public safety, hazard assessments, and climate resiliency objectives. The document is being drafted and will undergo public hearings for adoption in Spring 2026.
			Continue to address the City's fleet renewal plan to meet climate action goals	7/1/2020	6/30/2027	On Target	2/4/2026	Public Works	Fleet Services is actively working with Guidehouse Consulting through a grant from MTC on an action plan to electrify city fleet. These services include an evaluation of both vehicles and facilities to help reach climate goals set forth by the state. Once the plan is finalized in April 2026, Fleet Services will have a roadmap for vehicle replacement for years to come.
			Reevaluate the City's economic development plan which includes strategies and policies that increase the quality of life for residents	2/1/2024	12/31/2025	Delayed	1/27/2026	City Manager	Economic Development strategy to be reviewed as part of analysis of shifting market conditions for commercial development throughout Bay Area. This project has yet to be initiated due to competing priorities.
 Economic Development & Housing	Local business and land use policies that promote economic development, vibrant mixed-use centers, and diversity of housing choices.	SUPPORT LOCAL ECONOMIC DEVELOPMENT STRATEGIES	Collaborate with community partners, including Chamber San Mateo County, SAMCEDA, government and educational institutions, and business community leaders to support economic development	8/1/2023	Ongoing	Completed	1/27/2026	City Manager	Work is ongoing as led by the Assistant City Manager and Housing and Economic Development Manager.
			Revisit the scope and approach to commercial cannabis implementation	7/1/2023	4/4/2025	Completed	1/27/2026	ComDev/City Manager	Two cannabis retail businesses are now open and operating within the City.
			Ensure land use policies and practices support a diversity of housing choices, leverage existing affordable housing assets, and increase options for affordable housing	1/1/2024	Ongoing	Completed	1/27/2026	ComDev	2023-2031 Housing Element (HE) adopted in September 2024 and certified by State in October 2024, Zoning Text Amendments adopted in January 2024. Work underway to implement Housing Element programs.
		IMPLEMENT A BALANCED LAND USE VISION INCORPORATING ECONOMIC OPPORTUNITIES, HOUSING GOALS, AND PROGRAMS	Review the General Plan and zoning and ensure alignment with our housing & economic development plans/vision and evaluate Economic Activity Hubs	3/1/2023	12/30/2026	On Target	1/27/2026	ComDev	Commercial Mixed Use Corridor zoning update completed. CEQA analysis for proposed Regional Commercial zoning updates to commence in Spring 2026. Several zoning updates are planned for 2026 to comply with State laws as related to ADUs and Density Bonus law.
			Engage in long range/advanced planning projects to facilitate TOD related housing, economic development, and establish a specific Plan Area for the Unincorporated Harbor Industrial Association (HIA)	10/1/2022	Ongoing	On Target	1/27/2026	ComDev	HIA Specific Plan is underway and is targeting completion in late 2026.
			Study and recommend changes related to Island Park Development and Regional Commercial Zoning Amendments	1/1/2023	12/30/2026	On Target	1/27/2026	ComDev	City Council reviewed draft framework for zoning in Spring 2025. Work underway to complete CEQA analysis of proposed zoning; adoption anticipated in 2027 following completion of CEQA analysis.
			Prepare and implement the 2023-2031 Housing Element in compliance with new housing laws.	1/1/2021	Ongoing	Completed	1/27/2026	ComDev/City Manager	HCD deemed Housing Element substantially compliant on July 26, 2024. Housing Element readopted on September 10, 2024. HCD certified HE on October 10, 2024. Implementation underway.
Coordinate multi-department/stakeholder team to address timely major development applications (e.g. CD, PW, CA, ED&H)	6/1/2023	Ongoing	Completed	1/27/2026	ComDev/Public Works/City Manager	Continual enhancements underway to improve Development Review process. Weekly PW/CD meeting created to enhance timely coordination on major projects.			

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Citywide Strategic Plan (2020-2027)




STRATEGIC FOCUS AREAS	GOALS	OBJECTIVES	Initiative Projects	Project Start	Project End	Status	Date Last Updated	Lead Department	Notes
<p>Fiscal & Organizational Stability</p>	<p>Ensure financial stability, quality city services delivered through our employees, and investment in our organizational development.</p>	<p>ENSURE FISCAL AND REVENUE SUSTAINABILITY</p>	Maximize and update existing sources of revenue and efficiencies, identify new revenue sources to maintain financial stability, conduct routine evaluation of city fees, and update as needed	7/1/2023	Ongoing	On Target	1/28/2026	Finance	Contract executed in October 2025 to conduct review of comprehensive fee schedule to evaluate City-wide fees including ComDev and P&R fees to achieve appropriate cost recovery level. Meetings are underway since December 2025 with targeted completion by June 2026.
			Prioritize implementation of economic opportunities initiatives, such as new development related community benefits	2/1/2022	Ongoing	Completed	1/27/2026	ComDev/City Manager	Study Session on Community Benefit Program Implementation held on Feb. 2025. Negotiations completed for 1301 Shoreway community benefit contribution using approved framework.
			Invest in systems and process to promote innovation, effectiveness, and financial stewardship	7/1/2024	Ongoing	Completed	2/9/2026	Admin Services (HR/IT)	Information Business System Analysts are working with each department to assess, improve and enhance the use of software and effectively utilize organization-wide systems as outlined in the IT Strategic Plan.
			Secure ongoing funding for sewer, storm, streets, facilities, and parks to address deferred maintenance and future capital needs along with a plan to support critical public services	7/1/2023	6/30/2027	On Target	2/6/2026	All departments as needed	Efforts are underway in the Sewer Master Plan to ensure sufficient funding for sewer and stormwater improvements. Conduct review of the sewer treatment facility charge that is a flat charge to ensure sufficient funding for sewer treatment improvements.
			Use Measure I/5B1 and leverage outside funding opportunities to advance infrastructure projects	7/1/2023	Ongoing	Completed	1/28/2026	Finance/Public Works	Enhanced funding for streets and storm water infrastructure improvements gets incorporated in the annual budget development process.
			Study the benefits and opportunity to update the City's business license tax for voter consideration	7/1/2023	7/1/2024	Completed	1/27/2026	Finance/City Manager	An updated tax structure for the business license tax was passed on the Nov 2024 ballot that simplified the rate categories and moved from a flat tax structure to rates based on gross receipts. Staff working with the tax administrator to manage the transition process and annual renewals.
			Secure funding to address future annexation of the Harbor Industrial Area (HIA)	7/1/2023	12/31/2026	On Target	1/27/2026	Finance/ComDev	Continue discussions and collaborate with the County to explore future annexation of the HIA. Identify infrastructure needs and evaluate potential financing mechanisms. Evaluate the fiscal impact to the City.
			Evaluate General Fund reserve policy	2/1/2024	7/1/2024	Completed	1/28/2026	Finance	Council adopted updated policy effective fiscal year 2024-25 to eliminate the static \$5 million target in the General Fund and keep the 33% reserve target, as a percentage policy will keep pace and grow as the City's General Fund grows, while the \$5 million minimum does not.
		<p>STRENGTHEN ORGANIZATIONAL DEVELOPMENT</p>	Develop recommendations and implementation work plan to address talent management, succession planning, workforce planning, and employee/career development	9/1/2023	Ongoing	Completed	2/9/2026	Admin Services (HR/IT)	HR offers career support and training. Internal trainings sessions on core competencies in technology, project management and leadership are complimented with County wide trainings. Hosted a summer youth intern program, newsletter and new employee support program.
			Review and update as needed the City's personnel policies to ensure they reflect best practices in diversity and inclusion	9/20/2023	12/1/2026	On Target	2/9/2026	Admin Services (HR/IT)	The HR staff are reviewing personnel policies to encompass changes in 2025 laws and policies that support a vibrant and diverse workforce. Recommendations will be reviewed for legal compliance prior to the meet and confer process. Anticipate City Council adoption in 2026.
			Lead on DEI efforts within City government and in the community	7/1/2021	Ongoing	Completed	1/27/2026	HR/Parks & Recreation	Engaged consultant for organizational culture training curriculum and delivery; Hosted regular 'Know & Grow' events to encourage interdepartmental training and interaction; Continue to host citywide cultural events; Convened BOLD Committee 4.0 in November.
			Provide equipment, technology, and resources to employees to ensure high level of service delivery to our community through IT Strategic Plan	7/1/2021	Ongoing	Completed	2/9/2026	Admin Services (HR/IT)	The ITSP was presented to CC in Apr'22 and are a part of the 2026 IT work plan. The IT staff are now focused on the 5-year ITSP and effectively managing the day to day IT functions. Key projects include website refresh, new phone(VoIP) system and document management.
			Create a culture that assures employees are valued, that leadership promotes innovation, creative problem solving, outstanding customer service, and encourages employee engagement	6/1/2023	Ongoing	Completed	2/9/2026	Admin Services (HR/IT)	Programs and events are being offered that focus on training, team building, communication, and employee recognition. Human Resources will continue to support a culture of excellence, belonging and commitment to public service.
			Develop and capture institutional knowledge documenting processes and procedures in anticipation of retirements and turnover to ensure continuity of services to the community, and opportunity to improve those processes and	6/1/2023	Ongoing	Completed	2/9/2026	Admin Services (HR/IT)	The "Know and Grow" program is focused on sharing information about City programs and projects across departments to all employees and provides background and institutional knowledge for participants. Departments are utilizing cross training and restructuring as a tool for succession planning.
<p>Public Safety</p>	<p>Forward-thinking public safety services aligned with community needs through civic engagement, partnerships, and public education.</p>	<p>ENSURE SEAMLESS PUBLIC SAFETY SERVICES - POLICE AND FIRE</p>	Maintain strong community outreach and align public safety services that are reflective of community culture and priorities	7/1/2023	Ongoing	Completed	3/5/2024	PD	Developed a Community Police Academy. Host ongoing Coffee with a Cop sessions. Staff City Council's Public Safety Committee for provide a direct community engagement opportunity.
			Focus on improved Public Safety by delivering quality programs and services	7/1/2023	Ongoing	Completed	3/5/2024	PD/SMC Fire	Coordinate with SMC Fire on disaster-related exercises to evaluate the City's response capabilities to a disaster including emergency preparedness.
			Strengthen and align problem-oriented policing services to focus on youth, mental health, and unhoused with focus on compassionate care	7/1/2020	Ongoing	Completed	3/5/2024	PD	Implemented C.A.R.E program related to mental health response calls for service. Initiated and continue to provide an annual mental health symposium.
		<p>STRENGTHEN EMERGENCY PREPAREDNESS</p>	Strengthen emergency response through continued coordination with the San Mateo Consolidated Fire Department	7/1/2020	Ongoing	Completed	3/5/2024	PD/SMC Fire	Deployment of Zonehaven completed, Departments remain active, and forward thinking on emergency messaging tools that would benefit the community.
			Fully implement community risk reduction software platforms. Leverage technology to enhance communication through web based software and communication devices	7/1/2020	Ongoing	Completed	3/5/2024	PD/SMC Fire	Implemented Zonehaven, rolled out the new SMC Alert platforms, and continue with the community education and outreach. PD communication infrastructure aligned with DOJ set for 2024 compliance, with upgrades to radios and internal PD communication tools near completion.
			Collaborate with the San Mateo Consolidated Fire Department to reduce risk in areas susceptible to wildland fires, establish abatement standards, and implement enforcement tools along with educational outreach	7/1/2020	Ongoing	Completed	3/21/2024	PR/PD/SMC Fire	Wildland Mitigation Plan underway. Pilot wood chipping completed. Executed a Mutual Threat Zone (MTZ) Agreement with Cal Fire in 5/23. MTZ augments dispatch by Cal Fire to any fires SMC Fire responds in the zone (all areas west of the Alameda).

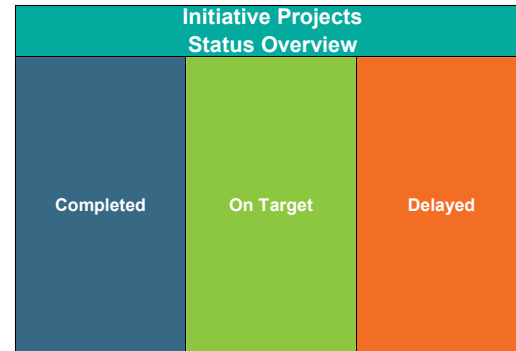
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Citywide Strategic Plan (2020-2027)



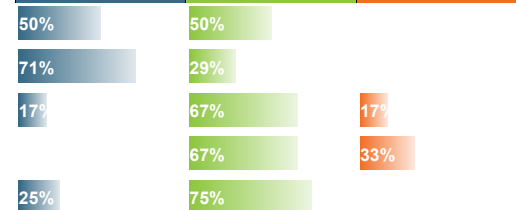
STRATEGIC FOCUS AREAS	GOALS	OBJECTIVES	Initiative Projects	Project Start	Project End	Status	Date Last Updated	Lead Department	Notes	
 Quality of Life	Engage the community in maintaining and enhancing Belmont's character and quality of life.	IMPROVE PARKS & RECREATION FACILITIES AND PROGRAMS	Refresh Belmont Community Center Master Plan	5/1/2025	12/31/2025	Completed	1/27/2026	Parks & Recreation	Completed conceptual design refresh, survey and polling; Held community event at Barrett with Belmont Community Foundation (BCF); Received \$500,000 from Stanford University; Will continue to pursue various funding opportunities.	
			Complete Parks, Recreation, and Open Space Master Plan	1/1/2021	6/30/2024	Completed	1/27/2026	Parks & Recreation	PROS plan adopted in March 2024. Will begin to implement PROS plan improvements as funding permits.	
			Deliver accessible, inclusive, services, programs, and facilities for all ages in our community	5/1/2020	Ongoing	Completed	1/27/2026	Parks & Recreation	Providing community centric services and programs. Evolving to meet community's needs. Implemented scholarship programs, adaptive special events, and expanded cultural celebrations. Continue planning for 2026 centennial celebration and events.	
		CREATE DIVERSE AND UNIQUE COMMUNITY SPACES	Promote an environment that encourages arts; consider art in public places and within new development	7/1/2021	Ongoing	Completed	1/27/2026	Parks & Recreation/CD	Ongoing work: public art opportunities will be explored as part of new development and in-lieu fees will be allocated towards art in public spaces.	
			Explore funding and creative solutions for place-making within public spaces for all ages	7/1/2021	Ongoing	Completed	1/27/2026	Parks & Recreation	Ongoing work: planning public art projects in conjunction with City Centennial celebrations. Commenced Happy Hydrant and Utility Box Centennial Art Projects.	
			Design and implement a city branding effort, inclusive of community signage/wayfinding, and gateway features in line with GP/BVSP objectives	7/1/2023	12/1/2026	On Target	1/29/2026	CD/PW/P&R	Adopted Program (December 2024) for vehicular, banner, and monument signage with new Belmont logo & colors. Project added to City's Adopted FY26 Budget/CIP. First phase of signage installation (vehicular & banner signs) to occur in Summer 2026 to coincide with City Centennial events.	
			Develop public streetscape design standards to enhance place-making in Belmont Village Specific Plan	7/1/2020	7/1/2023	Completed	1/29/2026	ComDev	BVSP Streetscape Design Standards adopted November 2022. Implementation occurring with development project review.	
		FOSTER MEANINGFUL COMMUNITY DIALOGUE	Continue progress with the City's comprehensive public information and engagement strategy	7/1/2020	Ongoing	Completed	2/9/2026	CMO/OCS		
			Provide timely, accurate information that is easy to access and understand, and facilitate public participation in open meetings	5/1/2022	Ongoing	Completed	2/9/2026	CMO/OCS	Continue to improve content in weekly emailed newsletter, auditing website to improve content. Updated internal Critical Communications Plan.	
			Provide opportunity for resident leadership and participation, such as through commissions and advisory/ad hoc groups	7/1/2020	Ongoing	Completed	2/9/2026	CMO/OCS	Completed multiple Police Community Academies launched the Civics Academy, and using Commission and Youth Advisory as community leadership opportunities.	
			Maximize use of available tools to reach our community and foster goodwill on digital platforms, through printed messaging and meeting our community where it is receiving its news	5/1/2022	Ongoing	Completed	2/9/2026	CMO/OCS	Revamped City communication tools by use of social media to tell our story across digital and printed platforms. Increased engagement through video storytelling. Implemented translation services and social media management platform	
				Conduct outreach and community education about city services, areas of cost, and financial resources	7/1/2020	Ongoing	Completed	1/27/2026	CMO/OCS	DEI committee identified underrepresented communities that would benefit from additional outreach about City services and contracted for on-call translation services. Increased communications for city services and projects across all platforms. Held first Civics Day Academy in November 2025.

Citywide Strategic Plan (2020-2027)



Infrastructure & Mobility

- ENHANCE MULTI-MODAL TRANSPORTATION
- ADVANCE PAVEMENT & STREET IMPROVEMENTS
- ADVANCE SEWER & STORM SYSTEM IMPROVEMENTS
- ADVANCE IMPROVEMENTS AT PARKS, ATHLETIC FIELDS, AND BUILDINGS
- ADVANCE CLIMATE ACTION AND ADAPTATION GOALS



Economic Development & Housing

- SUPPORT LOCAL ECONOMIC DEVELOPMENT STRATEGIES
- IMPLEMENT A BALANCED LAND USE VISION INCORPORATING ECONOMIC OPPORTUNITIES, HOUSING GOALS, AND PROGRAMS



Fiscal & Organizational Stability

- ENSURE FISCAL AND REVENUE SUSTAINABILITY
- STRENGTHEN ORGANIZATIONAL DEVELOPMENT



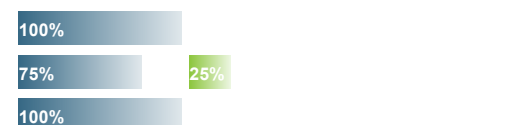
Public Safety

- ENSURE SEAMLESS PUBLIC SAFETY SERVICES - POLICE AND FIRE
- STRENGTHEN EMERGENCY PREPAREDNESS



Quality of Life

- IMPROVE PARKS & RECREATION FACILITIES AND PROGRAMS
- CREATE DIVERSE AND UNIQUE COMMUNITY SPACES
- FOSTER MEANINGFUL COMMUNITY DIALOGUE



Last Update
Report Generated



2026 Council, SMT Calendar, Holiday & Major Events



Annual Events

January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	SMT/PLN	PLN	PR	5	6	7	1	SMT/PLN	PLN	PR	5	6	7
4	5	6	PR	8	9	10	8	9	CC	SMT	12	13	14	8	9	CC	SMT	12	13	14
11	MLK	CC	SMT	15	16	17	15	Pres	PLN	18	19	20	21	15	SMT	PLN	18	19	20	21
18	19	SMT/PLN	21	22	23	24	22	23	CC	25	26	27	28	22	23	CC	SMT	26	27	28
25	26	CC	SMT	29	30	31								29	SMT	31				

April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			PR	2	3	4						1	2		SMT/SINC	PLN	PR	4	5	6
5	SMT/SINC	PLN	8	9	10	11	3	SMT/SINC	PLN	PR	7	8	9	7	8	CC	SMT	11	12	13
12	13	CC	SMT	16	17	18	10	11	12	SMT	14	15	16	14	SMT	PLN	17	18	19	20
19	SMT	PLN	22	23	24	25	17	SMT	PLN	20	21	22	23	21	22	CC	SMT	25	26	27
26	27	CC	SMT	30			24	Mid	CC	SMT	28	29	30	28	SMT	30				
							31													

July							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			PR	2	3	4							1			PLN	PR	3	4	5
6	SMT/SINC	PLN	SMT	9	10	11	2	SMT/SINC	PLN	PR	6	7	8	6	LD	CC	SMT	10	11	12
12	SMT	CC	15	16	17	18	9	10	CC	SMT	13	14	15	13	SMT	PLN	16	17	18	19
19	20	PLN	SMT	23	24	25	16	SMT	PLN	19	20	21	22	20	21	CC	SMT	24	25	26
26	SMT	CC	29	30	31		23	24	CC	SMT	27	28	29	27	SMT	29	30			
							30	SMT												

October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3										PLN	PR	3	4	5
4	CLB	PLN	PR	8	9	10	1	SMT/SINC	PLN	PR	5	6	7	6	SMT/SINC	CC	SMT	10	11	12
11	SMT	CC	SMT	15	16	17	8	9	CC	11	12	13	14	13	14	15	16	17	18	19
18	19	PLN	21	22	23	24	15	SMT	PLN	18	19	20	21	20	SMT	CC	SMT	24	25	26
25	SMT	CC	SMT	29	30	31	22	23	CC	SMT	THG	27	28	27	28	29	30	31		
							29	30												

Jan-27						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	SMT/SINC	PLN	PR	7	8	9
10	11	CC	SMT	14	15	16
7	MLK	19	20	21	22	23
24	SMT	CC	SMT	28	29	30
31						

SMT/SINC

Council Meeting

Holiday

Weekend Holiday

SMT Meeting

PR Comm Meeting

PLN Comm Meeting

Pay Day

January	MLK Poetry and Essay contest
February	Black History Month
February	Lunar New Year
February (Friday b4 VD)	Superstar and Sweetheart Dance
March	Women's History Month
March 31, 2026	Cesar Chavez Day
April	National Poetry Month
April 3 and 4	Adaptive Eggventure/Egg Hunt
April	Autism Awareness Month
April 12, 2026	Wedding Fair in the Park
April	Dispatcher Appreciation Week
April 22, 2026	Earth Day
April 26, 2026	Celebrate the Music
May	AANHPI Month
May	Shred/E-Waste
May	National Jewish Heritage Month
May	Mental Health Awareness Month
May 30, 2026	Mental Health PD Event
May 1st week	City Clerk Week
May 10-16, 2026	Public Safety Week
May 17-23, 2026	Nat'l Public Works Week
May,	PW Open House
June	Pride Month
June 19, 2026	Juneteenth
June - July	Summer Concert Series
July	Parks Make Life Beter Month
July 13-Aug 14	Election Candidate Nomination
August 4, 2026	National Night Out
September	Suicide Prevention Month
Sept 18/25 and Oct 2	Movies in the Park
Sept. 19, 2026	CA Cosastal Cleanup Day
Sept. 15 to Oct. 15	National Hospicanth Month
Sept. 26	Water Dog Run
October	Domestic Violence Awareness Month
Oct. 26, 2026	Belmont WaterDog Run
Oct. 12, 2026	Indigenous Peoples' Day
Oct. 24, 2026	Centennial Celebration
Oct. 28, 2026	City Halloween Bash
Nov. 3, 2026	Election
Nov. 11, 2026	Veterans Day Ceblrtrion
Nov. 21, 2026	Craft Faire
Dec. 5, 2026	Winter Wonderland
Dec. 10, 2026	Santa at the Firehouse



City Council Protocols

Adopted February 2024

I. PURPOSE

These protocols are designed to assist the City Council and staff by memorializing existing policies, procedures and the general ways of conducting business. Their purpose is also to improve the efficiency and effectiveness of Council and staff. Administration of city business is greatly enhanced by the agreement of the City Council and staff to follow these practices. The protocols are not intended to be overly restrictive and should be considered as guidelines. They should be viewed as an instructive source of guidance so that accepted practices are documented, and expectations are clarified. Practices and policies will change as circumstances arise. With that in mind, the City Council will review and revise these protocols from time to time.

II. COUNCIL MEETINGS

Regular Meetings – The City Council’s regular meeting schedule is set forth in Belmont City Code (BCC) Section 2-1. Regular meetings are currently held on the second and fourth Tuesday of each month. Regular meetings commence at 6 p.m., however if there are no study sessions, special presentations, closed sessions, or other need to begin before 7 p.m., the agenda should reflect that there are no business items scheduled between 6 p.m. and 7 p.m. and that the meeting will be recessed until 7 p.m.

Meetings are held in the City Council Chambers at Belmont City Hall, One Twin Pines Lane, Belmont, California. The time and location of the Council’s regular meetings may be changed by council resolution.

1. Other Locations - The Council may, from time to time, elect to meet at other locations within the city. Notice of a change of location or time will be posted at the front entrance of city hall and entrance to the council chambers and will be shown on the council agenda if known when initially posted.
2. Location During Local Emergency - If, by reason of fire, flood or other emergency, it is unsafe to meet in the council chambers, the meetings may be held for the duration of the emergency at such other place as may be designated by the mayor or, if the mayor does not so designate, by the vice mayor or the city manager.
3. Canceled Meetings – When the date for any regular meeting falls on a legal holiday, the regular meeting for that day shall be deemed canceled unless it is rescheduled to an alternate date.

- B. Special Meeting & Emergency Meetings - Special meetings and emergency meetings of the Council may be called from time to time in accordance with the procedures set forth in the Ralph M. Brown Act. (Government Code Section 54950, et. seq.)
- C. Adjourned Meetings – The Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment in accordance with the procedures set forth in the Ralph M. Brown Act. (Government Code Section 54950, et. seq.)
- D. Closed Sessions – The Council may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter that is authorized by state law to be heard or considered in closed session.
 - 1. Attendance at a closed session is limited to those persons actually necessary to advise or take direction from the Council or otherwise have an essential role to play given the specifically permitted purpose of the session.
 - 2. The matter under consideration will be shown on the Council’s agenda in accordance with the Ralph M. Brown Act.
 - 3. Councilmembers may not reveal the nature of discussion or the decision from a closed session unless required by law or unless a majority of the Council agrees in closed session to disclose confidential closed session information, except that the Council must unanimously agree to divulge any confidential closed session information that is attorney/client privileged communications.
- E. Cancellation of Regular Meetings – Any meeting of the Council may be canceled in advance by a majority vote of the Councilmembers.
- F. Quorum - A majority of the councilmembers is sufficient to do business, and motions may be passed 2–1 if only three attend. There are some actions such as ordinances, resolutions, granting franchises and payment of money that may require at least three affirmative votes. When there is no quorum, the mayor, vice mayor or any councilmember will adjourn the meeting, or if no councilmember is present, the city clerk will adjourn the meeting.
- G. Teleconferencing by Council Members – Teleconferencing by councilmembers is permitted, subject to the applicable requirements of the Brown Act. When posting of the agenda is required at the teleconference location, the agenda and information describing the particular location where the teleconference will take place should be posted at or near the main entrance of the facility containing the teleconferenced location as soon as feasible but not less than six hours before commencement of the meeting.
- H. Chairperson - The mayor presides at meetings and has authority to enforce the Council’s protocols as provided herein and to determine the order of business under the Council’s rules.

1. Absence of Mayor - The ice mayor shall act as mayor in the absence or disability of the Mayor.
 2. Mayor and Vice Mayor Absence – When the mayor and the vice mayor are absent from any meeting of the Council, the members present may choose another member to act as mayor pro tem, and that person shall, for the time being, have the powers of the mayor.
- I. Attendance by the Public - Except as specifically provided by law for closed sessions, all meetings of the Council are open to the public in accordance with the Ralph M. Brown Act. (Government Code Section 54950, et. seq.)
- J. Minutes - Minutes of Council meetings will be brief summary minutes. Summary minutes will include final motions with votes. The minutes will also reflect the names of public speakers (if provided) and a brief summary of comment from the public, staff and Council. The city clerk has exclusive responsibility for preparation of the minutes and directions for corrections to the minutes and adoption of minutes will be made only by majority action of the Council.
1. Timing of Council Approval of Minutes – Minutes of meetings are generally submitted to the Council within two meetings for approval. Any councilmember who was absent from the prior meeting may participate and vote on the approval of the minutes and need not abstain on the approval of the minutes for that meeting.
 2. Recordings of Meetings – Meetings held in the council chambers should be digitally recorded and the recordings maintained by the city clerk for the period set forth on the city’s retention schedule.
- K. Council Agenda - The following rules for the preparation of the meeting agenda are based on the premise that it is in the interest of good government that the Council be fully informed on all matters upon which it is called upon to act. The Council relies upon city staff to perform research, conduct investigations, furnish technical information and recommend solutions to various problems of city government, and recognizes that proper and thorough research and investigation requires time.

The following persons may place matters on the agenda:

1. The city manager, and in the city manager’s absence the person designated as acting city manager,
2. The city attorney and in the city attorney’s absence, the deputy city attorney.
3. Agenda requests by Councilmembers (Including Mayor) - Any councilmember may place on the agenda under “Matters of Council Interest” a request to have any city policy or program reviewed or a new issue examined. The agenda item should state the topic to be reviewed or analyzed and the name of the councilmember(s) submitting the request. The councilmember submitting the request should submit a memo or report summarizing his/her position on the matter (included as Appendix

A to this document) at least one week prior to the meeting. No staff work is be done for these items before discussion by the entire Council except that Council may briefly discuss the matter with staff prior to placing the item on the agenda. Councilmembers may vote on the item at the meeting if there is no need for additional staff analysis required on the item for the Council to make an informed decision or the Council may direct staff to bring back a report addressing the request at a future meeting.

- L. Secretary – The city clerk serves as the secretary the Council. As secretary, the clerk posts agendas, and notices for meetings, attends meetings and assists the chair with the operation of the meeting, and maintains and secures the records of Council meetings.

III. ORDER OF BUSINESS

- A. General Order - Business at regular meetings will generally be conducted in accordance with the order of business as outlined on the current agenda template as amended by the city manager from time to time.
- B. Action Agenda Items - In accordance with the Ralph M. Brown Act, the body may not take action on any item that did not appear on the posted regular meeting agenda 72 hours before the meeting unless an exception is permitted under Government Code §54950 et. seq.
- C. Special Presentations/Proclamations –
 - 1. All special presentations will be calendared and coordinated through the city manager.
 - 2. Honorary Proclamations and Resolutions - All requests should be given to the mayor, through the City Clerk’s Office, for consideration. The subject should be Belmont-related, and it is up to the mayor's discretion whether to prepare such a document or place it on the agenda. Proclamations may also be issued by the mayor “off-line” (i.e., without being placed on the agenda), when deemed by the mayor to be appropriate.
- D. Member Announcements – Member announcements will be brief and limited to notification of community events, functions or comments on city operations or projects. Concerns or matters of current, pending or future deliberation by the body are not considered announcements. Individual member announcements should be limited to 3 minutes.
- E. Consent Calendar - Agenda items considered routine and non-controversial in nature are calendared on the agenda as “Consent Business.”
 - 1. These items are considered as one item and approved, adopted, accepted, etc. by one motion.

2. Members may comment on consent business items or ask for minor clarifications without removing the item for separate consideration.
 3. A member may vote “no” or “abstain” on any consent item without removing it from the consent business.
 4. Items requiring deliberation may be removed by a member for separate consideration after consideration of the remaining consent business.
 5. The public may comment on the remaining consent business and on removed items before consideration by the body.
- F. General Public Comments – A portion of each regular meeting agenda will set aside a period for the public to address the body on items within the body’s subject matter jurisdiction that are not listed on the agenda. This public comment period is limited to 15 minutes. Speakers who requested but did not receive an opportunity to speak during this initial comment period will be given an opportunity to address the body later on the agenda.
- G. Standard Adjournment - The general hour of adjournment is 10:30 p.m. If items remain on the agenda after the 10:30 p.m. adjournment time, a majority vote of the body can extend the meeting, or a special meeting may be scheduled, or the items deferred to the next meeting. Meeting extension shall be in increments of 30 minutes.

IV. RULES OF DISCUSSION

- A. General Procedure - The Council follows Rosenberg’s Rules of Order. Consistent with any applicable city ordinance, statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing not otherwise provided for herein may be determined by the chair. A ruling of the chair may be appealed by a member upon a seconded motion and is reversed if the motion passes by a majority vote.
- B. Role of the Chair – The role of the chair is to preside at the meeting, facilitate discussion, maintain order, and ensure the body’s business is conducted efficiently and effectively.. In the role as facilitator, the chair will assist the members to focus on their agenda, discussion and deliberations. The chair has authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the body by ruling any such matter out of order. In so ruling, the chair should be courteous and fair and should presume that the moving party is acting in good faith.
- C. Member Deliberation & Order of Speakers - The chair is responsible to control the debate and the order of speakers. Speakers will generally be called in the order the requests to speak were received by the Secretary.
- D. Questions Addressed to Another Member - With the concurrence of the chair, a member holding the floor may address a question to another member; that member may respond while the floor is still held by the member asking the question. A member may opt not to answer a question while another member has the floor.

- E. Limit Deliberations to Item at Hand - Members will limit their comments to the subject matter, item or motion currently being considered by the body.
- F. Length of Members Comments - Members will govern themselves as to the length of their comments or presentation. The chair will assist members by signaling when the member has been speaking for over five minutes.
- G. Obtaining the Floor - Any member wishing to speak must first obtain the floor by being recognized by the chair. The chair must recognize any member who seeks the floor when appropriately entitled to do so.
- H. Motions - Motions may be made by any member, including the chair, providing that before a motion is offered by the chair, the opportunity for making a motion should be offered to other members. Any member, other than the person offering the motion, may second a motion.
- I. Ordinances - Motions introducing ordinances are deemed to include waiver of full reading of the ordinance after reading of the title in accordance with Government Code Section 36934 unless otherwise specifically stated.
- J. Voting - Any member present at a meeting when a question comes up for a vote should vote for or against the measure unless he/she is disqualified (recused) from voting and abstains because of such disqualification. If a member is recused, he or she should state the reason for the recusal for the record, and should leave the room. A vote, including a roll call vote, may be registered by the members by answering “yes” or “aye” for an affirmative vote or “no” or “nay” for a negative vote. Regardless of the manner of voting, the results reflecting all "ayes" and "noes" must be clearly set forth for the record by the secretary.
- K. Abstention - An abstention does not count as a vote for or against a matter. If a member abstains, he/she is counted as present for quorum purposes but is not deemed to be “voting” for purposes of determining whether there has been a “majority vote of those members present and voting.”
- L. Tie Votes - A tie vote results in a lost motion. In such an instance, any member may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal, and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.
- M. Non-Observance of Rule - Rules adopted to expedite and facilitate the transaction of the business of the body in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the body.
- N. Code of Ethics and Conduct – The Council has adopted the Code of Ethics and Conduct for Elected Appointed Officials which expresses standards of ethical conduct expected

for members of the Council, boards and commissions and requires acknowledgment by the members that they have read and understand the Code of Ethics and Conduct.

V. ADDRESSING THE BODY

A. Public Comments.

1. **Opportunity to Comment** - Any person wishing to address the body on an item that is scheduled on the agenda will be given the opportunity to make those comments when that item is being considered.
2. **Time Limits** – Public comments are limited to three minutes each. The chair may adjust the time limit per speaker as he or she determines is reasonably necessary for the orderly and efficient conduct of the body’s business. Time limits are for each individual speaker submitting a card, and time cannot be “donated” to other speakers.
3. **Group Comments** – In order to expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Whenever any group of persons wishes to address the body on the same subject matter, those persons are encouraged to designate a spokesperson to address the body. The chair may extend the time allocation for a designated spokesperson.
4. **Use of AV Technology by the Public** – Members of the public may not use any technology to play amplify sound or project or display still or moving images during public comment or other portions of the meeting. These restrictions do not apply to presentations by project applicants and appellants relevant to an application or appeal.
5. **Repetitious or Dilatory Comments** – Speakers may not present the same or substantially same items or arguments to the body repeatedly or be repetitious or dilatory in presenting their oral comments. If a matter has been presented orally before the body, whether the body has taken action, or determined to take no action, the same or substantially same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes submission of comments to the body in writing for such action or non-action as the body, in its discretion, may deem appropriate.
6. **Comments in Writing Encouraged** - Members of the public may submit, and are encouraged to submit, comments in writing to the body relating to any items of the bodies business, whether on the agenda or otherwise. Such written comments will be distributed to the members and considered and acted upon, or not acted upon, as the body in its judgment may deem appropriate.
7. **Rules for Public Comment**
 - a. Speakers are requested to be succinct and not repeat themselves. When recognized to speak on an agenda item, focus your remarks to that item.

- Speakers who have become repetitious may be interrupted by the chair and asked to offer any additional points on the matter not previously made and if none to conclude their remarks.
 - If a speaker continues to repeat themselves, the chair may rule the speaker out of order and not allow the speaker to offer further comment on that agenda item.
- b. A speaker's comments must be relevant to the agenda item on which they have requested to speak.
- Speakers whose comments are not relevant to the agenda item may be interrupted by the chair and asked to limit their comments to that agenda item.
 - If a speaker continues to address topics not relevant to the agenda item, the chair rule may rule the speaker out of order and not allow the speaker to offer further comment on that agenda item.
- c. Speakers who are interrupted by the chair must cease speaking.
- Speakers who continue speaking or speak over the chair may be ruled out of order and not allowed to speaker further at the meeting.

B. Audience Decorum

1. Rules for Participation

- a. Audience members may attend, observe and record meetings in a matter that respects the rights of others and the orderly conduct of the body's business.
- b. Audience members may not engage in behavior that disrupts a meeting. "Disrupting a meeting" means behavior that substantially impairs the ability of the body to orderly and efficiently conduct the meeting, or substantially interferes with the rights of other audience members. Disruptive behavior includes the following. This list is not all inclusive:
- Shouting from the audience.
 - Interrupting or speaking over a person at the podium who has been recognized to speak by the chair.
 - Clapping, booing, or other expressions of support or opposition to a speaker or to the body's discussion or decision.
 - Verbally harassing or physically confronting audience members.
 - Interrupting staff while engaged with the body.

- Interrupting the body while it is considering a matter.
 - Continuing to speak at the podium once the chair has announced the person's time is up.
- C. Enforcement Protocol. The goal of enforcement is restoring order, not punishment for failure to follow the rules and should be guided as follows.
1. The chair is bound to enforce the rules of audience decorum and public comment fairly and without regard to viewpoint of the speaker; that is, without regard to whether the person is for or against a particular matter coming before the body, and without regard to whether the chair agrees or disagrees with the speaker or likes or dislikes the speaker's message.
 2. When enforcing the rules, the chair should provide education before warnings, and warnings before curtailing a person's participation rights, unless the circumstances clearly justify otherwise. The chair should consider calling a recess whenever doing so may help de-escalate a situation.
 3. Removal from the meeting.
 - a. The chair may eject a person from a meeting only if the person willfully disrupts the meeting and only as necessary to restore order.
 - b. A warning must be given before ejecting a person unless the person is engaging in behavior that constitutes use of force or a true threat of force.
 - c. The warning must inform the person that their behavior is disrupting the meeting and that the failure of the person to cease their behavior may result in their removal. A person who does not promptly cease their disruptive behavior may then be removed.
 - d. "Willfully disrupting a meeting" means conduct that actually disrupts a meeting when: (1) the person has knowledge of these rules or (2) engages in conduct with the purpose of disrupting the meeting or (3) has been warned by the chair not to engage in disruptive behavior.
 - e. "True threat of force" means a threat that has sufficient indicia of intent and seriousness that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.
 - f. An ejection may be for part or all of the meeting and should be for only as long as necessary to restore order.
 - g. If order cannot be stored by ejecting disruptive individuals, the Chair may order the room cleared with the exception of news media who have not participated in the disturbance. Other persons who did not participate in the disturbance may be allowed to re-enter the room.

- D. Criticism not Prohibited. These rules do not prohibit public criticism of policies programs or services, or of the body, city employees, or the city.
- E. Presentation of Agenda Items. The procedure for considering agenda items other than quasi-adjudicative items is as follows:
 - 1. Staff – The staff presents its report. Members may ask questions of staff if they so desire but should refrain from discussing the substance of the matter at this point.
 - 2. Public Comments – Before acting on the merits of the issue being heard, the chair will inquire if any persons are present who desire to provide public comment regarding the matter.
 - 3. Consideration – The opportunity for public comment is closed and member discussion and consideration occurs. In this connection, there may be further questions of or comments by staff or consultants, or questions by the members of others as deemed necessary or appropriate without reopening the public input portion.
 - 4. Decision occurs via motion.
- F. Presentation of Quasi-Adjudicative Agenda Items. The procedure for considering agenda items for discretionary permits, entitlements, and other decisions requiring quasi-judicial decision making is as follows:
 - 1. Staff – The staff presents its report. Members may ask questions of staff if they so desire but should refrain from discussing the substance of the matter at this point.
 - 2. Project Applicants and Appellants (if applicable) – A project applicant, followed by a project appellant if any and different from the applicant, or other person or entity with a substantial, direct property interest in an agenda item, or any duly designated representative of such a person or entity, will have the opportunity to present their comments, testimony, or argument. Applicants and appellants are encouraged to be succinct in their presentations.
 - 3. Public Comments – Before acting on the merits of the issue being heard, the chair will inquire if any persons are present who desire to speak or to present evidence regarding the matter.
 - 4. Rebuttal – Following public comment, project applicant and project appellant (if any, and if different from the project applicant) will each be given an opportunity to provide rebuttal or clarification of any issues raised. The chair may determine the appropriate time limit for rebuttal. Applicants and appellants are encouraged to be succinct in their presentations.
 - 5. Consideration – Member discussion and consideration occurs after public comment and any rebuttal. In this connection, there may be further questions of or comments

by staff, or questions by the members of others (including Applicant or Appellant) as deemed necessary or appropriate without reopening the public comment portion.

6. Decision occurs via motion.
 7. The chair or secretary announces the final decision.
- G. Presentations Submitted in Writing – All persons interested in an agenda item may submit written evidence or remarks, as well as other graphic evidence (including paper copies of electronic presentations). Persons (including project applicants or appellants) who anticipate lengthy presentations are encouraged to submit comments in writing, in advance, to the secretary, for prior distribution to the members and other interested parties, whenever possible, by the Thursday morning preceding the Tuesday meeting at which the item will be considered, and if that is not possible, at the earliest feasible time before the meeting. In addition, submission of comments in writing is encouraged in lieu of possible lengthy oral presentations that may not be permitted. All such written material is a public record.
- H. Due Process – The chair will conduct the meeting in such a manner as to afford due process.
- I. Germane Comments – No person will be permitted during the hearing to speak about matters or present evidence that is not germane to the matter being considered. The chair determines whether a comment is relevant unless a member requests that the Council determine relevance.
- J. Continuance of Hearings – Any hearing may be continued or re-continued to any subsequent meeting by order or a notice of continuance.
- K. Communications and Petitions – Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the chair. Written communications will be read in full if requested by a member.
- L. Admissible Evidence – Hearings need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence may be considered if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs.
- M. Waiver of Rules – Any of the foregoing rules may be waived by majority vote of the members present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.
- N. Non Exclusive Rules – These rules are not exclusive and do not limit the inherent power and general legal authority of the body, or the chair, to govern the conduct of its meetings as it considers appropriate from for the orderly and effective conduct of business.

VI. VICE MAYOR

A. Selection –

1. The member holding the office of vice mayor rotates annually.
2. The Council will choose a vice mayor by a majority vote at the first regular meeting in December in non-election years, and at the meeting certifying the election of new councilmembers in election years.
3. In order to provide the maximum opportunity for each member to serve as vice mayor the Council should nominate the member with the longest contiguous tenure of more than one year on the Council without serving as vice mayor. If a tie, the tie-breaker is as follows:
 - a. Nominate the member who has served fewest times as vice mayor.
 - b. If there is a tie, nominate the member based on the alphabetical order of their last name; if there is still a tie, the tie-breaker should be based on the alphabetical order of their first name.

B. Mayoral Duties –

In addition to facilitating Council meetings, the mayor determines the seating order on the City Council dais, and is the primary spokesperson for community events, meetings, and ceremonial events (such as ground-breakings or ribbon cuttings). The mayor may delegate this authority to the vice mayor, other member, or a staff member.

VII. COUNCIL MEMBER ADMINISTRATIVE SUPPORT

A. Incoming Correspondence.

1. Correspondence addressed to the Council, and correspondence addressed to the Mayor requiring a response from staff, are copied to all councilmembers.
2. Correspondence addressed to an individual councilmember will not be copied to the other councilmembers.
3. The group Council email address shall also include the city clerk to ensure that the communication is retained for the record and so the city clerk may coordinate a response if one is deemed necessary.
4. All correspondence, including email, addressed to the City Council will be retained by the City in accordance with its retention schedule.

B. Outgoing Correspondence.

1. All Councilmember correspondence using city resources (letterhead, typing, staff support, postage, etc.) will reflect the position of the full Council not an individual councilmember position.
 2. Staff responses to correspondence addressed to Council will be copied to the full Council and city clerk along with the original community correspondence.
- C. Personal Correspondence - Councilmembers should use only personal stationery for communications reflecting their personal positions. These communications will be prepared and sent at the expense of individual Councilmembers.
- D. Master Calendar - A master calendar of City Council events, functions or meetings will be provided to the full City Council. Functions, events or meetings to be attended by individual councilmembers will not be included on the master calendar.
- E. Requests for Research or Information - Councilmembers may request information or research from the city manager or department heads on a given topic directly when it is anticipated that the request can be completed by staff in less than an hour. Councilmember requests for research or information that is anticipated to take staff more than one hour to complete should be directed to the city manager. Requests for new information or policy direction can be brought to the full Council at a regular meeting for consideration under "Matters of Council Interest". All written products will be copied to the full City Council.
- F. Council Notification of Significant Incidents - In conjunction with the City Manager's Office, the Police Department and the Fire Department will coordinate the notification to City Council of major crime, fire or other incidents.
- G. Reimbursements - Consistent with AB 1234, reimbursement of councilmember expenses shall conform to City Council Resolution No. 9749 and any authorized amendments thereto.
- H. Compensation - The City Council will be compensated in accordance with Ordinance 896 or any future updates.

VIII. INTERGOVERNMENTAL ASSIGNMENTS

- A. The Council will review intergovernmental assignments at least annually.
- B. The mayor may make temporary intergovernmental assignments with the consent of the person assigned whenever there is a vacancy in both the primary and any alternate seat.

IX. CITY ADVISORY BODY APPOINTMENTS

Appointment and re-appointment to a city advisory body should be based on such criteria as expertise, ability to work well with staff and the public, commitment to fulfilling official duties, effectiveness as a representative of the City Council and city government, and commitment, fidelity and adherence to city values, policies, priorities and expectations as expressed by the City

Council, including the Code of Ethics and Conduct for Elected and Appointed Officials. To facilitate the appointment and approval process for city advisory bodies, the following procedures will be used:

- A. Whenever a membership vacancy occurs or will soon occur, the city clerk will post a notice of the vacancy notifying the public of the vacancy.
- B. All persons interested in being considered for service on the body must file with the city clerk an application indicating an interest in serving.
- C. In order to expedite the process should a vacancy occur within one year of interviews, staff is authorized to contact applicants who were not selected to see if she/he is still interested in serving.
- D. The names of those applicants interested in being appointed will be brought directly to Council at a meeting for consideration to be interviewed or for alternative direction.
- E. The whole Council will interview the selected applicants.
- F. The Council will consider whether or not to appoint one or more or none of the applicants to an available seat. The Council will discuss the candidates and deliberate on potential appointments as the body determines.
 1. Discussion and deliberation may be predicated on a nomination process in which the mayor calls for nominations for a seat or seats and each member may offer nominations for each seat. A nomination requires a second. Discussion and deliberation regarding the nominees then follows.
 2. Discussion and deliberation may include members informally ranking their preference for some, all, or none of the applicants (or nominees if a nomination process is used) for a particular seat with appointment predicated on collective consensus. A consensus to appoint is memorialized by motion approving the appointment(s).
 3. Appointments will be presumed made to align to the appointment periods in BCC Section 2-166 for the particular city advisory body and appointment cycle in BCC Section 2-162(d), unless the Council determines otherwise.
- G. After the Council concludes consideration of the applicants, if fewer than the minimum number of seats for a body as expressed in BCC Section 2-166 are filled, the city clerk will repost a notice of vacancy or take such other action as the Council directs. The Council may also direct the clerk to repost if fewer than the maximum number of seats are filled.
- H. City advisory body appointees are at will and serve at the pleasure of the City Council. The Council may remove an appointee from office by declaring the appointed office vacant at any time without cause during an open session of a meeting held in accordance with the requirements of the Brown Act.

- I. Any councilmember including the mayor may place on an agenda the question whether to declare vacant an appointed city advisory body seat, and thereby remove the current holder of the seat, by following the protocol for “Matters of Council Interest”. A copy of the published agenda and any report should be provided to the holder of the seat at the earliest opportunity in a reasonable manner intended to provide notice of the agenda item and meeting information.

X. COUNCIL VACANCY

Whenever a vacancy occurs in the office of a councilmember or the mayor, the Council will fill the vacancy by appointment or special election in accordance with the procedures set forth in Government Code section 36512 and 34902.

XI. FAILURE TO OBSERVE PROTOCOLS

These protocols are adopted to expedite the transaction of the business of city legislative bodies in an orderly fashion and are procedural only and the failure to strictly observe such rules does not affect the jurisdiction of the City Council or a city advisory body or invalidate action taken at a meeting that is otherwise held in conformity with law.



Appendix A

Council Agenda Item 12
Matter of Council
Interest/Clarification

Meeting Date:

Councilmember(s):

Item Title:

Description of Issue/Request:

(Briefly describe what the issue is about and what you are asking from the City Council, providing as much background information as possible so that the rest of Council has a general idea what the request is about. This will assist staff in ascertaining its future involvement as well.)

Ex: I am requesting the Council consider a resolution supporting legislation regarding (fill in the blank), or, I would like the Council to consider an ordinance (fill in the blank).

Approximately how much staff involvement will this item take?

(Describe types of tasks you think staff will need to undertake to report back to Council with more information, or to implement whatever process/procedure you are proposing. Be realistic!)

Financial Implications?

(You may need to take a guess at this, or it may be “not applicable” or “negligible”.)

How time sensitive is this issue?

(How does this idea match the goals of the General Plan or Vision Statement?)

General Plan/Vision Statement.

Attachments

A.



City of Belmont

Code of Ethics and Conduct For Elected and Appointed Officials

*"Always do right. This will gratify some people and
astonish the rest."*

-- Mark Twain

Adopted June 10, 2014, by Resolution No. 2014-095
Amended February 11, 2016, by Resolution No. 2016-019
Amended February 2, 2017, by Resolution No. 2017-008
Amended December 13, 2022, by Resolution No. 2022-124
Amended February 27, 2024, by Resolution No. 2024-12

Policy Purpose

The Belmont City Council adopts this Code of Ethics and Conduct for Elected and Appointed Officials to assure that all councilmembers and city advisory body members, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of Belmont's city government. City advisory body members include Planning Commissioners, Parks and Recreation Commissioners, Measure I Committee members, and the members of any other commission, committee, or board created by the City Council under Belmont City Code Section 2-161.

A. ETHICS

The people who live, work and visit in Belmont are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions related to licenses, permits, and other adjudicative government entitlements;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless authorized by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council and of all city advisory bodies must conduct themselves in accordance with the following ethical standards:

1. **Governance.** The City Council governs the whole city. Councilmembers including the mayor can only act as the council through the body and only the body, not individual members, can act as the council. All councilmembers, whether elected at-large, by-district or appointed to fill a vacancy, represent and serve the whole city.
 - (a) *Represent the Entire Community.* Although a councilmember may be elected only by residents within a certain district, or otherwise have an affinity for a certain portion of the community, good governance requires all members be guided by a citywide prospective and exercise their office in the best interest of the entire community.
 - (b) *Equal Responsiveness.* Councilmembers should be equally available and responsive to all persons in the city community regardless of where in the city the person resides, is employed, conducts business or visits, and should assure fair and equal treatment of all persons, claims and transactions coming before them.
2. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Belmont and not for any private or personal interest.
3. **Comply with Both the Spirit and the Letter of the Law and City Policy.** Members will comply with the laws of the nation, the State of California and the city of Belmont in the performance of their public duties.

4. **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members will refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of council, city advisory bodies, the staff or public.
5. **Respect for Process.** Members will perform their duties in accordance with the processes and rules of order established by the City Council.
6. **Conduct at Public Meetings.** Members will prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand.
7. **Decisions Based on Merit.** Members will base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members will maintain an open mind until the conclusion of the hearing on the matter and will base their decisions on the facts presented at the hearing and the law.
8. **Communication.** For adjudicative matters pending before the body, members will refrain from receiving information outside of an open public meeting or the agenda materials, except on advice of the city attorney. Members will publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.
9. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict-of-interest laws, members will use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members will not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision will disclose the matter to the city attorney and reasonably cooperate with the city attorney to analyze the potential conflict. If advised by the city attorney to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member should not participate in a decision unless and until he or she has requested and received advice allowing the member to participate. A member will diligently pursue obtaining such advice. The member will provide the mayor and the city attorney a copy of any written request or advice, and conform his or her participation to the advice given. In providing assistance to members, the city attorney represents the city and not individual members.

In accordance with the law, members will disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, will not, once the conflict is ascertained, participate in the decision and will not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.

10. **Gifts and Favors.** Members will not take any special advantage of services or opportunities for

personal gain, by virtue of their public office that is not available to the public in general. They will refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

10. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members will neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
11. **Use of Public Resources.** Members will not use public resources which are not available to the public in general (e.g., city staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.
12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council will not appear on behalf of the private interests of third parties before the Council or any city advisor body or proceeding of the city, nor will members of city advisory bodies appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. **Advocacy.** Members will represent the official policies or positions of the City Council, city advisory body to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members will explicitly state they do not represent their body or the city of Belmont, nor will they allow the inference that they do. Councilmembers and city advisory bodies members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, or city advisory bodies meetings, or other official city meetings.
14. **Policy Role of Members.** Members will respect and adhere to the council-manager structure of Belmont city government as outlined in the Belmont city Code. In this structure, the city Council determines the policies of the city with the advice, information and analysis provided by city staff, city advisory bodies, and the public. Except as provided by the city Code, members will not interfere with the administrative functions of the city or the professional duties of city staff; nor will they impair the ability of staff to implement Council policy decisions.
15. **Independence of City Advisory Bodies.** Because of the value of the independent advice of city advisory bodies to the public decision-making process, members of Council will refrain from using their position to unduly influence the deliberations or outcomes of city advisory bodies proceedings.
16. **Positive Workplace Environment.** Members will support the maintenance of a positive and constructive workplace environment for city employees and for community members and businesses dealing with the city. Members will recognize their special role in dealings with city employees to in no way create the perception of inappropriate direction to staff.

B. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which elected and appointed officials

should treat one another, city staff, constituents, and others they come into contact with while representing the city of Belmont.

1. **Elected and Appointed Officials' Conduct with Each Other in Public Meetings**

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

- (a) *Honor the role of the chair in maintaining order*
It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- (b) *Practice civility and decorum in discussions and debate*
Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.
- (c) *Avoid personal comments that could offend other members*
If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.
- (d) *Demonstrate effective problem-solving approaches*
Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. **Elected and Appointed Officials' Conduct with the Public in Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- (a) *Be welcoming to speakers and treat them with care and gentleness.*
While questions of clarification may be asked, the official's primary role during public testimony is to listen.
- (b) *Be fair and equitable in allocating public hearing time to individual speakers.*
The chair will determine and announce limits on speakers at the start of the public hearing process.

- (c) *Practice active listening*
It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members will try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.
- (d) *Maintain an open mind*
Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.
- (e) *Ask for clarification, but avoid debate and argument with the public*
Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. **Elected and Appointed Officials’ Conduct with City Staff**

Governance of a city relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and city staff who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- (a) *Treat all staff as professionals*
Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.
- (b) *Do not disrupt city staff from their jobs*
Elected and appointed officials should not disrupt city staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend city staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff’s ability to do their job objectively.
- (c) *Never publicly criticize an individual employee*
Elected and appointed officials should never express concerns about the performance of a city employee in public, to the employee directly, or to the employee’s manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the city manager or the mayor.
- (d) *Do not get involved in administrative functions*
Elected and appointed officials acting in their individual capacity must not attempt to influence city staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of city licenses and permits.
- (e) *Do not solicit political support from staff*
Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from city staff. city

staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(f) *No attorney-client relationship*

Members may not seek to establish an attorney-client relationship with the city attorney, including his or her staff and attorneys contracted to work on behalf of the city. The city attorney represents the city and not individual members. Members who consult with the city attorney cannot enjoy or establish an attorney-client relationship with the attorney.

4. **Council Conduct with city Advisory Bodies**

The city has established several city Advisory Bodies as a means of gathering more community input. Individuals who serve on city advisory bodies become more involved in government and serve as advisors to the city Council. They are a valuable resource to the city's leadership and should be treated with appreciation and respect.

(a) *If attending a city advisory body meeting, be careful to only express personal opinions*

Councilmembers may attend any city advisory body meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a city advisory body meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

(b) *Limit contact with city advisory body members to questions of clarification*

It is inappropriate for a councilmember to contact a city advisory body member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for councilmembers to contact city advisory body members in order to clarify a position taken by the city advisory body.

(c) *Respect that city advisory bodies serve the at the pleasure of the Council as whole, not individual councilmembers including the mayor*

The City Council appoints individuals to serve on city advisory bodies, and it is the responsibility of city advisory bodies to follow policy established by the Council. But city advisory body members do not report to individual councilmembers including the mayor, nor should individual councilmembers feel they have authority to direct city advisory body members to recommend or decide an issue in a particular way.

(d) *Be respectful of diverse opinions*

A primary role of city advisory bodies is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Individual councilmembers may have a closer working relationship with some individuals serving on city advisory bodies, but must be fair and respectful of all individuals serving on city advisory bodies.

(e) *Keep electoral politics away from public forums*

City advisory body members may offer election support to a councilmember, but not in a public forum while conducting official duties. Conversely, councilmembers may support city

advisory body members who are running for office, but not in an official forum in their capacity as a councilmember.

C. SANCTIONS

(a) *Acknowledgement of Code of Ethics and Conduct*

Councilmembers who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible for intergovernmental assignments or Council subcommittees. City advisory body members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.

(b) *Ethics training for local officials*

Councilmembers and city advisory body members who are out of compliance with state or city mandated requirements for ethics training may not represent the city on intergovernmental assignments or Council subcommittees, and may be subject to sanctions.

(c) *Behavior and conduct*

The Belmont Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Belmont City Council and city advisory bodies. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of city advisory bodies and the mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Councilmembers:

Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Belmont and with intergovernmental agencies) or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Individual councilmembers should point out to the offending councilmember perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the mayor in private. If the mayor is the individual whose actions are being questioned, then the matter should be referred to the vice mayor. It is the responsibility of the mayor (or vice mayor) to initiate action if a councilmember's behavior may warrant sanction. If no action is taken by the mayor (or vice mayor), then the alleged violation(s) can be brought up with the full Council.

City advisory body members:

City advisory bodies serve at will at the pleasure of the Council and may be removed by the Council without cause. The procedures and sanctions provided for herein are an alternative means for the Council address conduct by a city advisory body member and do not limit or prescribe the method, means or authority of the Council to remove a city advisory body member without cause.

Counseling, verbal reprimands and written warnings may be administered by the mayor to city advisory body members failing to comply with city policy. These lower levels of sanctions will be kept private to the degree allowed by law. Copies of all written reprimands administered by the mayor will be distributed in memo format to the chair of the respective city advisory body, the city clerk, the city attorney, the city manager, and the City Council.

The mayor or majority of Council may, but is not required to, call for an investigation of city advisory body member conduct. Also, should the city manager or city attorney believe an investigation is warranted, they are to confer with the mayor or Council. The mayor or Council may ask the city manager or the city attorney to investigate the allegation and report the findings.

The City Council may choose to impose sanctions on city advisory body members whose conduct does not comply with the city's policies or the Council's expectations. Sanctions imposed by Council will be determined by a majority vote of the total membership of the Council at a noticed public meeting and such action will be preceded by a report to Council with supporting information. A copy of the published agenda and any report should be provided to the advisory body member at the earliest opportunity in a reasonable manner intended to provide notice of the agenda item and meeting information.

These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this code or state or federal law. In order to protect and preserve good government, any individual including the city manager, and the city attorney after complying with Rules 1.6 and 1.13 of the State Bar Rules of Professional Conduct, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

D. IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City Council. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document is to be included in the regular orientations for candidates for City Council, applicants to city advisory bodies, and newly elected and appointed officials. Members entering office must sign a statement (example below) acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct should be periodically reviewed by the City Council, city advisory bodies, and updated as necessary.

Example:

I affirm that I have read and understand the City of Belmont Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date