# City Council
# Meeting Agenda

Tuesday, July 8, 2025

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

**General order of Business**

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

**City Council**
Julia Mates, Mayor
Robin Pang-Maganaris, Vice Mayor
Gina Latimerlo, Councilmember
Tom McCune, Councilmember
Cathy Jordan, 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
Nisha Patel, Public Works Director
Jozi Plut, City Clerk

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

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

**PUBLIC COMMENT:**

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

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

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

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

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

**LEVINE ACT:**

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

**ACCESSIBILITY**

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

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

# City of Belmont

**City Council Regular Meeting Agenda**
**July 8, 2025**
**City Council Chambers**
**City Hall, One Twin Pines Lane, Belmont, California**

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

**1. CALL TO ORDER**
- Roll Call

**2. ITEMS BEFORE 7:00 PM**

**A. CLOSED SESSION 6:15 PM**

**Public Employee Performance Evaluation Government Code Section 54957(b)**
**Titles: City Manager, City Attorney**

**B. STUDY SESSION (None)**
*The public will have an opportunity to address the City Council concerning this item.*

**C. SPECIAL SESSION/OTHER TOPICS (None)**

**ITEMS STARTING AT 7:00 PM**

**3. PLEDGE OF ALLEGIANCE**

**4. REPORT FROM CLOSED SESSION**

**5. SPECIAL PRESENTATIONS**

**A. National Night Out**

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

**7. COUNCILMEMBER ANNOUNCEMENTS**

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

**A. 901 Alameda de las Pulgas Utility Cabinet Permanent Encroachment Agreement**
*Recommendation:* Adopt a resolution approving a Permanent Encroachment Agreement to allow the construction of an above ground utility cabinet on the frontage of 901 Alameda de las Pulgas.

*Attachments:*
Staff Report
Exhibit A
Resolution
Exhibit B - Site Photos

**B. 2369 Lyall Way Utility Cabinet Permanent Encroachment Agreement**
*Recommendation:* Adopt a resolution approving a Permanent Encroachment Agreement to allow the construction of an above ground utility cabinet within the public right-of-way adjacent to 2369 Lyall Way.
*Attachments:*
Staff Report
Resolution
Exhibit A - Site Plan
Exhibit B - Site Photos

**C. Memorandum of Understanding with the American Federation of State, County and Municipal Employees**
*Recommendation:* Adopt a resolution approving the Memorandum of Understanding between the City of Belmont and the American Federation of State, County and Municipal Employees for the period July 1, 2025, through June 30, 2029.
*Attachments:*
Staff Report
Resolution
Exhibit A - AFSCME Belmont MOU 2025

**D. Revised City Clerk Job Classification and Corresponding Salary Range**
*Recommendation:* Adopt a resolution approving revisions to the City Clerk Classification and salary range.
*Attachments:*
Staff Report
Resolution
Exhibit A - City Clerk Job Description

**E. Grant Agreement with Peninsula Clean Energy for the Purchase and Installation of EV Chargers**
*Recommendation:* Adopt a motion authorizing the City Manager to negotiate and execute a grant agreement with Peninsula Clean Energy for the purchase and installation of electric vehicle (EV) chargers at municipal facilities and authorizing advertisement for sealed bids.
*Attachments:*
Staff Report
Attachment A

**F. Revised Master Employee Pay Schedule – July 2025**
*Recommendation:* Adopt a resolution to amend the City's Master Employee Pay Schedule to ensure continued compliance with California Public Employees' Retirement System (CalPERS) requirements.
*Attachments:*
Staff Report
Resolution

Exhibit A

**G. Service Agreement for Building Inspection Services from 4 Leaf, Inc.**
*Recommendation:* Adopt a motion authorizing the City Manager to negotiate and execute a Service Agreement with 4 Leaf, Inc. to provide building inspection services for a total not to exceed $265,000.
*Attachments:*
Staff Report

**H. CSG Building Plan Review Services – Amendment #1 to Task Order #1 and Task Order #2**
*Recommendation:* Adopt a motion authorizing the City Manager to negotiate and execute Amendment #1 to Task Order #1 with CSG Consultants, Inc. for Building Plan Review Services to authorize an additional $258,000 expenditure for Fiscal Year 24-25 and Task Order #2 for a total expenditure of $420,000 for Fiscal Year 25-26.
*Attachments:*
Staff Report

**I. Belmont Fire Protection District Ordinance Ratifying 2025 LRA Maps and Fire Code Amendments**
*Recommendation:* Adopt an ordinance of the Belmont Fire Protection District ratifying SMC Ordinance 2025-002 adopting the LRA FHSZ classification map applicable to the district as recommended by the California State Fire Marshal and ratifying SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications.
*Attachments:*
BFPD Ord Ratifying 2025 LRA Maps and Fire Code Amendments

**J. City Ordinance Ratifying 2025 LRA Map Amendments**
*Recommendation:* Adopt an ordinance of the City of Belmont ratifying SMC Ordinance 2025-002 adopting the Local Responsibility Area (LRA) Fire Hazard Severity Zone (FHSZ) classification map applicable to the city as recommended by the California State Fire Marshal and ratifying SMC Ordinance 2025-001 amending California Fire Code regulations applicable to the FHSZ classifications.
*Attachments:*
City Ord Ratifying 2025 LRA Maps & Fire Code Amendments

**K. Strategic Communications Plan Updates**
*Recommendation:* Present the revised Strategic Communications Plan incorporating Council's requested edits for final approval.
*Attachments:*
Staff Report
2025-2030 Strategic Communications Plan

## 9. PUBLIC HEARINGS (None)

## 10. 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. Approving the Updated Sewer System Management Plan (SSMP) in Compliance with Statewide General Waste Discharge Requirements (WDR), Order No. 2022-0103-DWQ**

*Recommendation:* Adopt a resolution approving the updated Sewer System Management Plan per the Statewide General Waste Discharge Requirements.
*Attachments:*
Staff Report
Resolution
Attachment B - Updated SSMP - 2025 Revision
Attachment C - Executive Summary of 2024 Sanitary Sewer Master Plan Update

**11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF**

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

B. **Verbal report from City Manager**

**12. MATTERS OF INTEREST/CLARIFICATION**

*Items in this category are for discussion and direction to staff only. However, Council/Board may take final action on an item if there is no need for additional staff analysis.*

**13. ADJOURNMENT**

# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Robert Roth, Public Works Department, (650) 435-1833, rroth@belmont.gov |
| **Agenda Title:** | 901 Alameda de las Pulgas Utility Cabinet Permanent Encroachment Agreement |
| **Agenda Action:** | Resolution |

## Recommendation

Adopt a resolution approving a Permanent Encroachment Agreement to allow the construction of an above ground utility cabinet on the frontage of 901 Alameda de las Pulgas.

## Strategic Focus Area

Economic Development and Housing

## Background

In 2021, the California Public Utilities Commission (CPUC) mandated that facilities based wireless and wireline service providers implement a 72-hour minimum backup power in Tier 2 and Tier 3 High Fire Threat Districts (HFTD). This project adjacent to 901 Alameda de Pulgas proposes to install an above ground utility cabinet to house batteries to provide the 72-hour back-up power for Comcast wireline and wireless services.

The City Council adopted Ordinance Number 994 as codified in Section 22-6 of the Municipal Code regulating encroachments in the public right-of-way on December 9, 2003. This Code gives the City Council the sole authority to issue permits for permanent or unusual encroachments that include above ground structures such as retaining walls, fences, poles, and awnings. This class of encroachment is commonly known as "permanent encroachment," even though the City retains the right to revoke the permit and require removal if the structure is not being used or if it interferes with planned public improvements. BCC Section 22-6(b) requires the Director of Public Works to review all permanent encroachment applications. If the Director finds the application complies with the Municipal Code, the Director will recommend approval with conditions necessary to protect the health and safety of the public and the City. The City Council may choose to approve or to conditionally approve the application.

## Analysis

The applicant, Alpha Technologies Services, Inc. submitted a Permanent Encroachment Permit Application for installation of an above ground utility cabinet housing the batteries that will supply the 72-hour backup power in the public right-of-way, as shown in Exhibit A. Staff and the Public Works Director have reviewed the application and found it is in compliance with the BCC. The City Council may choose to approve or conditionally approve the request only if it considers that there are some public benefits, such as added off-street parking, or sidewalk, safter sight distance, reduced amount of grading, and replacement or improvement of an existing undesirable physical condition.

The proposed improvement encroaching in the right of way provides a public benefit by delivering power for wireless and wireline communication in high fire danger zones during emergency situations when standard electrical distribution services are impacted. The public right of way includes the roadway, and an area beyond it to accommodate other public improvements such as utilities, sidewalk, signs, etc. In accordance with BCC Section 22-6(d), notices were sent to all affected properties within 300 feet of the project location that the City Council would be considering the item.

**Alternatives**

1. Reject the application.
2. Refer back to staff for more information.

**Attachments**

A. Resolution
B. Exhibit A – Site plan showing location of the proposed encroachment.
C. Exhibit B – Site photos.

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed: Applicant has paid the applicable permit fee.

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Staff | Statutory/Contractual Requirement | Other* |

*Notices sent to all affected properties within 300 feet of the project location.

# EXHIBIT A

## EXISTING SITE PHOTO



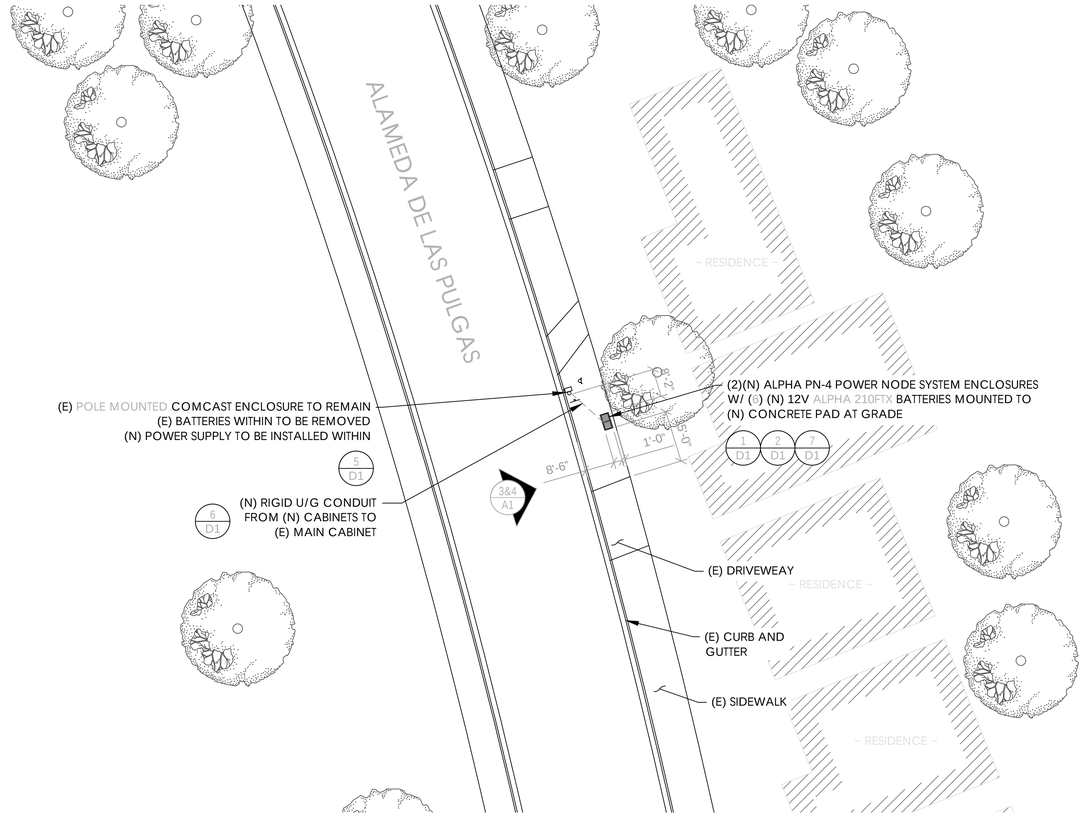
## LOCATION MAP




## AE TDA11 SCOPE OF WORK

THIS PROJECT MODIFICATION OF EXISTING CONSISTS OF:

- INSTALLATION OF (2) (N) ALPHA PN-4 POWERNODE SYSTEM ENCLOSURE
- INSTALLATION OF (6) (N) 12V ALPHA 210FTX BATTERIES
- INSTALLATION OF (1) (N) PRECAST CONCRETE PAD
- REMOVAL & REPLACEMENT OF (E) POWER SUPPLY
- INSTALLATION OF CONDUIT BETWEEN (E) AND (N) CABINETS
- ALL ASSOCIATED ELECTRIC WIRES AND CONDUITS TO CONNECT POWERNODE CABINET TO EXISTING ALPHA CABINET




TO OBTAIN LOCATION OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN CALIFORNIA (SOUTH), CALL DIG ALERT
TOLL FREE: 1-800-227-2600 OR www.digalert.org
CALIFORNIA STATUTE REQUIRES MIN OF 2 WORKING DAYS NOTICE BEFORE YOU EXCAVATE
Know what's below. Call before you dig.

## SITE PLAN

24"x36" SCALE: 1" = 20'-0"
11"x17" SCALE: 1" = 40'-0"
20' 10' 0" 20'
NORTH

COMCAST

SITE ADDRESS:
901 ALAMEDA DE LAS PULGAS
BELMONT, CA 94002

## SITE INFORMATION

| | |
|---|---|
| SITE ADDRESS: | 901 Alameda De Las Pulgas<br>BELMONT, CA 94002 |
| LATITUDE/LONGITUDE (NAD 83): | 37.5130614, -122.29469545 |
| JURISDICTION: | City Of Belmont |
| POWER PROVIDER: | |
| AMP DRAW: | 14.00 |

## DRAWING INDEX

| SHEET | DESCRIPTION |
|---|---|
| T1 | TITLE SHEET AND SITE PLAN |
| A1 | ELEVATIONS |
| D1 | DETAILS |
| D2 | DETAILS |
| TC1 | TRAFFIC CONTROL |
| | |
| | |

## PROJECT TEAM

OWNER: COMCAST CABLE
3011 COMCAST PLACE
LIVERMORE, CA 94551

APPLICANT: ALPHA TECHNOLOGIES, INC.
RICHARD A. SEIFF
SERVICE OPERATIONS MANAGER
ENERGY SYSTEMS AMERICAS
PH: (321) 276-0232
EMAIL: rich.seiff@enersys.com

ENGINEER/ ARCHITECT: J5 INFRASTRUCTURE PARTNERS
MARK MASCUNANA
ARCHITECT/ENGINEER CONTACT
PH: (281) 387-8814
EMAIL: mark.mascunana@j5ip.com
23 MAUCHLY, SUITE 110
IRVINE, CALIFORNIA, 92618

## CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

1. CALIFORNIA BUILDING STANDARDS CODE: 2019 TRIENNIAL EDITION OF TITLE 24, WITH AN EFFECTIVE DATE OF JANUARY 1, 2020.
PART 1 - CALIFORNIA ADMINISTRATIVE CODE
PART 2 - CALIFORNIA BUILDING CODE, BASED ON THE 2018 INTERNATIONAL BUILDING CODE
PART 2.5 - CALIFORNIA RESIDENTIAL CODE, BASED ON THE 2018 INTERNATIONAL RESIDENTIAL CODE
PART 3 - CALIFORNIA ELECTRICAL CODE, BASED ON THE 2017 NATIONAL ELECTRICAL CODE
PART 4 - CALIFORNIA MECHANICAL CODE, BASED ON THE 2018 UNIFORM MECHANICAL CODE
PART 5 - CALIFORNIA PLUMBING CODE, BASED ON THE 2018 UNIFORM PLUMBING CODE
PART 6 - CALIFORNIA ENERGY CODE
PART 7 - VACANT
PART 8 - CALIFORNIA HISTORICAL BUILDING CODE
PART 9 - CALIFORNIA FIRE CODE, BASED ON THE 2018 INTERNATIONAL FIRE CODE
PART 10 - CALIFORNIA EXISTING BUILDING CODE, BASED ON THE 2018 INTERNATIONAL EXISTING BUILDING CODE
PART 11 - CALIFORNIA GREEN BUILDING STANDARDS CODE (ALSO KNOWN AS CALGREEN)
PART 12 - CALIFORNIA REFERENCED STANDARDS CODE
2. ANSI/TIA-222 (REV H)
3. 2018 NFPA 101, LIFE SAFETY CODE
4. 2019 NFPA 72, NATIONAL FIRE ALARM AND SIGNALING CODE
5. 2019 NFPA 13, STANDARD FOR THE INSTALLATION OF SPRINKLER SYSTEMS

## GENERAL CONTRACTOR NOTES

DO NOT SCALE DRAWINGS IF NOT FULL SIZE (24 X 36)

CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE ARCHITECT / ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BEAR THE RESPONSIBILITY FOR THE SAME.


COMCAST
3011 COMCAST PLACE
LIVERMORE, CA 94551

AN ENERSYS COMPANY
3767 ALPHA WAY
BELLINGHAM, WA 98226

J5 INFRASTRUCTURE PARTNERS
23 MAUCHLY, STE 110
IRVINE, CA 92618
J5 PROGRAM ID: ALP-CA-CPUC
J5 PROJECT ID: P-062729


## ISSUE STATUS

| REV | DATE | DESCRIPTION | BY |
|---|---|---|---|
| A | 03/07/23 | 90% CD | MJC |
| 0 | 03/07/23 | 100% CD | MJC |
| 1 | 04/03/23 | PCC #1 | MJC |
| 2 | 06/29/23 | PCC #2 | WL |
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SEAL




SITE INFORMATION

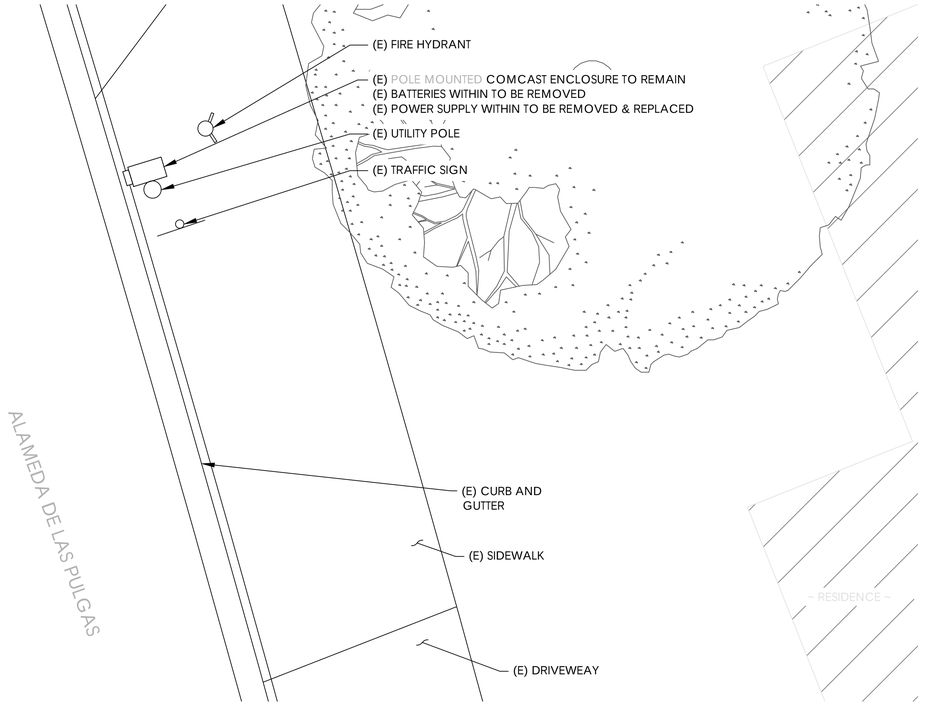
SITE ADDRESS:
901 ALAMEDA DE LAS PULGAS,
BELMONT, CA 94002

SHEET TITLE:

**TITLE SHEET**

**T1**

# EXHIBIT A




EXISTING (E) UTILITY GUY WIRE ~~SITE~~ PLAN

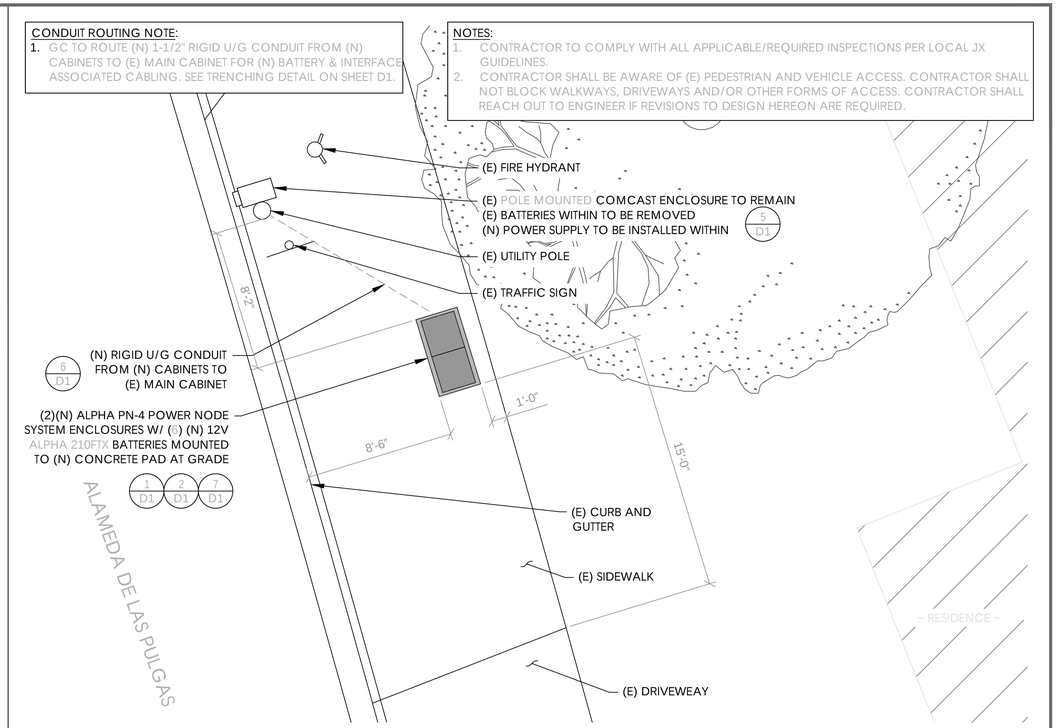
24"x36" SCALE: 1/4" = 1'-0"
11"x17" SCALE: 1/8" = 1'-0"
4' 3' 2' 1' 0" 4'

NORTH

2

CONDUIT ROUTING NOTE:
1. GC TO ROUTE (N) 1-1/2" RIGID U/G CONDUIT FROM (N) CABINETS TO (E) MAIN CABINET FOR (N) BATTERY & INTERFACE ASSOCIATED CABLING. SEE TRENCHING DETAIL ON SHEET D1.

NOTES:
1. CONTRACTOR TO COMPLY WITH ALL APPLICABLE/REQUIRED INSPECTIONS PER LOCAL JX GUIDELINES.
2. CONTRACTOR SHALL BE AWARE OF (E) PEDESTRIAN AND VEHICLE ACCESS. CONTRACTOR SHALL NOT BLOCK WALKWAYS, DRIVEWAYS AND/OR OTHER FORMS OF ACCESS. CONTRACTOR SHALL REACH OUT TO ENGINEER IF REVISIONS TO DESIGN HEREON ARE REQUIRED.

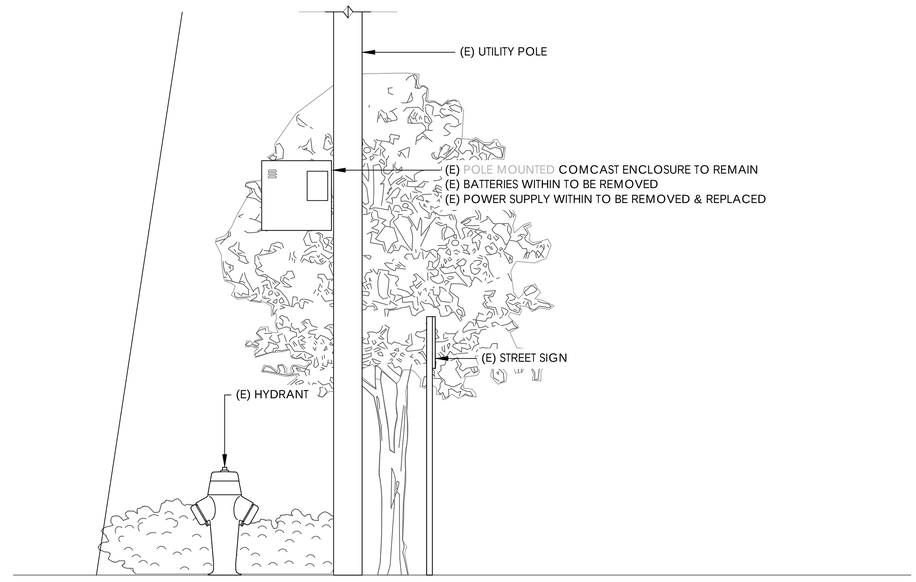



PROPOSED ENLARGED SITE PLAN

24"x36" SCALE: 1/4" = 1'-0"
11"x17" SCALE: 1/8" = 1'-0"
4' 3' 2' 1' 0" 4'

NORTH

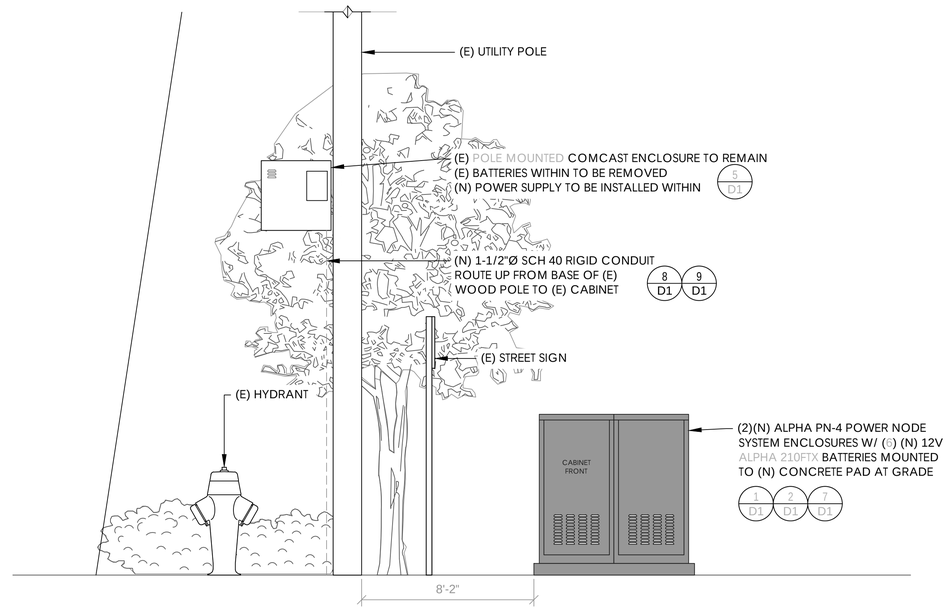
1




EXISTING ELEVATION

24"x36" SCALE: 1/2" = 1'-0"
11"x17" SCALE: 1/4" = 1'-0"
2' 1' 0" 2'

4




PROPOSED ELEVATION

24"x36" SCALE: 1/2" = 1'-0"
11"x17" SCALE: 1/4" = 1'-0"
2' 1' 0" 2'

3

COMCAST
3011 COMCAST PLACE
LIVERMORE, CA 94551

alpha AN ENERSYS COMPANY
3767 ALPHA WAY
BELLINGHAM, WA 98226

J5 INFRASTRUCTURE PARTNERS
23 MAUCHLY, STE 110
IRVINE, CA 92618

J5 PROGRAM ID: ALP-CA-CPUC
J5 PROJECT ID: P-062729

## ISSUE STATUS

| REV | DATE | DESCRIPTION | BY |
|---|---|---|---|
| A | 03/07/23 | 90% CD | MJC |
| 0 | 03/07/23 | 100% CD | MJC |
| 1 | 04/03/23 | PCC #1 | MJC |
| 2 | 06/29/23 | PCC #2 | WL |
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SEAL

REGISTERED PROFESSIONAL ENGINEER
JOSE CARLOS FAZ
S65401
EXP 03/31/25
STRUCTURAL
STATE OF CALIFORNIA
10/23/23

SITE INFORMATION

SITE ADDRESS:
901 ALAMEDA DE LAS PULGAS,
BELMONT, CA 94002

SHEET TITLE:

**ELEVATIONS**

**A1**

# RESOLUTION NO. 2025 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A PERMANENT ENCROACHMENT AGREEMENT FOR A UTILITY CABINET WITHIN THE PUBLIC RIGHT-OF-WAY ON THE FRONTAGE OF 901 ALAMEDA DE LAS PULGAS.**

WHEREAS, the City of Belmont is authorized by Belmont City Code (BCC) Section 22-6 to issue encroachment permits for construction of structures in the public right-of-way; and,

WHEREAS, Alpha Technologies Services, Inc. has applied for a Permanent Encroachment Agreement to allow for a utility cabinet to be located in the public right-of-way as indicated in Exhibit A; and,

WHEREAS, the cabinet will house batteries that will supply Comcast wireless and wireline services with 72-hr backup power; and,

WHEREAS, the Public Works Director has reviewed the application and determined that the application is in accordance with the requirements of BCC Chapter 22, Section 6(e);

WHEREAS, the encroached structure in connection with this agreement shall be constructed in accordance with City Standards with the location as shown in Exhibit A.

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

SECTION 1. The City Council finds:

(a) There is a public benefit to the encroachments as the encroachment will allow Comcast wireless and wireline services to continue to operate in high fire risk areas during power outages; and,
(b) The encroachment will not unduly restrict the public right-of-way or public water course for other typical uses; and,
(c) The City will be duly protected from liability for injury to person and property; and,
(d) The required bonds will guarantee faithful performance of all conditions and requirements specified in the encroachment agreement.

SECTION 2. Authorizes the City Manager to execute the Permanent Encroachment Agreement on behalf of the City of Belmont.

SECTION 3. Authorizes the City Clerk to file said Agreement with the County Recorder.

SECTION 4. The Permanent Encroachment Permit is approved subject to following the conditions of approval which must be strictly complied with:

(a) The encroached structure shall be constructed according to the approved plans unless otherwise approved by the Director of Public Works and be included as part of the project; and,

(b) The property owners shall be responsible and bear all costs necessary to remove the encroachment in the event as determined by the Director of Public Works; and,
(c) The property owners shall be responsible for any restoration required as a consequence of work authorized by the City of Belmont within the public right-of-way; and,
(d) The applicant agrees to begin and complete said improvements to the City's satisfaction within 180 calendar days (or as extended by the Public Works Director) from and after the passage date of this Council Resolution approving this agreement.

* * *

ADOPTED July 8, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO FORM:

_____
City Attorney

# EXHIBIT B: 901 Alameda de las Pulgas Site Photos







# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Robert Roth, Public Works Department, (650) 435-1833, rroth@belmont.gov |
| **Agenda Title:** | 2369 Lyall Way Utility Cabinet Permanent Encroachment Agreement |
| **Agenda Action:** | Resolution |

## Recommendation

Adopt a resolution approving a Permanent Encroachment Agreement to allow the construction of an above ground utility cabinet within the public right-of-way adjacent to 2369 Lyall Way.

## Strategic Focus Area

Public Safety

## Background

In 2021, the California Public Utilities Commission (CPUC) mandated that facilities based wireless and wireline service providers implement a 72-hour minimum backup power in Tier 2 and Tier 3 High Fire Threat Districts (HFTD). This project adjacent to 2369 Lyall Way proposes to install an above ground utility cabinet to house batteries to provide the 72-hour back-up power for Comcast wireline and wireless services.

The City Council adopted Ordinance Number 994 as codified in Section 22-6 of the Municipal Code regulating encroachments in the public right-of-way on December 9, 2003. This Code gives the City Council the sole authority to issue permits for permanent or unusual encroachments that include above ground structures such as retaining walls, fences, poles, and awnings. This class of encroachment is commonly known as "permanent encroachment," even though the City retains the right to revoke the permit and require removal if the structure is not being used or if it interferes with planned public improvements. BCC Section 22-6(b) requires the Director of Public Works to review all permanent encroachment applications. If the Director finds the application complies with the Municipal Code, the Director will recommend approval with conditions necessary to protect the health and safety of the public and the City. The City Council may choose to approve or to conditionally approve the application.

## Analysis

The applicant, Alpha Technologies Services, Inc. submitted a Permanent Encroachment Permit Application for installation of an above ground utility cabinet that will house the batteries that will supply the 72-hour backup power for Comcast wireline and wireless services in the public right-of-way, as shown in Exhibit A. Staff and the Public Works Director have reviewed the application and found it is in compliance with the BCC. The City Council may choose to approve or conditionally approve the request only if it considers that there are some public benefits, such as added off-street parking, or sidewalk, safter sight distance, reduced amount of grading, and replacement or improvement of an existing undesirable

physical condition.

The proposed improvement encroaching in the right of way provides a public benefit by delivering power for wireless and wireline communication in high fire danger zones during emergency situations when standard electrical distribution services are impacted. The public right of way includes the roadway, and an area beyond it to accommodate other public improvements such as utilities, sidewalk, signs, etc. In accordance with BCC Section 22-6(d), notices were sent to all affected properties within 300 feet of the project location that the City Council would be considering the item.

**Alternatives**

1. Reject the application.
2. Refer back to staff for more information.

**Attachments**

A. Resolution
B. Exhibit A – Site plan showing location of the proposed encroachment.
C. Exhibit B – Site Photos

**Fiscal Impact**

☐ No Fiscal Impact
☒ Funding Source Confirmed: Applicant has paid the applicable permit fee.

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Staff | Statutory/Contractual Requirement | Other* |

*Notices sent to all affected properties within 300 feet of the project location.

# RESOLUTION NO. 2025 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A PERMANENT ENCROACHMENT AGREEMENT FOR A UTILITY CABINET WITHIN THE PUBLIC RIGHT-OF-WAY ON THE FRONTAGE OF 2369 LYALL WAY.**

WHEREAS, the City of Belmont is authorized by Belmont City Code (BCC) Section 22-6 to issue encroachment permits for construction of structures in the public right-of-way; and,

WHEREAS, Alpha Technologies Services, Inc. has applied for a Permanent Encroachment Agreement to allow a utility cabinet to be located in the public right-of-way as indicated in Exhibit A; and,

WHEREAS, the cabinet will house batteries that will supply Comcast wireless and wireline services with 72-hr backup power; and,

WHEREAS, the Public Works Director has reviewed the application and determined that the application is in accordance with the requirements of BCC Chapter 22, Section 6(e);

WHEREAS, the encroached structure in connection with this agreement shall be constructed in accordance with City Standards with the location as shown in Exhibit A.

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

SECTION 1. The City Council finds:

(a) There is a public benefit to the encroachments as the encroachment will allow Comcast wireless and wireline services to continue to operate in high fire risk areas during power outages; and,
(b) The encroachment will not unduly restrict the public right-of-way or public water course for other typical uses; and,
(c) The City will be duly protected from liability for injury to person and property; and,
(d) The required bonds will guarantee faithful performance of all conditions and requirements specified in the encroachment agreement.

SECTION 2. Authorizes the City Manager to execute the Permanent Encroachment Agreement on behalf of the City of Belmont.

SECTION 3. Authorizes the City Clerk to file said Agreement with the County Recorder.

SECTION 4. The Permanent Encroachment Permit is approved subject to following the conditions of approval which must be strictly complied with:

(a) The encroached structure shall be constructed according to the approved plans unless otherwise approved by the Director of Public Works and be included as part of the project; and,

(b) The property owners shall be responsible and bear all costs necessary to remove the encroachment in the event as determined by the Director of Public Works; and,
(c) The property owners shall be responsible for any restoration required as a consequence of work authorized by the City of Belmont within the public right-of-way; and,
(d) The applicant agrees to begin and complete said improvements to the City's satisfaction within 180 calendar days (or as extended by the Public Works Director) from and after the passage date of this Council Resolution approving this agreement.

* * *

ADOPTED July 8, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

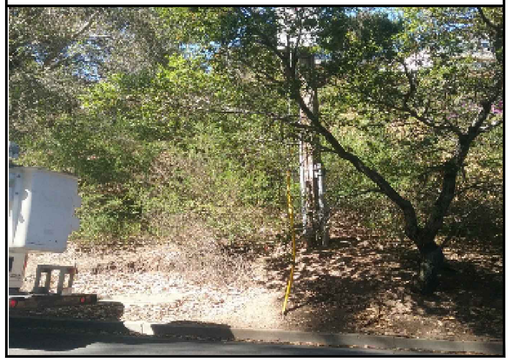
APPROVED AS TO FORM:

_____
City Attorney

# EXHIBIT A



## EXISTING SITE PHOTO



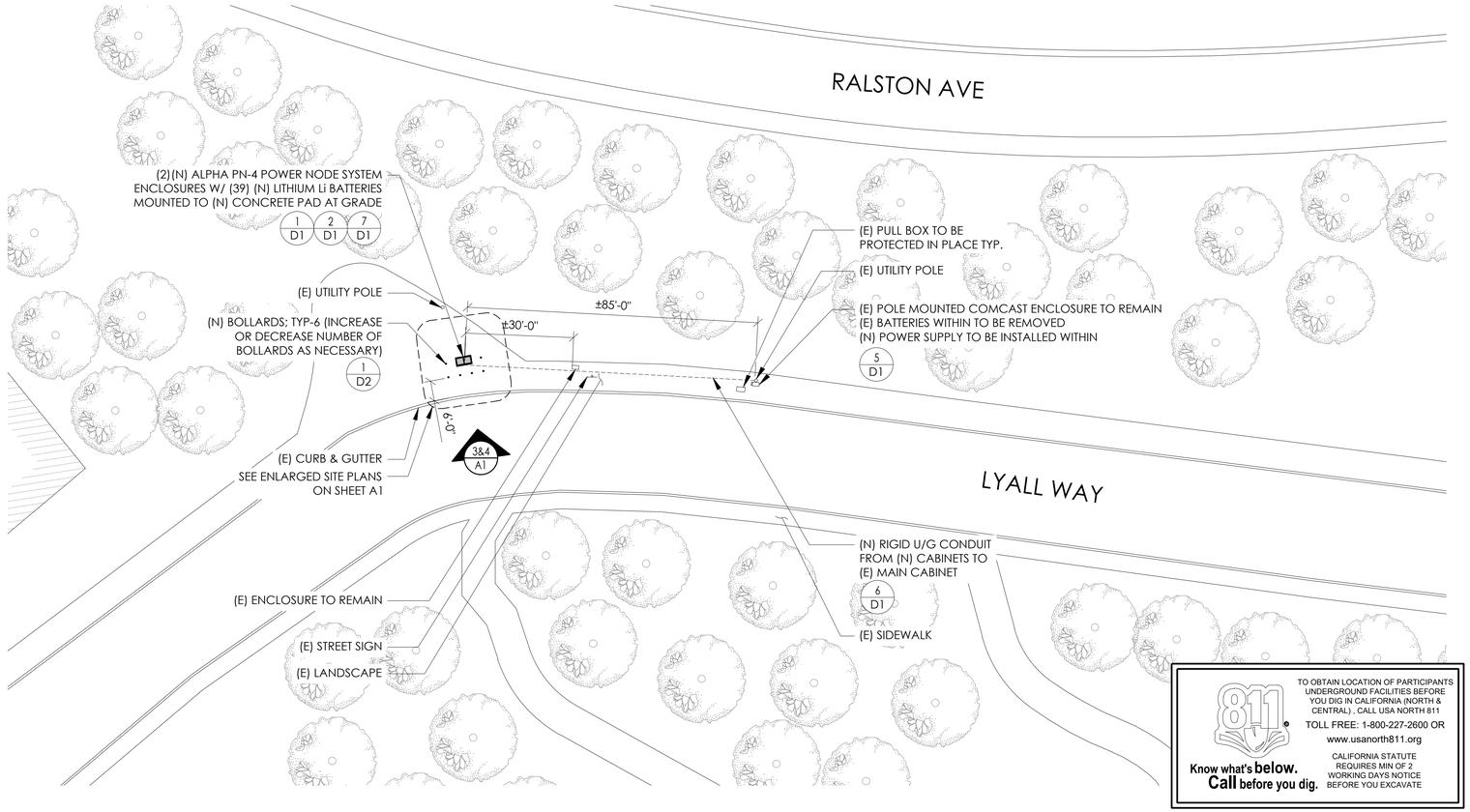
## LOCATION MAP




## LA6 SCOPE OF WORK

THIS PROJECT MODIFICATION OF EXISTING CONSISTS OF:

- INSTALLATION OF (2) (N) ALPHA PN-4 POWERNODE SYSTEM ENCLOSURES
- INSTALLATION OF (39) (N) LITHIUM (Li) BATTERIES
- INSTALLATION OF (1) (N) PRECAST CONCRETE PAD
- REMOVAL & REPLACEMENT OF (E) POWER SUPPLY
- ALL ASSOCIATED ELECTRIC WIRES AND CONDUITS TO CONNECT POWERNODE CABINET TO EXISTING ALPHA CABINET
- POWER METER AND POWER SUPPLY CABINET ARE PRE-EXISTING AND WILL NOT CHANGE. THIS INSTALLATION WILL NOT REQUIRE A NEW POWER SERVICE OR METER




811 TO OBTAIN LOCATION OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN CALIFORNIA (NORTH & CENTRAL) , CALL USA NORTH 811
TOLL FREE: 1-800-227-2600 OR
www.usanorth811.org
CALIFORNIA STATUTE REQUIRES MIN OF 2 WORKING DAYS NOTICE BEFORE YOU EXCAVATE
Know what's **below.** **Call** before you dig.

## SITE PLAN

24"x36" SCALE: 1" = 20'-0"
11"x17" SCALE: 1" = 40'-0"
20' 10' 0 20'
NORTH

COMCAST

# SITE ADDRESS: 2369 LYALL WAY BELMONT, CA 94002

## SITE INFORMATION

| | |
|---|---|
| SITE ADDRESS: | 2369 Lyall Way<br>BELMONT, CA 94002 |
| LATITUDE/LONGITUDE (NAD 83): | 37.51102001, -122.3017125 |
| JURISDICTION: | CITY OF BELMONT |
| POWER PROVIDER: | PG&E |
| AMP DRAW: | 8.40 |

## DRAWING INDEX

| SHEET | DESCRIPTION |
|---|---|
| T1 | TITLE SHEET AND SITE PLAN |
| T2 | PROJECT INFORMATION & NOTES |
| A1 | ENLARGED SITE PLANS & ELEVATIONS |
| D1 | DETAILS |
| D2 | DETAILS |
| D3.0 | HAZMAT NOTE |
| D3 | MANUFACTURER'S SPECIFICATIONS, RATINGS AND LISTINGS OF EACH ESS |
| D4 | ENERGY (BATTERY) MANAGEMENT SYSTEMS AND OPERATION \| SIGNAGE |
| D5 | INSTALLATION REQUIREMENTS |
| D6 | COMISSIONING |
| D7 | COMISSIONING |
| D8 | DECOMISSIONING |
| D9 | SIGNAGE & NAMEPLATE LABEL |
| D10 | EMERGENCY ESS SHUT OFF LABELING |
| TC1 | TRAFFIC CONTROL |

## PROJECT TEAM

OWNER: COMCAST CABLE
3055 TRIAD PLACE
LIVERMORE, CA 94551

ENGINEER/ ARCHITECT: J5 INFRASTRUCTURE PARTNERS
MARK MASCUNANA
ARCHITECT/ENGINEER CONTACT
PH: (281) 387-8814
EMAIL: mark.mascunana@j5ip.com
23 MAUCHLY, SUITE 110
IRVINE, CALIFORNIA, 92618

APPLICANT: ALPHA TECHNOLOGIES, INC.
RICH SEIFF
DIRECTOR OF SERVICES WEST REGION
ENERGY SYSTEMS AMERICAS
PH: (331) 276-0232
EMAIL: cpucpermits@enersys.com

## CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

1. CALIFORNIA BUILDING STANDARDS CODE: 2022 TRIENNIAL EDITION OF TITLE 24, WITH AN EFFECTIVE DATE OF JANUARY 1, 2023.
   PART 1 - CALIFORNIA ADMINISTRATIVE CODE
   PART 2 - CALIFORNIA BUILDING CODE, BASED ON THE 2021 INTERNATIONAL BUILDING CODE
   PART 2.5 - CALIFORNIA RESIDENTIAL CODE, BASED ON THE 2021 INTERNATIONAL RESIDENTIAL CODE
   PART 3 - CALIFORNIA ELECTRICAL CODE, BASED ON THE 2020 NATIONAL ELECTRICAL CODE
   PART 4 - CALIFORNIA MECHANICAL CODE, BASED ON THE 2021 UNIFORM MECHANICAL CODE
   PART 5 - CALIFORNIA PLUMBING CODE, BASED ON THE 2021 UNIFORM PLUMBING CODE
   PART 6 - CALIFORNIA ENERGY CODE
   PART 7 - VACANT
   PART 8 - CALIFORNIA HISTORICAL BUILDING CODE
   PART 9 - CALIFORNIA FIRE CODE, BASED ON THE 2021 INTERNATIONAL FIRE CODE
   PART 10 - CALIFORNIA EXISTING BUILDING CODE, BASED ON THE 2021 INTERNATIONAL EXISTING BUILDING CODE
   PART 11 - CALIFORNIA GREEN BUILDING STANDARDS CODE (CGBSC; ALSO KNOWN AS CALGREEN)
   PART 12 - CALIFORNIA REFERENCED STANDARDS CODE
2. ANSI/TIA-222 (REV H)
3. 2021 NFPA 101, LIFE SAFETY CODE
4. 2022 NFPA 72, NATIONAL FIRE ALARM AND SIGNALING CODE
5. 2022 NFPA 13, STANDARD FOR THE INSTALLATION OF SPRINKLER SYSTEMS

## GENERAL CONTRACTOR NOTES

DO NOT SCALE DRAWINGS IF NOT FULL SIZE (24 X 36)

CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE ARCHITECT / ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BEAR THE RESPONSIBILITY FOR THE SAME.

COMCAST
3011 COMCAST PLACE
LIVERMORE, CA 94551

alpha AN ENERSYS COMPANY
3767 ALPHA WAY
BELLINGHAM, WA 98226

J5 INFRASTRUCTURE PARTNERS
23 MAUCHLY, STE 110
IRVINE, CA 92618
J5 PROGRAM ID: ALP-CA-CPUC
J5 PROJECT ID: P-061671

## ISSUE STATUS

| REV | DATE | DESCRIPTION | BY |
|---|---|---|---|
| A | 06/29/23 | 90% CD | TB |
| 0 | 07/17/23 | 100% CD | TB |
| 1 | 02/23/24 | PCC #1 | MA |

SEAL

REGISTERED PROFESSIONAL ENGINEER
JOSE CARLOS ALVAREZ
S6550
EXP: 03/31/25
ELECTRICAL
STATE OF CALIFORNIA
2/23/24

SITE INFORMATION

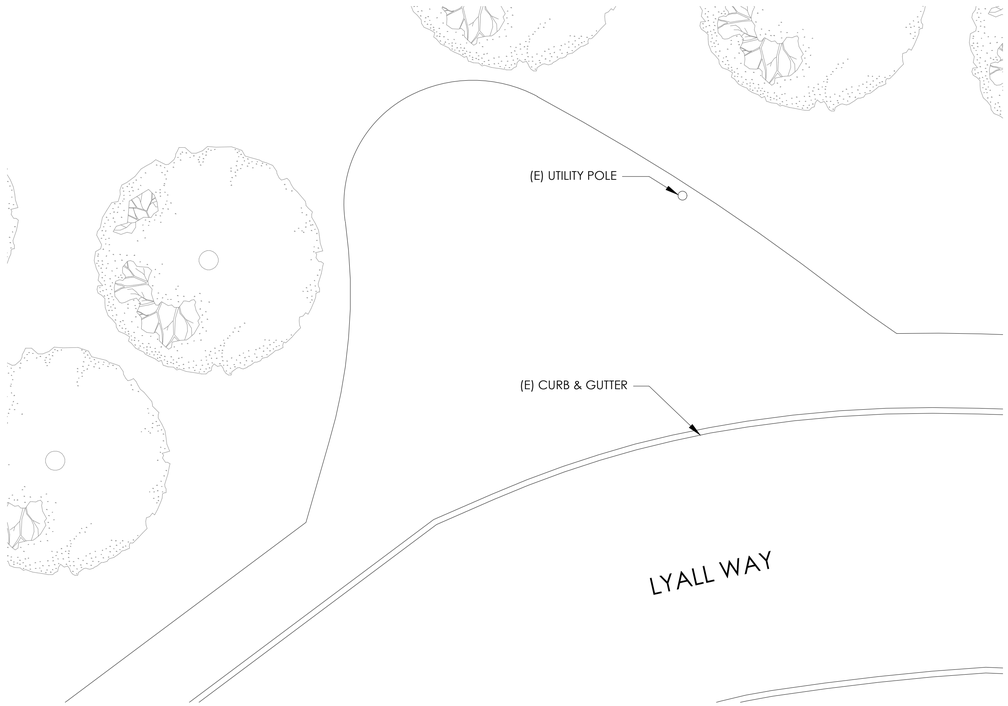
SITE ADDRESS:
2369 LYALL WAY,
BELMONT, CA 94002

SHEET TITLE:

**TITLE SHEET**

**T1**

# EXHIBIT A

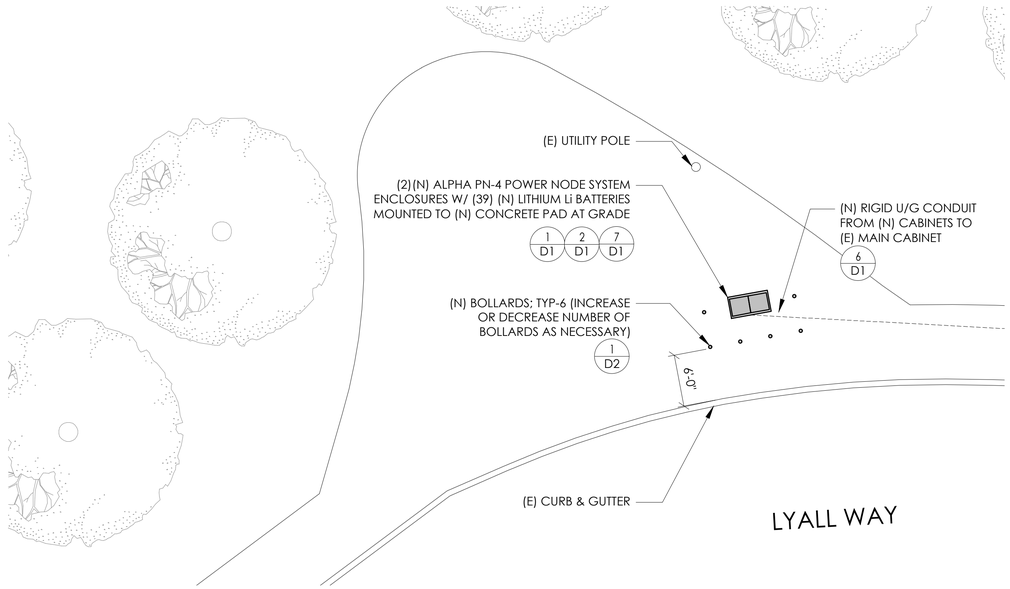



EXISTING ENLARGED SITE PLAN

24"x36" SCALE: 1/8" = 1'-0"
11"x17" SCALE: 1/16" = 1'-0"
8' 6' 4' 2' 0' 8'
NORTH
2

CONDUIT ROUTING NOTE:
1. GC TO ROUTE (N) 1-1/2" RIGID U/G CONDUIT FROM (N) CABINETS TO (E) MAIN CABINET FOR (N) BATTERY & INTERFACE ASSOCIATED CABLING. SEE TRENCHING DETAIL ON SHEET D1.

NOTES:
1. CONTRACTOR TO COMPLY WITH ALL APPLICABLE/REQUIRED INSPECTIONS PER LOCAL JX GUIDELINES.
2. CONTRACTOR SHALL BE AWARE OF (E) PEDESTRIAN AND VEHICLE ACCESS. CONTRACTOR SHALL NOT BLOCK WALKWAYS, DRIVEWAYS AND/OR OTHER FORMS OF ACCESS. CONTRACTOR SHALL REACH OUT TO ENGINEER IF REVISIONS TO DESIGN HEREON ARE REQUIRED.




PROPOSED ENLARGED SITE PLAN

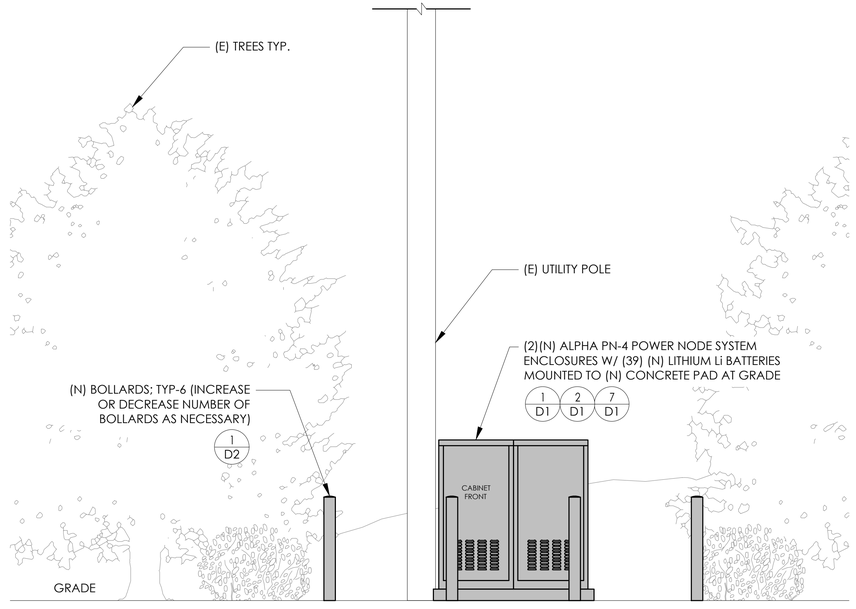
24"x36" SCALE: 1/8" = 1'-0"
11"x17" SCALE: 1/16" = 1'-0"
8' 6' 4' 2' 0' 8'
NORTH
1




LYALL WAY

EXISTING ELEVATION

24"x36" SCALE: 1/2" = 1'-0"
11"x17" SCALE: 1/4" = 1'-0"
2' 1' 0" 2'
4




LYALL WAY

PROPOSED ELEVATION

24"x36" SCALE: 1/2" = 1'-0"
11"x17" SCALE: 1/4" = 1'-0"
2' 1' 0" 2'
3

COMCAST
3011 COMCAST PLACE
LIVERMORE, CA 94551

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## ISSUE STATUS

| REV | DATE | DESCRIPTION | BY |
|---|---|---|---|
| A | 06/29/23 | 90% CD | TB |
| 0 | 07/17/23 | 100% CD | TB |
| 1 | 02/23/24 | PCC #1 | MA |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SEAL

REGISTERED PROFESSIONAL ENGINEER
JOSE CARLOS PAZ
S6550
EXP: 03/31/25
ELECTRICAL
STATE OF CALIFORNIA
2/23/24

SITE INFORMATION

SITE ADDRESS:
2369 LYALL WAY,
BELMONT, CA 94002

SHEET TITLE:
**ENLARGED SITE PLANS & ELEVATIONS**

**A1**

# EXHIBIT B: 2369 Lyall Way Site Photos







# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Ann Ritzma, Interim Administrative Services Director, aritzma@belmont.gov |
| **Agenda Title:** | Memorandum of Understanding with the American Federation of State, County and Municipal Employees |
| **Agenda Action:** | Resolution |

## Recommendation

Adopt a resolution approving the Memorandum of Understanding between the City of Belmont and the American Federation of State, County and Municipal Employees for the period July 1, 2025, through June 30, 2029.

## Strategic Focus Area

Fiscal and Organizational Sustainability

## Background

The current Memorandum Understanding between the City of Belmont and the American Federation of State, County and Municipal Employees (AFSCME) expired June 30, 2025. In May, the City and AFSCME officially began labor negotiations to discuss terms for a new agreement. Throughout the process, both sides have negotiated in good faith, working through various proposals and concerns. As a result of these collaborative efforts, the parties reached a tentative agreement on June 9, 2025, with AFSCME membership ratifying the agreement on June 24, 2025.

## Analysis

The proposed Memorandum of Understanding includes the following key provisions:

### Salary Adjustments

- July 6, 2025 – 4% increase

- First full pay period in July 2026 – 3.5% – 5% - Increase based on the percentage change in the Consumer Price Index (CPI-U) as determined by the Bureau of Labor Statistics in the San Francisco Area (previously SF-Oakland-Hayward), April 2025 to April 2026 with a minimum increase of three- and one-half percent (3.5%) and a maximum increase of five percent (5.0%).

- First full pay period in July 2027 – 3.5% – 5% - Increase based on the percentage change in the Consumer Price Index (CPI-U) as determined by the Bureau of Labor Statistics in the San Francisco Area (previously SF-Oakland-Hayward), April 2026 to April 2027 with a minimum increase of three- and one-half percent (3.5%) and a maximum increase of five percent (5.0%).

- First full pay period in July 2028 – 3% – 5% - Increase based on the percentage change in the Consumer Price Index (CPI-U) as determined by the Bureau of Labor Statistics in the San Francisco Area (previously SF-Oakland-Hayward), April 2025 to April 2026 with a minimum increase of three percent (3%) and a maximum increase of five percent (5.0%).

- Equity Adjustments - First full pay period in July 2028

| Position | Equity Adjustment |
|---|---|
| Electrician | 1.05% |
| Maintenance Worker I | 1.43% |
| Mechanic | 0.69% |
| Parks and Facilities Maintenance Worker I | 1.43% |
| Senior Mechanic | 3.88% |
| Street Sweeper Operator | 0.012% |
| Teacher | 2% |

**Creation of Labor Management Subcommittee**
- Assist in the creation of a new performance evaluation process and form
- Explore enhancements to the groups dental plan.

**Tuition Reimbursement**
- Increase the tuition reimbursement amount from $1,000 to $2,500 per year.

**Certification Pay**
- Increase Class B drive's license annual lump sum pay from $200 to $300 per year.

**Safety Shoes**
- Increase annual reimbursement for safety shoes from $250 to $350 per year.

**Prescription Safety Glasses**
- Add coverage through VSP Protective Glasses plan

**Alternatives**
1. Provide staff with alternative direction in whole or in part.
2. Take No Action

**Attachments**
A. Resolution
   a. Exhibit A – Memorandum of Understanding between the City of Belmont and the American Federation of State, County and Municipal Employees

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The budget for FY 2025-26 has included an overall wage increase in the AFSCME employee group that was anticipated to account for the specific changes to the proposed MOU, no supplemental appropriation is required. Salary adjustments in subsequent years will be incorporated in annual budget development process.

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

# RESOLUTION NO. 2025 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BELMONT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES FOR THE TERM JULY 1, 2025 THROUGH JUNE 30, 2029**

WHEREAS, representatives from the City of Belmont and the American Federation of State, County and Municipal Employees (AFSCME) have engaged in good faith negotiations in accordance with Government Code Section 3500, et seq.; and,

WHEREAS, the City has carefully considered the presentations made by AFSCME on behalf of its members; and,

WHEREAS, the parties have reached agreement on wages, hours, benefits and other terms and conditions of employment for the period July 1, 2025 through June 30, 2029; and,

WHERAS, the representatives from both parties have collaboratively prepared a written Memorandum of Understanding, titled "Memorandum of Understanding between the City of Belmont and the American Federation of State, County and Municipal Employees', attached hereto as Exhibit A and presented to the City Council for approval.

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

SECTION 1. The terms outlined in the Memorandum of Understanding attached hereto as Exhibit A are hereby approved.

SECTION 2. The City Manager is hereby authorized to execute and implement the Memorandum of Understanding on behalf of the City.

SECTION 3. The City Manager, in consultation with AFSCME, is authorized to make minor amendments to the Memorandum of Understanding, provided such amendments are consistent with the intent of this resolution and do not materially alter the terms of the Memorandum of Understanding.

* * *

ADOPTED July 8, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

# MEMORANDUM OF UNDERSTANDING

**Between**

## CITY OF BELMONT

**And**

## AFSCME

**July 1, 2025 – June 30, 2029**

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## MEMORANDUM OF UNDERSTANDING

## BETWEEN

## LOCAL 829/CITY OF BELMONT

## July 1, 2025 – June 30, 2029


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# MEMORANDUM OF UNDERSTANDING

# BETWEEN

# LOCAL 829, COUNCIL 57

# AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

# AND THE

# CITY OF BELMONT

Local 829, Council 57, American Federation of State, County and Municipal Employees, AFLCIO, and representatives of the City of Belmont have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the representation unit listed in Appendix "A", have exchanged freely information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and -employer employee- relations of such employees.

This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500-3510) and has been jointly prepared by the parties.

This Memorandum of Understanding shall be presented to the Belmont City Council as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing July 1, 2025 and ending June 30, 2029.

## Section 1. Recognition

1.1 City

The City Manager, or any person or organization duly authorized by the City Manager, is the representative of the City of Belmont, hereinafter referred to as the "City", in employer employee- relations.

1.2 Union

Local 829, Council 57, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union" or "AFSCME 829" is recognized as the majority representative, as provided in the City's Employer-Employee Relations Ordinance, for all employees assigned to the classifications set forth in Appendix "A", which is attached hereto and made a part hereof.

## Section 2. Union Membership

2.1 Dues Deduction

The Union may request in writing that the City implement a payroll deduction from a member.

If the Union provides written certification that it has and will maintain an authorization for payroll deduction signed by the member from whose salary or wages the deduction or reduction is to be made, the City will:

A. Rely on the certification and make the requested payroll deductions unless a dispute arises about the existence or terms of the authorization, in which case the Union will provide the City a copy of the member's authorization. The City will apply the deduction in the next full pay period following receipt of written notice from the Union. The City will remit the deduction within seven (7) business days of the payday for that pay period and provide the Union a list of employees who have dues deducted. The Union will

indemnify, defend, and hold harmless the City for all claims of any kind (including attorney's fees) made by the member for deductions made in reliance on the certification by the Union.

B. Direct a member request to cancel or change payroll deductions for the Union to the Union. The City will rely on information provided by the Union regarding whether deductions for the Union were properly canceled or changed, and the Union will indemnify, defend and hold harmless the City for all claims of any kind (including attorney's fees) made by the member for deductions made in reliance on that information. Deductions may be revoked only in accordance with the terms of the employee's written authorization.

2.2 Dues Deduction for PEOPLE

Employees may voluntarily elect to have contributions, at a minimum of two dollars ($2.00) per month, deducted from their paychecks under procedures prescribed by the City for the Public Employees Organized to Promote Legislative Equality Fund (PEOPLE of AFSCME). Such deductions shall be made only upon signed authorization from the employee and shall continue until such authorization is revoked in writing.

2.3 Communications with Employees

The Union shall be allowed by a City department, in which it represents employees, use of available bulletin board space for communications having to do with official Union business provided such use does not interfere with the needs of the department.

2.4 Advance Notice

Except in cases of emergency, reasonable advance written notice, not less than 30 calendar days, shall be given to the Union if it is affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, by any board or commission of the City, or by any department, as the Union shall be given the opportunity to meet with such body prior to adoption. In cases of emergency when the City management determines that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with the Union, City management shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution or regulation.

2.5 List of Unit Employees

The City shall furnish the Union with the names, classifications and date of hire of employees newly assigned to the unit and employees leaving the unit.

**Section 3. No Discrimination**

The Union and City agree not to engage in discrimination and unlawful employment practices under the California Fair Employment and Housing Act (FEHA) and City of Belmont Personnel Rules and Regulations.

**Section 4. Representation Rights**

4.1 Employee Representatives for Grievances

The Union may designate a reasonable number of City employees as official employee representatives to assist in the handling of grievances. The Union shall notify the City Manager in writing of the individuals so designated. Alternates may be designated to perform this function during the absence or unavailability of the official employee representative.

The official employee representative may be relieved from the employee's assigned work duties by the employee's supervisor to investigate and process grievances initiated by other employees within the same work area. The use of time for this purpose shall be reasonable and shall not interfere with the performance of services as determined by the City. Human

Resources will advise an employee of their rights to Union Representation during an investigatory interview.

4.2 Access to Work Locations

Reasonable access to employee work locations shall be granted officers of the Union and Union Representatives for the purpose of processing grievances or contacting members of the Union concerning business within the scope of representation. Such officers or representatives shall not enter any work location without the consent of the City Manager or the City Manager's designated representative. Access shall be restricted so as not to interfere with the normal operations of the department or with established safety or security requirements.

Solicitation of membership and activities concerned with the internal management of the Union, such as collecting dues, holding membership meetings, campaigning for office, conducting elections and distributing literature shall not be conducted during working hours unless approved in advance by the City Manager or the City Manager's designated representative.

Whenever an employee is required to meet with a supervisor or other management official and the employee reasonably anticipates that such meeting will involve questioning leading to disciplinary action, the employee shall be entitled to have an official employee representative present upon request. It is not the intention of this provision to allow the presence of an official employee representative during the discussion of an employee's performance evaluation.

4.3 Access to Personnel Files

An employee or, an employee's representative, on presentation of written authorization from the employee, shall have access to the employee's personnel file upon request during the City's normal working hours. At or before time of placement employees shall be given a copy of all letters or memoranda concerning the employee's job performance which are to be placed in the employee's permanent personnel record.

The employee shall be entitled to respond in writing to any such letters or memoranda with which the employee disagrees and to have the response attached to such letters or memoranda in the employee's personnel file.

Upon the employee's written request, a written counseling or written warning, along with any response thereto, will be removed from the employee's personnel file after three (3) years from the date of issuance, provided that no related conduct has occurred in the intervening period.

**Section 5. Salary Plan**

5.1 Salaries

Salary ranges for represented classifications shall be as set forth in Appendix "A," which is attached hereto and made a part hereof.

Effective the first full pay period in July 2025, the rate of pay for all job classes shall be increased by four (4%) as set forth in Appendix A.

Effective the first full pay period in July 2026, the rate of pay for all job classes shall be increased by an across the board increase to base salary for all bargaining unit classifications equal to a percentage movement of the San Francisco-Oakland-Hayward, California CPI – U April 2025 to April 2026 (urban) with a minimum of three and one half percent (3.5%) and a maximum of five percent (5.0%).

Effective the first full pay period in July 2027, the rate of pay for all job classes shall be increased by an across the board increase to base salary for all bargaining unit

classifications equal to a percentage movement of the San Francisco-Oakland-Hayward, California CPI – U April 2026 to April 2027 (urban) with a minimum of three and one half percent (3.5%) and a maximum of five percent (5.0%).

Effective the first full pay period in July 2028, the rate of pay for all job classes shall be increased by an across the board increase to base salary for all bargaining unit classifications equal to a percentage movement of the San Francisco-Oakland-Hayward, California CPI – U April 2027 to 2028 (urban) with a minimum of three percent (3%) and a maximum of five percent (5.0%).

5.2 Application of Wage Rates

Employees shall be assigned a salary or wage by the City Manager within the range established for the appropriate position under the salary schedule. The minimum rate generally shall be assigned to employees upon original appointment; however, the City Manager may, when circumstances warrant it, appoint, reinstate or promote at other than the minimum rate, but at not more than the maximum rate.

5.3 Advancement Within Salary Range

No salary advancement shall be made so as to exceed any maximum rate established in the salary schedule for the employee's position. No increase in salary shall be automatic merely upon completion of a specified period of service. All increases shall be based on merit as established by a record of the employee's performance and shall require a recommendation of the department head and approval by the City Manager. In case of an unsatisfactory employee performance evaluation, an increase in salary may be withheld. An employee who is denied an increase in salary may discuss such denial with the employee's department head and the City Manager. The decision of the City Manager shall be final.

An employee shall be eligible for advancement by the City Manager to the next higher step in the employee's salary range following the satisfactory completion of the first year of service, and after additional one-year periods thereafter. If the City Manager deems a special salary step adjustment is justified, an employee may receive such salary advancement earlier.

The employee's salary anniversary date will change when:

A. The employee receives a step increase less than one (1) year after the employee's date of hire or less than one (1) year after the employee's prior step increase;

B. The employee is promoted to a class with a higher maximum salary;

C. The employee is demoted to a class with a lower maximum salary

Whenever the salary schedule for a classification is revised, each incumbent in a position to which the revised schedule applies shall be paid at the same step in the revised range as the step at which the employee was paid in the previous range.

5.4 Salary after Promotion or Demotion

When an employee is moved from one class to a class with a higher maximum salary (promotion), the employee shall be appointed at the minimum step of the salary range in the new class, provided, however, that the employee receives a minimum five percent (5%) increase in salary upon such promotion.

When an employee is moved from one class to a class with a lower maximum salary (demotion), that employee's compensation shall be adjusted to the salary prescribed for the class to which the employee is demoted, and the specific rate of pay within the range shall be determined by the City Manager, whose decision shall be final.

When an employee is demoted in accordance with Section 8.1 (Layoff Procedure), the employee shall be placed at the step of the salary range prescribed for such lower class that most nearly approximates the salary the employee was receiving, provided, however, that such salary does not exceed the maximum rate for such lower class.

5.5 Acting Assignment Pay

When an employee has been assigned in writing by the department head or designated representative to perform the work of a permanent position having a different classification and being paid at a higher rate, and if the employee has worked in such classification for more than five (5) consecutive workdays after each such written assignment by the department head, the employee shall be entitled to payment for the higher classification. Such payment shall be at the rate for the first step of the higher classification or at the step which is not less than five percent (5%) more than his/her current pay. Such payment shall be retroactive to the first day of the assignment and continue during the period of temporary assignment. The rate paid shall not exceed the top step of the assigned classification. Assignment of individuals to such upgraded position cannot be changed in successive five (5) workday periods to preclude payment of the higher rate as set forth herein.

5.6 Pay Period

Employees shall be paid biweekly. All paychecks will be delivered through either direct deposit or a City pay card system.

5.7 Certification Pay

A. Employees in the maintenance or lead maintenance classifications with department head approval, who earn and maintain a Qualified Applicator (QAC) certification, are eligible to receive a two hundred dollar ($200) annual lump sum payment upon certification and maintenance of the certificate.

B. Employees in the building inspection classifications with department head approval, who earn and maintain approved certifications provided below are eligible to receive a monthly payment of fifty dollars ($50) per certification. The City's maximum payment shall not exceed one hundred and fifty dollars ($150) per month.

1. Building, Plumbing, Electrical and Mechanical Inspector
2. Building Plans Examiner
3. Certified Access Specialist
4. Electrical Plans Examiner
5. Plumbing Plans Examiner
6. Mechanical Plans Examiner
7. Certified Building Official
8. Permit Technician

C. Employees in the maintenance or lead maintenance classifications who are required to have and maintain a California Class B driver's license with tanker endorsement are eligible to receive a three hundred dollar ($300) annual lump sum payment upon certification and maintenance of their California Class B driver's license.

D. Employees in the maintenance or lead maintenance classifications, with department head approval, who earn and maintain a Playground Safety Inspection certificate, are eligible to receive a two hundred dollar ($200) annual lump sum payment.

E. Employees in the maintenance or lead maintenance classifications, with department head approval, who earn and maintain a Backflow Prevention certificate, are eligible to receive a two hundred dollar ($200) annual lump sum payment.

F. Employees in the maintenance or lead maintenance classifications, with department head approval, who earn and maintain a Pesticide Control Advisor certificate, are eligible to receive a two hundred dollar ($200) annual lump sum payment.

G. Employees in the Electrician, Lead Maintenance, Senior Maintenance or Maintenance classifications who earn the following California Water Environment Association (CWEA) certificate(s) are eligible to receive the following: (Employees are eligible to receive one certificate pay at a time regardless of how many certificates an employee possess. CWEA certificate pay is capped at $275 per month):

- Collections System Maintenance Grade 1 - $125 per month
- Collections System Maintenance Grade 2 - $175 per month
- Collections System Maintenance Grade 3 - $225 per month
- Collections System Maintenance Grade 4 - $275 per month

Employees in the Classification of Electrician are the only classification eligible for certification pay for both CWEA and PM Electrical/Technologist.

- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 1 - $125 per month
- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 2 - $175 per month
- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 3 - $225 per month
- Plant Maintenance (PM) Electrical/Instrumental Technologist Grade 4 - $275 per month

Certificate pay shall be paid monthly providing there is no lapse in certification. Employees are responsible for providing their supervisor updated certifications.

Certification pay will be provided upon submission of the documentation and approval by the department head.

H. Employees in the Code Enforcement Officer classification with department head approval, who earn and maintain a California Association of Code Enforcement Officers (CACEO) certification, are eligible to receive a monthly payment of one hundred dollar ($100) upon certification and maintenance of the certificate.

I. Employees, with department head approval, who earn and maintain a NASSCO certificate are eligible to receive a two hundred dollars ($200) annual lump sum payment.

J. One or more City designated employees who earn and maintain an ISA Certified Arborist certification are eligible to receive a monthly payment of three hundred and fifty dollars ($350) upon certification and maintenance of the certificate.

5.8 Bilingual Pay

When a department head, with the approval of the Human Resources Director, designates an assignment as requiring substantial bilingual skills, an employee in the designated assignment, who has first demonstrated proficiency in the required language that is acceptable to the department head and Human Resources Director, shall be eligible to receive a pay premium of $100 a month. The department head and Human Resources Director retain full discretion to designate or conclude bilingual assignments. The City retains its management right to assign designees to perform bilingual services for other City departments.

**Section 6. Probationary Period**

6.1 Duration

All original and promotional appointments shall be tentative and subject to a probationary period of not less than twelve (12) months from the date of probationary appointment or promotion. Such probationary period may be extended if the employee has been on leave of absence for any reason in excess of a total of thirty (30) calendar days during such probationary period. The probationary period may also be extended for up to three (3) months in the event of performance shortcomings documented in a performance evaluation.

Employees who transfer to another position in the same classification shall not be required to undergo a new probationary period in the same position into which transferred provided the employee has completed the employee's probationary period in the classification at the time of transfer.

6.2 Promotional Probation

An employee who has previously completed the requisite probationary period and who is rejected during a subsequent probationary period for a promotional appointment shall be reinstated to the former position from which the employee was appointed. If the employee is discharged during the promotional probationary period, the employee shall not be entitled to such reinstatement rights.

**Section 7. Transfer, Promotion, Employment Lists, Reclassification**

7.1 Transfer

No employee shall be transferred to a position for which the employee does not possess the minimum qualifications. Upon approval by the City Manager, an employee may be transferred by the department head at any time from one position to another position in a comparable class. For transfer purposes, a comparable class is one with the same maximum salary, involves the performance of similar duties and requires substantially the same basic qualifications. If the transfer involves a change from one department to another, both department heads must consent thereto, unless the City Manager orders the transfer for purposes of economy or efficiency. Transfer shall not be used to effectuate a promotion, demotion, advancement or reduction, each of which may be accomplished only as provided in the City's rules and regulations. Such transfer shall not result in the loss to the employee of any accumulated leave, such as vacation and sick leave, nor shall it affect the employee's length of service with the City of Belmont.

7.2 Promotion

Insofar as is consistent with the best interest of the City, all vacancies in the competitive service shall be filled by promotion from within the competitive service, after a promotional examination has been given and a promotional list established.

7.3 Time Off for Interview or Examination

Interviews for the City of Belmont jobs and promotional examinations scheduled by the City during an employee’s regular working hours may be taken without loss in compensation.

7.4 Reclassification

Reasonable, advance written notice shall be given to the Union of any proposed reclassification or elimination of a position or classification covered by this Memorandum of Understanding. In the event such reclassification results in the position or classification being moved into a different bargaining unit, the City will offer AFSCME the opportunity to meet about such change.

7.5 Employee-Initiated Reclassification Requests

An employee may request in writing a reclassification of his/her position during the month of January of each year. Requests shall be processed through the employee’s Department Head and submitted to Human Resources.

Requests must include:

- Detailed justification for the request
- Supervisor's and/or Department Head's review and comment.

Human Resources will respond to this request within ninety (90) calendar days of the request by notice to the employee; however, there can be a thirty (30) day extension by mutual agreement. If meetings with the employee are required, the employee may request representation.

If the City determines a reclassification of the position is warranted the reclassification shall be handled through the regular budgetary process and shall be effective the beginning of the following fiscal year.

If the City denies the reclassification request, the City will provide the employee the reasons for the denial in writing.

This provision is not subject to the grievance procedure.

All other procedures pertaining to employee requests for reclassification shall be in accordance with the procedures outlined in Section 10.6 of the Personnel Rules and Regulations.

## Section 8. Layoff and Reemployment

8.1 Layoff

Whenever in the judgment of the City Council it becomes necessary in the interest of the economy or because the necessity for a position no longer exists, the City Council may abolish any position of employment in the city service or reduce the number of hours for any position in the city service, and the employee holding such position of employment may be laid off, either partially or completely, without taking disciplinary action.

8.2 Notice of Layoff

Except in cases of emergency, the City Manager shall notify, in writing, the employee and the union of the proposed action and reasons therefore at least twenty-eight (28) calendar days in advance of such action. A copy of this Section 8, Layoff and Reemployment, shall be attached to the written notice. The City will offer to meet and confer with the union regarding the impacts of specific layoffs.

8.3 Grievance of Layoff

An employee who receives notice of a specific action under the layoff procedure and believes that the layoff procedure has not been correctly applied in the employee's case, may appeal as provided in the grievance procedure. The decision itself to lay off shall be specifically excluded from the grievance or any other appeal procedure.

8.4 Order of Layoff

Employees shall be laid off in inverse order of their length of service in a classification. Length of service is the amount of combined regular or probationary service in the classification affected and any former classification that the employee may have held with the City. If two or more employees have the same length of service, the order of layoff will be determined by the City Manager.

8.5 Displacement Rights

A. An employee who has received a notice of layoff may elect, in lieu of layoff, to be reassigned to a position in a lateral or lower related classification within his/her department, provided that in order to displace the employee with less service the laid off employee must, in the opinion of the Human Resources Director, meet the minimum qualifications of the classification into which he/she is displacing. The laid off employee may also displace a less senior employee in another department,

provided that the laid off employee has held regular status in that classification and performed in a satisfactory manner.

B. If the employee is unable to displace an employee with less seniority as described in (A) he/she may accept a voluntary transfer or demotion to a vacant position in a lateral or lower related classification in which no previous service has been rendered provided that, in the opinion of the Human Resources Director, the employee meets the minimum qualifications of the classification. If two (2) or more employees request to transfer or demote into the same vacant position as described herein, the employee with the highest seniority, as defined in this Section 8, will have his/her request granted.

C. Employees requesting to exercise their right to displace into a classification as provided in (A) or (B) above must make such request to the Human Resources Director in writing within five (5) calendar days of their receipt of written notice of layoff. Failure to comply with the deadline provided herein shall be deemed a waiver of the displacement rights provided in this Section 8. Should the Human Resources Director determine that the laid off employee does not meet the minimum qualifications for the classification into which the employee requests to be reassigned, such decision may be appealed to the City Manager. The decision of the City Manager may be appealed to an Adjustment Board comprised of one person designated by the union/association, one person designated by management, and a third person who shall be selected by the first two Adjustment Board members. The decision of the Adjustment Board shall be final and not subject to further appeal through the grievance process.

D. Employees laid off as a result of another employee's exercise of displacement rights shall be entitled to a minimum notice period of fourteen (14) calendar days.

E. When an employee chooses to displace into a position in a lateral or lower related classification, said employee must accept the salary, hours and working conditions of the position. If the employee's salary prior to displacement is within the salary range of the lateral or lower related classification into which the employee is displacing, the employee will retain the salary held prior to displacing, even if that places the employee's salary between steps in the new salary range. If the employee's salary prior to displacing is above the top of the range of the lateral or lower related classification, the employee's salary will be placed at the top of the salary range of the lateral or lower related classification. Employees who accept a voluntary transfer or demotion as described in (B) shall serve a probationary period of twelve (12) months.

F. If an employee chooses to displace into a position in a lateral or lower classification within the same department, he/she shall have the right to displace first into the highest lateral or lower classification. If an employee chooses to displace into a position in another department, if such employee held regular status in more than one classification, he/she shall have the right to displace first into the highest classification in which regular status was previously held. Highest classification shall be defined as the classification with the highest top step in the salary plan in effect at the time of layoff.

G. Seniority for the purpose of exercising the displacement rights provided in this Section is defined as the total cumulative number of years of probationary and regular service with the City of Belmont beginning with the worker's first date of employment with the City.

H. Employees may elect to be laid off in lieu of displacement. Accepting such a layoff does not affect the employee's reemployment rights under this Agreement.

I. At the time of a layoff, employees who were previously members of the Bargaining Unit (e.g., who subsequently promoted out of the unit) shall have all the rights described in Section 8.

J. A part-time regular employee may only displace into a part-time position in a lateral or lower related classification in accordance with the provisions of this Section.

K. A full-time regular employee may displace into a full-time or part-time position in a lateral or lower related classification in accordance with the provisions of this Article.

8.6 Reemployment

A. The names of employees laid off shall be placed on a reemployment list from most senior to least senior. The employee with the greatest seniority on the reemployment list, including those who exercised their displacement rights or who took a voluntary demotion, shall be offered reinstatement in a vacant classification for which said employee meets the minimum qualifications. In the event the employee refuses two (2) offers of reemployment, said employee's name shall be removed from the reemployment list. The employee's name shall not be removed from the reemployment list if said employee refuses reemployment into a classification that is lower than the highest classification held by the employee. In hiring for a vacant position in a classification, such reemployment list shall take precedence over all other employment lists.

B. Any employee who accepts an offer of reemployment to the highest classification he/she would have been entitled to at the time of layoff shall have his/her name removed from the reemployment list.

C. Any employee who is laid off and is subsequently eligible for reemployment shall be notified by the City in writing, sent by certified mail to the last address given the City by the employee, of any vacancies for which he/she is eligible. Employees so notified shall respond within seven (7) working days of the date notice was sent. Copies of all such reemployment notices together with a listing of employees to whom they were sent shall be sent to the Union.

D. The names of employees who exercise their right to displace into a classification as provided in Section 8.5(A) or (B), and the names of employees whose layoff results in unemployment from the City shall remain on a reemployment list for a period of one (1) year. This one (1) year period shall commence upon the date the employee begins his/her service in the lower/lateral classification into which he/she displaced as defined in Section 8.5(A) or (B), or upon the date unemployment from the City begins.

E. Any employee rehired as defined in Section 8.6 shall serve a probationary period of no more than twelve (12) months, unless the reemployed employee has prior service in the classification into which he/she is being rehired.

8.7 Abolition of Position

The provisions of this Section 8 shall apply when an occupied position is abolished.

8.8 Contracting of Services

The City will give the Union no less than sixty (60) days notice of its intention to contract for services which are being performed by employees covered by this Memorandum of Understanding.

The parties will meet and confer in an expedited manner over the impact such contracting of services may have on said employees, and the Union may propose and the City will consider reasonable alternatives to contracting of City services.

**Section 9. Resignation and Reinstatement**

9.1 Resignation

Any employee wishing to resign from employment in good standing shall file with the department head at least two (2) weeks' notice of an intention to leave City service unless a shorter period of time is agreed upon between the employee and the department head. The written resignation shall state the effective date and reasons for leaving.

9.2 Reinstatement

A regular or probationary employee who has resigned in good standing may be reinstated by the City Manager, upon recommendation of the department head, to a vacant position of the same class as the previous position held within a period of one (1) year from the effective date of such resignation. A new probationary period may be required.

**Section 10. Reallocation of Position**

An employee in a position reallocated to a lower classification shall have the right of: (1) transferring to a vacant position in the employee's present classification in the same or another department, provided the head of the department into which the transfer is proposed agrees, or (2) continuing in the same position in the lower classification at a Y rate of pay when the incumbent's pay is higher than the maximum step of the schedule for the lower classification. Such Y rate of pay shall be discontinued when the incumbent ceases to occupy the position or whenever the maximum pay of the salary assigned to the lower classification equals or exceeds such Y rate. The Y rate provisions of this Section shall not apply to layoffs, demotions, or other personnel actions resulting in an incumbent moving from one position to another.

**Section 11. Performance Evaluation Procedure**

11.1 Process

Performance reports on each employee shall be filed by the department head at regular intervals with the City Manager in such form as the City Manager shall prescribe. Reports of performance shall be governed by the following:

A. The originating department shall send a form for each employee to the appropriate department head on the anniversary date each year and the department head shall complete and return the form within thirty (30) days. Any step increase for which the employee qualifies as a result of the performance appraisal shall occur or be retroactive to the employee's anniversary date.

B. At least two (2) performance reports shall be conducted for employees; one in each 6 month period of probation.

C. When the department head or supervisor observes a change in an employee's work performance sufficient to cause a change in the department head's overall rating, a report shall be filed.

D. All performance reports must be reviewed by the affected employee who shall sign the report acknowledging that the employee's performance evaluation has been reviewed with the department head or supervisor.

E. All performance reports shall be signed by the City Manager before being placed in an employee's personnel file.

Within six months of the ratification of a new contract, a labor management subcommittee will meet and review the performance evaluation form and process.

11.2 Performance Report Meeting with Employee

Before submitting the report to the City Manager, each department head or supervisor who has prepared a performance report must meet and discuss the report with the employee. The employee and the department head or supervisor both must sign the evaluation prior to submitting to the City Manager. The employee's signature acknowledges receipt of the report. Each employee shall receive a copy of the report. If an employee is dissatisfied with the evaluation, following the meeting with the department head or supervisor, the employee can file an appeal with the City Manager for review of the report.

11.3 Appeals of Performance Report

Within five (5) days after the performance report meeting between the employee and supervisor or department head, an employee may request, in writing, a review of the report by a reviewer. The City and the Union will mutually agree on a reviewer. Within five (5) days after said review, the reviewer shall either accept the original report, a modified report, or cause a new report to be prepared which shall be entered into the personnel file as the official report. The official report shall bear the reviewer's signature.

11.4 Use of Performance Reports

Performance reports shall be considered by the City Manager in determining salary increases and decreases, the advisability of transfers, demotions and dismissals, and in promotional examination. Performance reports are highly confidential and are available only to the Council and appropriate department heads and affected employees.

**Section 12. Hours of Work, Overtime, Premium Pay**

12.1 Hours of Work

The standard workweek for employees occupying full-time positions consists of forty (40) hours per week unless otherwise specified by the City. Should the City elect to change the regular work schedule, the affected employee(s) will be provided thirty (30) days notice of such change, unless an alternate timeframe is mutually agreed upon. An alternate work schedule (9/80 or 4/10) may be approved by the City Manager. An employee requesting such an alternate schedule must submit a plan to the department head describing in detail the specific schedule and the anticipated impact on the City's operations. The employee's request will be responded to in writing within thirty (30) days of the date of submittal. The City will remain open for business Monday through Friday from 8:00 AM until 5:00 PM and will continue to provide a high level of service to the citizens of Belmont. The decision of the City Manager will be final and not subject to the Grievance Procedure.

12.2 Overtime

Authorized work performed in excess of forty (40) hours in one (1) week shall constitute overtime. All compensable overtime must be authorized by the department head or the department head's designated representative in advance of being worked. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked. An employee required to work in excess of the regularly scheduled hours of work (normally 8 hours, or 10 hours for employees working a 4/10 work schedule) shall be compensated for each overtime hour so worked at the rate of one and one-half (1-1/2) times the employee's base rate of pay. An employee required to work any overtime between the hours of 12:00 Midnight and their regularly scheduled start time shall be compensated for each such overtime hour at the rate of two (2) times the employee's base rate of pay. If FLSA overtime amount is higher, the employee shall receive FLSA overtime. An employee required to work in excess of four (4) continuous hours of overtime on an emergency basis will receive a ten-dollar ($10.00) meal reimbursement allowance. Payment for overtime worked will be either cash or compensatory time off upon mutual agreement of the

department head and the employee subject to the availability of funds and with consideration of the employee's current accumulation of compensatory time off.

Employees may accumulate up to a maximum cap of one hundred sixty (160) hours of compensatory time off; overtime earned after the compensatory time off cap of one hundred sixty (160) hours has been reached will be paid as overtime pay at the rate of one and one-half (1 ½) times the employee's base rate of pay.

The above provision for overtime shall be granted in accordance with state and federal law.

12.3 Scheduled Workday

Employees covered by this Memorandum of Understanding will not have a scheduled workday reduced in whole or in part to compensate for time which they are ordered to work in excess of another regularly scheduled workday. An employee and his/her supervisor may agree to adjust the employee's regularly scheduled workday in lieu of overtime compensation so long as such regularly scheduled workday adjustment occurs within the employees designated work week. The City may require a temporary shift change that is scheduled in advance within the normal hours of work.

The City's policy is that employees are to receive one (1) fifteen (15) minute rest period for each four (4) hours worked. The Union recognizes that under extenuating circumstances which are considered the exception to practice, an employee may not be able to take said rest period.

12.4 Call Back

An employee recalled to work outside of and not continuous with regularly scheduled hours shall be paid a minimum of two (2) hours at the rate of one and one-half (1-1/2) times the employee's base rate of pay. Employees in the Street Sweeper classification are eligible for call back pay.

12.5 Stand-By Duty

An employee assigned to be on stand-by to answer calls outside of regularly scheduled hours shall receive two (2) hours pay at the employee's base rate of pay, or two (2) hours of compensatory time off, for each week night of stand-by time.

An employee assigned to be on stand-by on the employees weekend shall receive three (3) hours' pay at the employee's base rate of pay, or three (3) hours of compensatory time off, for each day assigned.

An employee assigned to be on stand-by on any holiday shall receive pay at the employee's base rate of pay, or six (6) hours of compensatory time off.

There shall be two (2) employees designated to be on stand-by, one (1) of whom shall be designated as "primary" and the other shall be designated as "secondary". The primary stand-by employee shall be called first, and the secondary stand-by employee shall be called when, in the opinion of the primary stand-by employee, the secondary stand-by employee is needed.

12.6 Back-Up Duty

Backup assistance- needed for call-outs will be drawn from other employees on the sewer standby list. -For each response to a call-out, the backup employee shall receive one-seventh (1/7) credit toward eight (8) hours of compensatory time off. -The minimum period for which an employee shall be called out shall be one (1) hour. -These credits shall accumulate until any individual maintenance employee who responds in a backup capacity has assisted the primary maintenance employee assigned to -oncall- status for seven (7) call hours, at which time the back-up employee will be credited with eight (8) hours of compensatory time off.

12.7 Utilization of Compensatory Time Off

Compensatory time off will be taken at a time agreeable to the employee and the department head.

**Section 13. Holidays**

13.1 Authorized Holidays

The holidays to be observed in this City are as follows and employees shall not be required to be on duty unless the department head has so indicated:

| | |
|---|---|
| New Year's Day | January 1 |
| Martin Luther King Jr.'s Birthday | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Columbus Day | Second Monday in October |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Friday after Thanksgiving | |
| Christmas Day | December 25 |

In addition to the above listed holidays, employees shall receive two (2) Floating Holidays, to be taken at any time mutually convenient to the department head and the employee and every day proclaimed by the President of the United States, Governor of California, or Mayor of this City as a public holiday. Floating Holidays will only be usable as time off and may not be paid out upon separation from City service. Floating Holidays must be used in the calendar year in which they are accrued and may not be carried over into a subsequent- calendar year.

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the previous Friday shall be observed. If the holiday falls on an employee's regularly scheduled day off, compensatory time shall be granted.

Either the day before Christmas or the day before New Year's Day shall be a holiday, the specific day to be determined by mutual agreement between the employee and the department head, and the employee shall not be required to be on duty unless the department head has so indicated.

In the event the City awards Juneteenth or any other state or federal holiday for any group of City employees, it shall also provide the holiday to all employees in classifications represented by the Union.

13.2 Work Performed on a Holiday

Any regular full-time employee who is required to work on any of the holidays specified in Section 13.1 shall be paid as follows:

If an employee works on a holiday that falls on a regularly scheduled work day, such employee shall receive eight (8) hours of holiday pay, plus one and one-half (1.5) times the employee's base rate of pay for all hours actually worked on the holiday, and one (1.0) times compensatory time off for all hours actually worked on the holiday, for a total of two and one-half (2.5) times all hours actually worked on the holiday. For example, if an employee works three (3) hours on a holiday that falls on a regularly scheduled work day, the employee will receive eight (8) hours of holiday pay, plus three (3) hours of time and one-half pay, plus three (3) hours of straight time compensatory time.

If an employee works on a holiday that falls on a regular day off, such employee shall receive eight (8) hours of holiday credit, plus one and one-half (1.5) times the employee's base rate

of pay for all hours actually worked on the holiday, and one (1.0) times compensatory time off for all hours actually worked on the holiday, for a total of two and one-half (2.5) times all hours actually worked on the holiday. For example, if an employee works three (3) hours on a holiday that falls on a regular day off, the employee will receive eight (8) hours of holiday credit, plus three (3) hours of time and one-half pay, plus three (3) hours of straight time compensatory time.

13.3 Holiday During Vacation

In the event any of the holidays specified in Section 13.1 above occurs while an employee is on vacation, the holiday shall not be charged to vacation.

**Section 14. Vacation Leave**

14.1 Vacation Allowance

A. Regular full-time employees shall be entitled to vacation leave as follows:

| Length of Service | Days of Vacation | Hours Accrued Per Month of Service |
|---|---|---|
| From hire up to 4 years | 10 days | 6-2/3 hours |
| 4 or more years | 15 days | 10 hours |
| 5 or more years | 16 days | 10-2/3 hours |
| 6 or more years | 17 days | 11-1/3 hours |
| 7 or more years | 18 days | 12 hours |
| 8 or more years | 19 days | 12-2/3 hours |
| 9 or more years | 20 days | 13-1/3 hours |
| 14 or more years | 22 days | 14-2/3 hours |

B. New Lateral Appointments

With City Manager approval, the City can offer new lateral hires vacation allowance and /or accrual at a rate higher than that specified above. The vacation allowance/accrual cannot be higher than that provided for 15 years of service in the current MOU.

14.2 Vacation Accumulation

In the event an employee is unable to take all of the vacation leave to which the employee is entitled in a calendar year, the employee shall be permitted to accumulate the unused portion to the employee's credit, provided that the accumulated time does not exceed two times the employee's annual allowance, unless an extension is granted by the City Manager due to exceptional circumstances. Employees who have reached their accrual limit will not accrue any additional vacation unless and until their accrued vacation is below their accrual limit.

14.3 Pay Upon Termination

Employees who leave City service, shall be paid straight-time salary for all accrued vacation leave earned on or before the effective date of termination.

14.4 Vacation Scheduling

The time during a calendar year at which an employee may take the employee's vacation shall be determined by the department head with due regard for the wishes of the employee and the needs of the City.

**Section 15. Sick Leave**

15.1 Accrual and Usage

Sick leave, with pay, shall be granted to all full-time regular and probationary employees. Sick leave shall not be considered as a right which an employee may use at the employee's discretion, but shall be allowed only in case of necessity and actual personal or family sickness or disability. In order to receive compensation while absent on sick leave, the employee shall notify the employee's immediate supervisor prior to the time set for beginning the employee's daily duties. An employee taking sick leave may be required to file a physician's certificate or personal affidavit with the supervisor or department head stating the cause of the absence.

For purposes of computing sick leave, one (1) day shall be considered as eight (8) working hours. In the event that one or more City holidays fall within a period of an employee's illness on sick leave, such holiday shall not be charged against the employee's sick leave balance. Sick leave shall be earned at the rate of one (1) day for each calendar month of service.

A maximum of eighty (80) hours of accumulated sick leave may be taken each calendar year in case an employee's presence is required elsewhere because of sickness or disability affecting the employee's immediate family. The immediate family shall consist of the spouse, children, parents, brothers, sisters, domestic partner or dependents of the employee or designated person as defined for sick care under the CA Expanded Sick leave provisions.

15.2 Accumulation

Unused sick leave shall be accumulated to a total of not more than two hundred (200) days. An employee who is off on sick leave shall be entitled to accumulate earned sick leave while using the employee's previously earned sick leave. An employee who is on leave without pay shall not accumulate sick leave credits.

15.3 Workers' Compensation - Integration with Sick Leave

In the event that the employee chooses to integrate the employee's accumulated unused sick leave with Workers' Compensation and Workers' Compensation payments cover all or part of the period during which sick leave is paid, the sum of the two shall not exceed the sick leave benefit payable for said period, and the unused portion of accumulated sick leave will continue to be credited to the employee.

15.4 Pay for Unused Sick Leave Upon Separation from City Service

Retirement

Upon retirement from the City of Belmont, employees with an unused sick leave balance may exercise one or both of the following options. Hours applied to one option may not be applied to the other.

- Convert all or a portion of their unused accrued sick leave days at the time of retirement to additional PERS service credit at the rate of 0.004 year(s) of service for each day of unused sick leave.

- Receive compensation for unused accrued sick leave days, up to a maximum of one hundred eighty (180) days, based on years of service as follows:

| Years of Service | Percentage of Sick Leave Days |
|---|---|
| 5 to 9 years | 25% |
| 10 or more years | 50% |

For the purposes of this section, retirement will be defined as receiving a PERS retirement benefit.

Death

Upon the death of an employee actively employed by the City, the City shall compensate the employee's PERS designated beneficiary(ies) with a percentage of the deceased employee's accrued unused sick leave based on years of service as follows:

| Years of Service | Percentage of Sick Leave Days |
|---|---|
| 5 to 9 years | 25% |
| 10 or more years | 50% |

15.5 Temporary Employees

Temporary full-time employees who are appointed to a regular position in the same classification, without a break in service with the City in excess of two (2) weeks, shall have credited to their sick leave balance eight (8) hours of sick leave for each full month of temporary service with the City up to a maximum of forty-eight (48) hours.

**Section 16. Other Leaves**

16.1 Bereavement Leave

The City will provide up to three (3) days paid bereavement leave for immediate family(including City's expanded immediate family) per calendar year. Employees can take additional bereavement leave by using other accrued paid time including sick leave, vacation, and compensatory time.

In addition, unit members may designate one person per twelve (12) month period who is not listed above as an immediate family member for the purpose of bereavement leave. This designation must be made at the time of the leave request.

Bereavement leave shall be available to unit members that experience a reproductive loss (as defined in Govt. Code 12945.6 including but not limited to miscarriage, stillbirth, or failed adoption by the unit member or partner). The City shall maintain the confidentiality of the request for the purpose of the leave.

16.2 Industrial Disability Leave of Absence

Any regular full-time employee of the City who has suffered a disability caused by illness or injury arising out of and in the course of the employee's employment, as defined by the Workers' Compensation laws of the State of California, shall be entitled to disability leave while so disabled without loss of compensation for the period of such disability to a maximum of eighty (80) hours.

During the period the employee is paid by the City, the employee shall endorse to the City any benefit payments received as a result of Workers' Compensation insurance coverage. The City reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by Workers' Compensation.

The benefits of sick leave and disability leave shall be mutually exclusive and no sick leave benefits may be used for the purposes specified under this Section 16.2.

If the employee's disability caused by illness or injury arising out of and in the course of the employee's employment extends beyond the eighty (80) hours described above, the employee may integrate the employee's unused sick leave, vacation leave, and compensatory time-off accruals with the Workers' Compensation payments provided that the sum of the Workers' Compensation payments and paid leave does not exceed the employee's regular rate of pay for said period.

Industrial disability leave may not exceed twelve (12) months and ten (10) days unless extended by the City Manager whose decision shall be final.

The City shall continue to pay the insurance premiums for the employee when an employee is on a leave of absence without pay as a result of an industrial disability in accordance with this Section.

16.3 Non-Industrial Disability Leave Without Pay

An employee who is disabled by reason of illness or injury which is not job-incurred may be granted a leave of absence without pay so long as such disability continues and is substantiated by a physician's statement. Such leave shall not exceed twelve (12) months. Unpaid leave may be granted only after the employee has used the entire employee's accrued sick leave. At the employee's option, accrued vacation and compensatory time off may be used during the period of such leave, but in no case shall the combination of paid and unpaid leave exceed twelve (12) consecutive months.

Family and Medical Disability leave shall be granted in accordance with applicable state and federal law.

The City shall**, for a maximum of 6 months,** continue to pay the insurance premiums for the employee when an employee is on a leave of absence without pay as a result of a non-industrial disability in accordance with this Section.

16.4 Personal Leave of Absence

The City Manager may grant a permanent employee a leave of absence without pay or benefits for a period not to exceed ninety (90) days. Request for such leave shall be in writing and shall be approved in advance by the City Manager in writing.

16.5 Limited Duty

Upon the advice of the employee's physician, an employee may request transfer to less strenuous or hazardous duties within the employees' classification which the employee is qualified to perform. Such duty shall not result in the transfer, layoff or other displacement of any other employee covered by this Agreement.

16.6 Jury Duty

An employee summoned to jury duty shall inform the employee's supervisor and, if required to serve, may be absent from duty with full pay; provided, however, the employee must remit to the City all fees received except those specifically allowed for mileage and expenses.

16.7 Military Leave

Military leave shall be granted in accordance with the provisions of State and Federal law. All employees entitled to military leave shall give the appointing authority an opportunity within the limits of military regulations to determine when such leave shall be taken.

16.8 Seniority Rights and Salary Adjustments While On Leave of Absence

Seniority begins on date of hire. After successful completion of probation, seniority continues to accrue until termination. If termination is voluntary or if the employee is on an approved leave of absence, seniority will not accrue during the period of the leave or the voluntary termination. If the employee returns to employment within 12 months of taking leave or voluntary termination, seniority will resume accrual upon date of return.

Authorized leave of absence without pay which exceeds two (2) weeks for: (1) leave of absence for personal reasons, or (2) leave of absence for non-industrial illness or injury, or (3) leave of absence for industrial illness or injury shall not be included in determining salary adjustments. Authorized leave of absence without pay which exceeds thirty (30) calendar days for: (1) leave of absence for personal reasons, or (2) leave of absence for non-industrial illness or injury, or (3) leave of absence for industrial illness or injury shall not be included in determining seniority rights.

16.9 Catastrophic Leave Program

A permanent employee may be eligible to receive donations of paid leave other than sick leave, to be included in the recipient employee's sick leave balance if she/he has suffered a catastrophic illness or injury which prevents the employee from being able to work for an extended period of time. Catastrophic illness or injury is defined as a critical medical condition considered terminal or an illness or injury causing long-term major physical impairment or disability.

A. The recipient employee, recipient employee's family, or other person designated in writing by the recipient employee must submit a request to the City Manager.

B. The recipient employee is not eligible so long as she/he has paid leaves available, however, the request may be initiated prior to the anticipated date leave balances will be exhausted.

C. A medical verification of eligibility for FMLA (Section 16.10) must be provided by the recipient employee.

D. A recipient employee is eligible to receive ninety (90) working days of donated time per employment. Requests for exceptions to this limit may be submitted to the City Manager whose decision shall be final.

E. Donations shall be made in full-day increments of eight (8) hours, and are irrevocable. The donor employee may donate vacation up to any amount so long as the donor employee retains at least eighty (80) hours of vacation. Compensatory time may also be donated without limit on the amount. Sick leave may not be donated.

F. Time donated will be converted from the type of time donated to sick leave and credited to the recipient employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the recipient employee. All sick leave provisions will apply.

G. Time donated in any pay period may be used in the following pay periods. No retroactive donations will be permitted.

H. The determination of the employee's eligibility for Catastrophic Sick Leave donation shall be at the City Manager's sole discretion and shall be final and non-grievable.

16.10 Family Care Leave and Paid Family Leave

The City will provide Family Care Leave in accordance with the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and the Personnel Rules and Regulations. The City will provide Paid Family Leave, a component of State Disability Insurance (SDI), in accordance with state legislation.

16.11 Union Leave

Leaves of Absence for Union Work (SB 1085/Government Code 3558.8): Leaves of absence without pay to take employment with the Union signatory to this MOU shall not be denied unreasonably.

Upon return to work from a Union leave, the Worker shall be returned to the same position as he/she held prior to the leave. Employees are entitled to retain any accrued vacation and holiday credits while on such leaves. In the event that an employee on approved Union leave wants to continue group benefits coverage (including medical, dental, vision and life insurance) through the City plans, arrangements will be made for the Union to reimburse the City for the costs associated with continuing such coverage.

**Section 17. Health and Welfare Plans**

17.1 Hospital/Medical Plans

The City will participate in the Public Employees' Medical and Hospital Care Act (PEMHCA) medical plans, as administered by PERS.

The City will provide each eligible employee who participates in a City sponsored medical insurance plan with the minimum employer contribution towards the purchase of medical insurance benefits required under the Public Employees' Hospital and Medical Care Act (PEMHCA).

17.2 Flexible Benefits Plan

17.2.1 Plan Design

The City will offer an Internal Revenue Code Section 125 Plan which contains the components of premium conversion, health care reimbursement account, dependent care reimbursement account, and cash option.

An employee may use Flexile Benefit Plan funds toward the cost of employer-provided health insurance for the employee and eligible dependents.

An employee may use Flexible Benefit Plan funds that may be taken as cash in lieu of medical plan premiums contributions for health care reimbursement account, dependent care reimbursement account, or cash option in accordance with Plan procedures.
An employee eligible for alternative group medical insurance may waive the City's medical insurance coverage and select such alternate plan upon proof of such alternate coverage.

17.2.2 City Contributions

City will contribute an amount up to the current CalPERS Region 1 Health Premium (covering San Mateo County) for Kaiser Permanente Subscriber & 2+ Dependents ("City Contribution") which may be used as provided in Section 17.2.1.

17.2.3 Cash Option

Employees may elect to receive cash as an option as follows.

(A) Employees hired before August 1, 2012 ("Tier 1 Employee")

(1) Upon ratification of this MOU, employees hired before August 1, 2012 ("Tier 1 Employee") may elect to receive in cash the difference of the City Contribution minus the premium amount of any health insurance plan elected, if the difference is greater than zero up to a maximum monthly amount in the table below based on the employee's selected plan or waiver of health coverage:

| **Employee selected plan** | **Maximum monthly cash option** |
|---|---:|
| Blue Shield Access+ | $720.30 |
| Kaiser Permanente | $826.70 |
| All other plans | $826.70 |
| Waiver of coverage | $1,287.07 |

(2) For any Tier 1 Employee who has waived the City's medical insurance as of the effective date of this MOU for plan year 2022, the employee

will receive $150.07 per month in deferred compensation ("Additional Deferred Compensation Contribution"). Such compensation shall not be a vested benefit. In the event such an employee later elects to be covered by the City's medical insurance, the employee will no longer receive the Additional Deferred Compensation Contribution.

(3) Effective the first payroll of January 2023, Tier 1 Employees may elect to receive in cash the difference of the City Contribution minus the premium amount of any health insurance plan elected, if the difference is greater than zero up to a maximum monthly amount in the table below based on the employee's selected plan or waiver of health coverage:

| **Employee selected plan** | **Maximum monthly cash option** |
|---|---:|
| Blue Shield Access+ | $720.30 |
| Kaiser Permanente | $826.70 |
| All other plans | $826.70 |
| Waiver of coverage | $1,137.00 |

(4) For any Tier 1 Employee who continues to waive coverage as of January 1, 2023 for plan year 2023, the employee will receive an additional $150.07 per month in deferred compensation (for a total of $300.14). Such compensation shall not be a vested benefit. In the event such an employee later elects to be covered by the City's medical insurance, the employee will no longer receive Additional Deferred Compensation Contributions.

(5) After the effective date of this MOU, any Tier 1 Employee who changes coverage status (i.e. from waiver to coverage, coverage to waiver, or increase/decrease in level of coverage) shall be treated as an employee hired on or after August 1, 2012 ("Tier 2 Employee") for the purpose of any future in-lieu payments and subject to paragraph (B).

Example Calculations
Assumptions:
Region 1 health premiums effective January 1, 2023
Kaiser Permanente Subscriber & 2+ Dependents = $2,228.36
PERS Platinum Subscriber & 1 Dependent = $2,114.02
PERS Gold Subscriber = $701.23
Blue Shield Access + Subscriber & 2+ Dependents = $2,901.63

Example #1 - Cash option amount for employee selecting PERS Platinum Subscriber & 1 Dependent in 2023.

Cash option = $114.34 ($2,228.36 – $2,114.02 = $114.34 which is less than $826.70 max for "other plans")

Example #2 - Cash option amount for employee selecting PERS Gold Subscriber only

Cash option = $826.70 ($2,228.36 – $701.23 = $1,527.13 which is greater than $826.70 max for "other plans")

Example #3 - Cash option amount for employee selecting Blue Shield Access + Subscriber & 2+ Dependents

Cash option = $0 ($2,228.36 – $2,901.63 = (-)$673.27, which is less than zero)

(B) Employees hired on or after August 1, 2012 ("Tier 2 Employee") who waive medical insurance coverage as provided in Section 17.2.1 may elect to receive in cash $389.94 per month.

17.4 Changes in State or Federal Law

If, pursuant to any federal or state law which may become effective subsequent to the effective date of this Memorandum of Understanding, the City is required to pay contributions or taxes for hospital-surgical, dental care, prescription drug or other health benefits to be provided its employees under such federal or state act, the parties agree to meet and confer regarding the impact of such a plan on existing benefits. In no event will the cost obligation specified in this agreement for providing benefits be automatically increased as a result of such federal or state plan.

It is understood that during the term of this contract, the City may seek expert opinion as to the parameters of this program and all contributions to Flexible Benefits Plan outlined below are contingent upon compliance with state and federal rules and regulations. The Parties agree to meet and confer regarding a replacement provision if any part of this structure is found to be noncompliant.

17.5 Vision Care

The City will provide vision care benefits during the duration of this Agreement, up to a maximum composite monthly rate of $30.00 per employee. If the monthly premium exceeds $30.00 per employee, the City and the Union agree to meet and confer over a resolution.

During the term of the MOU, the Union or the City may provide written notice to the other party requesting to meet regarding the modification/enhancement of the vision care benefits. It is the intent of the parties to conclude any discussions prior to October open enrollment period. Both parties must mutually agree to any changes in benefit levels.

17.6 Dental Plan

Effective no later than July 2019, the City will increase the annual dental coverage amount to two thousand dollars ($2,000) for each participant, and will increase the lifetime orthodontia coverage amount to two thousand dollars ($2,000) for each participant.

The City will provide Delta Dental PPO plan insurance coverage for employees and their eligible dependents. The City will pay for the majority of the premium cost of the dental plan in accordance with the following schedule of employee monthly contribution:

| Benefit Level | Employee Cost |
|---|---|
| Employee only | $0.00 |
| Employee +1 | $5.00 |
| Employee +2 | $10.00 |

During the term of the MOU, the Union or the City may provide written notice to the other party requesting to meet regarding the modification of dental benefits. It is the intent of the parties to look at the enhancement of dental benefits and to conclude any discussions prior

to the October open enrollment. Both parties must mutually agree to any changes in benefit levels.

Within six months of the ratification of a new contract, a labor management subcommittee will meet and review dental plan options, including the plans that BPOA and MMCEA have.

17.7 Life and Accidental Death and Dismemberment Insurance

The City shall pay on behalf of each regular full-time employee a monthly premium contribution sufficient to provide a flat $75,000 life and accidental death and dismemberment insurance amount for each employee.

17.8 Long Term Disability

Long-term disability insurance will continue to be provided. The amount of long-term disability insurance shall be based upon the employee's basic monthly earnings, reduced by any deductible benefits. The employee shall pay the actual monthly cost of the premium on an after-tax basis.

17.9 State Disability Insurance

A. The City will continue to participate in the California State Disability Insurance Program (SDI). Any benefits received under this program will be automatically integrated with any available sick leave and/or Workers' Compensation benefits. Once sick leave is exhausted, employees may integrate SDI benefits with unused vacation leave or compensatory time. Integrated payments shall at no time exceed the employee's regular rate of pay.

B. Paid Family Leave

Employees receiving Paid Family Leave benefits shall be required to take up to two (2) weeks of earned but unused vacation leave or compensatory time as permitted by state law.

17.10 Retirement

Classic/Legacy employees, hired before **December 28, 2012**, shall receive the 2% at 55 formula for miscellaneous employees from the Public Employees' Retirement System, hereinafter referred to as PERS, with the following optional benefits:

- Credit for Unused Sick Leave;
- Industrial Disability Retirement for Local Miscellaneous Members; and
- Fourth Level of 1959 Survivor Benefits.

Classic/Legacy employees hired **on or** after **December 28, 2012** shall be covered with a PERS retirement plan with 2% at 55 with the following benefit:

Three (3) years average salary for determination of benefits.

Employees who qualify as "New members" as that term is defined by the California Public Employees' Pension Reform Act of 2013 (PEPRA) shall have the benefits that are required by PEPRA, which include, but are not limited to:

- 2.0% @ 62 formula
- Three Year Average Final Compensation,

Employee contribution to be determined by Government Code Section 7522.30

17.11 Retiree Health Benefits

A. Retirees with five (5) years of service.

An employee who retires in accordance with PERS regulations after five (5) years of continuous employment with the City of Belmont shall be eligible to participate in the PERS health care program. The City will contribute to PERS the required employer contribution for such health plan participation.

B. Retirees with ten (10) years of service.
An employee hired before July 1, 1985 who retires in accordance with PERS regulations after ten (10) years of continuous employment with the City of Belmont shall be entitled to monthly reimbursement of the expenses he or she incurs for hospital and medical care premiums for his or her individual coverage only.

C. Retirees with twelve (12) years of service.
An employee hired after July 1, 1985 who retires in accordance with PERS regulations after twelve (12) years of continuous employment with the City of Belmont shall be entitled to monthly reimbursement of expenses he or she incurs for hospital and medical care premiums for his or her individual coverage only.

D. Retirees after July 1, 2001
An employee who retires after July 1, 2001 and who retires in accordance with (B) or (C) above shall be entitled to monthly reimbursement of hospital and medical care premiums up to a maximum of the amount paid by the City of Belmont for EE employee coverage under the Kaiser health plan.

E. Employees Hired after August 1, 2012
Notwithstanding (C) and (D) above, employees hired after August 1, 2012 shall be entitled to the following retiree health benefits:
1. The City shall participate in the CalPERS Health Plan as governed by the Public Employees' Medical and Hospital Care Act (PEMHCA), and provide the minimum PEMHCA contribution for retirees as required by law.

2. Additionally, the City shall contribute the following to a Retirement Health Savings account based on the years of service with the City.

| Years of Service | Monthly Contribution |
|---|---|
| Years 0-5 | $150.00 |
| Years 6-10 | $200.00 |
| Years 11-15 | $250.00 |
| Years 16 and thereafter | $300.00 |

3. Employees shall be vested in the Retiree Health Savings Plan after ten (10) years of continuous service with the City.

F. Retiree Dental
A retiree shall be entitled to participate in the City's dental plan at his or her own cost.

17.12 Deferred Compensation
Effective July 1, 2012, the City will contribute 1.3% of base salary to the Deferred Compensation Plan on behalf of employees in the bargaining unit.

Effective the first full pay period in July 2019, the City will contribute 1.3% of base salary plus Fifty Dollars ($50.00) a month to the Deferred Compensation Plan on behalf of the employees in the bargaining unit.

Effective the first full pay period in January 2020, the City will contribute 1.3% of base salary plus One Hundred Dollars ($100.00) a month to the Deferred Compensation Plan on behalf of the employees in the bargaining unit.

Effective the first full pay period in January 2021, the City will contribute 1.3% of base salary plus One Hundred and Fifty Dollars ($150.00) a month to the Deferred Compensation Plan on behalf of the employees in the bargaining unit.

17.13 Domestic Partner Coverage

The City will provide medical coverage for Domestic Partners in accordance with PERS definitions and regulations. The City will provide domestic partner dental, and vision care coverage to the extent and in the manner in which the health plan carriers allow for the domestic partner's enrollment. For the purposes of providing dental and vision coverage, the domestic partner of the employee shall be defined as an unmarried person, regardless of gender, who resides with the employee and shares the common necessities of life. In a domestic partnership neither partner is married to another; both are at least 18 years of age; are not related by blood so close as to bar marriage; are mentally competent; and are each other's sole domestic partner, intend to remain so indefinitely, and are responsible for their common welfare. Domestic partners will be required to complete, sign, and file with the City an "Affidavit of Domestic Partnership." No person who has filed an Affidavit of Domestic Partnership may file another such affidavit until six months after a statement of termination of the previous partnership has been filed with the City.

## Section 18. Safety

18.1 Observance of Safety Rules and Regulations

Both the City and the Union shall expend every effort to ensure that work is performed with a maximum degree of safety, consistent with the requirement to conduct efficient operations.

Each employee covered by this Memorandum agrees to comply with all safety rules and regulations in effect and any subsequent rules and regulations that may be adopted. Employees further agree that they will report all accidents and safety hazards to the appropriate management official immediately. Any employee having knowledge of or who is a witness to an accident shall, if requested, give full and truthful testimony as to same.

18.2 Safety Equipment

The City shall continue to supply employees with safety equipment required by the City and/or Cal/OSHA. All employees shall use City supplied safety equipment only for the purposes and uses specified under applicable safety rules and regulations.

## Section 19. Disciplinary Actions

Employees may be suspended, discharged, or demoted for cause and a copy of the correspondence to the affected employee regarding any such disciplinary action shall be forwarded to the Union. The action imposed upon an employee may be processed as a grievance through the grievance procedure as outlined in Section 20 of this Memorandum of Understanding.

The City may issue an employee a written reprimand to an employee as disciplinary action. Such written reprimand is not subject to the grievance procedure. The employee may, within five (5) days of receipt of a written reprimand, appeal the written reprimand in writing to the City Manager or designee. The City Manager's determination shall be final and binding.

## Section 20. Grievance Procedures

20.1 Definition

A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding excluding, however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any City

official shall be final, the interpretation or application of those provisions not being subject to the grievance procedure.

20.2 Procedure

A grievance shall be filed according to the following procedure:

A. Step 1. Immediate Supervisor. A grievance may be filed by an employee on behalf of the employee, or jointly by a group of employees or by the Union.

Within ten (10) calendar days of the event giving rise to a grievance, the grievant shall present the grievance in writing to the immediate supervisor. Grievances not presented within the time period shall be considered resolved.

The supervisor shall meet with the grievant to settle the grievance and give a written answer to the grievant within ten (10) calendar days from the receipt of the grievance by the supervisor. When the immediate supervisor is also the department head, the grievance shall be presented directly in Step 2.

B. Step 2. Department Head. If the grievance is not resolved in Step 1, the grievant may, within fourteen (14) calendar days from the grievant's receipt of the supervisor's answer, forward the grievance to the grievant's department head for consideration. Answer to the grievance shall be made in writing by the department head, after conferring with the grievant, within ten (10) calendar days from receipt of the grievance.

C. Step 3. City Manager. Any grievance which has not been resolved by the procedure set forth above may be referred to the City Manager by the grievant in writing within ten (10) calendar days from the grievant's receipt of the department head's answer and the specific issues involved shall be detailed in such referral together with a statement of the resolution which is desired. The City Manager shall designate a personal representative who, when designated, shall investigate the merits of the complaint, meet with the grievant and, if the grievant is not the Union itself, to meet also with the officials of the Union which has jurisdiction over the position or positions which will be directly affected by the resolution of the grievance, and to settle such grievance or to make recommendations thereon to the City Manager in the City Manager's capacity as Employee Relations Officer within fifteen (15) calendar days following the meeting(s).

D. Step 4. Adjustment Board. In the event the parties hereto are unable to reach a mutually satisfactory accord on any grievance (as the term "grievance" is hereinabove defined) which arises and is presented during the term of this Memorandum, such grievance shall be submitted to an Adjustment Board composed of two (2) representatives designated by the Union and two (2) representatives designated by the City.

The Adjustment Board shall entertain, hear, decide, or make recommendations on any dispute involving a position over which the Union has jurisdiction when such dispute falls within the definition of a grievance as set forth above in Section 18.1. A majority decision of the Adjustment Board shall be final and binding upon the parties.

E. Step 5. Arbitration. If an Adjustment Board is unable to arrive at a majority decision, either the Association or the City may require that the grievance be referred to an impartial arbitrator who shall be designated by mutual agreement between the Association and the City Manager. If the Union and the City are unable to agree on the selection of an arbitrator, they shall jointly request the State Mediation and Conciliation Service to submit a list of seven (7) qualified labor arbitrators. The representative for the Union and the representative for the City shall then alternately strike names until only one name remains, and that person shall serve as arbitrator.

Selection of an arbitrator shall be within thirty (30) calendar days of appeal to arbitration. The fees and expenses of the arbitrator and or a Court Reporter shall be shared equally by the Union and the City. Each party, however, shall bear the cost of its own presentation, including preparation and post-hearing briefs, if any.

Decisions of Adjustment Boards and arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the laws governing General Law Cities in the State of California.

20.3 Extension of Time Limits

The above specified time limits may be extended by mutual agreement between the parties. Failure of the employee or the Union to act within the specified time limits, unless extended, shall dismiss and nullify the grievance. Failure by the City to observe such time limits, unless extended, shall cause the grievance to be moved to the next level of the grievance procedure.

20.4 Compensation Complaints

All complaints involving or concerning the payment of compensation shall be initially filed in writing with the department head. In such cases no adjustment shall be retroactive for more than ninety (90) days from the date upon which the complaint was filed. Only complaints which allege that employees are not being compensated in accordance with the provisions of this Memorandum of Understanding shall be considered as grievances.

If an employee is overpaid, the employee will be provided the options for repayment in writing, and the AFSCME Union Representative will receive a copy of that document.

Any other matters of compensation are to be resolved in the meet and confer process and if not detailed in the Memorandum of Understanding which results from such meet and confer process shall be deemed withdrawn until the meet and confer process is next opened for discussions.

20.5 Suspension and Discharge Grievances

If the City Manager in pursuance of the procedures outlined in Subsection 20.2 (C) above or the Adjustment Board in pursuance of the provisions of Subsection 20.2 (D) above, resolves a grievance which involves suspension or discharge, they may agree to payment for lost time or to reinstatement with or without payment for lost time, but in the event the dispute is referred to arbitration and the arbitrator finds that the City had the right to take the action complained of, the arbitrator may not substitute the arbitrator's judgment for the judgment of management and if the arbitrator finds that the City had such right, the arbitrator may not order reinstatement and may not assess any penalty upon the City.

20.6 No Changes in Memorandum

Proposals to add to or change this Memorandum of Understanding or written agreements or addenda supplementary hereto shall not be arbitrable and no proposal to modify, amend, or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection with such proposal, may be referred to arbitration under this Section. Neither any Adjustment Board nor any arbitrator shall have the power to modify or amend this Memorandum of Understanding or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

20.7 No Strike

The Union, its members and representatives, agree that it and they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties; and neither the Union nor any representatives thereof shall engage in job action for the purpose of effecting changes in the directives or decisions of management of the City, nor to effect a

change of personnel or operations of management or of employees not covered by the Memorandum.

**Section 21. Special Provisions**

21.1 Safety Committee

The Safety Committee shall consist of a minimum of two (2) employees represented by the Union and selected by the Safety Committee Chair. The purpose of such Committee is to discuss various work safety issues and provide ideas for resolution. This Committee shall meet not less than once every four (4) months and not more than once a month.

21.2 Competency Check-Off Rosters

The Public Works Department has developed a list of operational factors for the safe and effective operation of each piece of equipment used by employees in the Public Works Department. Employees will be instructed on each piece of equipment in accordance with the above described list of operational factors and upon completion of the instruction, the employee's name shall be placed on a roster verifying such instruction for each piece of equipment. Copies of these rosters shall be maintained in the office of the Public Works Superintendent, the vehicle maintenance shop and the employee's personnel file.

The Public Works Department will review the lists of operational factors and the method of instructing employees on the equipment with the Union prior to implementation.

21.3 Training

Upon receipt from the Union of the list of Public Works' employees who desire training on specified pieces of equipment, the Public Works Department will develop a schedule to accomplish the desired training per employee and advise the Union of such schedule. Training will continue to be provided office employees on equipment they utilize. Specific requests for such training will be discussed between the City and the Union.

21.4 Shower Room

The City will provide soap in the employee's shower room at the Public Works Corporation Yard.

21.5 Educational Reimbursement

The City's educational reimbursement policy applies to employees covered by this Memorandum of Understanding who have completed the initial probationary period. The policy provides for reimbursement up to two thousand five hundred dollars ($2,500) for the cost of tuition and textbooks for educational courses which are approved in advance by the employee's department head and the City Manager. The educational course must be related to the present or known future needs of the City, as well as the employee's employment with the City, and the employee must receive a passing grade of "C" or better if the course is graded, "pass" if the course is offered on a pass/fail basis, or other successful completion of the course in the City's judgment. The specifics of the City's educational reimbursement policy are outlined in the Personnel Rules and Regulations.

Upon the request of the Union, the City will meet with representatives of AFSCME to discuss revisions to the reimbursement policy.

21.6 Safety Shoes

Employees required to wear safety shoes will be reimbursed for the cost of such safety shoes. The City will pay up to three hundred fifty dollar ($350) annually for such safety shoes for each such employee; employees will be responsible for any cost in excess of three hundred fifty dollar ($350) for the safety shoes chosen.

21.7 Uniform Allowance

The uniform allowance for the Code Enforcement Officer classification shall be Eight Hundred dollars and no cents ($800.00). The uniform allowance will be paid on July 30 of each year. The uniform allowance is non-PERSable.

Both the Parks and Public Works Departments will provide to all new hires in the Mechanic, Sr. Mechanic, Electrician, Equipment Operator, Street Sweeper Operator, Parks Maintenance Worker (I,II and Lead) Maintenance Worker (I, II and Lead) classifications a complete uniform set which shall include 1 baseball hat, 8 short sleeve tee shirts, 2 sweatshirts and 1 winter coat. The City will replace the winter coat every two years.

21.8 Prescription Safety Glasses

Beginning on January 1, 2026, an employee who is required to wear safety glasses while performing work duties, and who wear corrective eyewear, is eligible for one new pair of prescription safety glasses every calendar year through the City's VSP ProTec Safety Plan.

21.9 Class B License

Employees required by the City to possess and maintain a Class "B" license will be reimbursed by the City the cost difference between a Class C and a Class B.

21.10 Medical Exam

Employees who are required to have a medical exam in order to receive their drivers license required for their job, will have the exam done at City's Occupational Health Services on City time and the City will reimburse the employee should there be any office visit co-pay.

21.11 Surveys

The parties agree to use the City's survey cities (Burlingame, Foster City, Los Altos, Los Gatos, Menlo Park, Millbrae and San Carlos) for the purpose of negotiating the successor MOU.

Effective no less than one hundred and twenty (120) days prior to the expiration of this MOU, the City will provide the union with survey data using the City's survey cities.

21.12 Maintaining Required Licenses and Certifications

Employees who are required to hold and/or obtain a required certification and/or license to perform in a job classification must maintain their license and/or certification at all times during employment in that job classification. Employees are required to notify their supervisor immediately when any required license or certification has lapsed.

**Section 22. Economic Hardship**

In the event that the City suffers substantial economic hardship during the term of this Agreement, the parties agree to engage in a cooperative dialogue about ways to assist the City in addressing such hardship. "Substantial economic hardship," as used herein, shall include, but not be limited to, a decline in overall General Fund revenues, or an increase in General Fund expenses, of five percent (5%) or more. Nothing in this paragraph shall preclude or impede the City Council from exercising such additional authority as may be conferred by other provisions of this agreement or by State or Federal law.

This provision is not subject to the grievance procedure.

**Section 23. Past Practices**

Continuance of working conditions and practices not specifically authorized by ordinance or by resolution of the City Council is not guaranteed by this Memorandum.

This Memorandum of Understanding shall supersede all existing Memoranda of Understanding between the City and the Union.

**Section 24. Separability of Provisions**

In the event that any provision of this Memorandum of Understanding is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of the Memorandum of Understanding shall be null and void but such nullification shall not affect any other provisions of this Memorandum of Understanding, all of which other provisions shall remain in full force and effect.

**Section 25. Duration**

This Memorandum of Understanding ("MOU") shall be effective upon Council approval except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as hereinabove set forth and shall remain in full force and effect through June 30, 2029. If this MOU expires before a successor agreement is reached, the parties agree that this MOU's provisions will continue in effect until impasse or a successor agreement is reached.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this _____ day of _____ 2025.

LOCAL 829, COUNCIL 57, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

_____

CITY OF BELMONT

_____

# APPENDIX A

## MONTHLY SALARY SCHEDULE

**4% Increase Effective 7/6/2025**

| | | | Monthly Pay Rates | | | | |
|---|---|---|---|---|---|---|---|
| *Position* | *Effective Date* | *Labor Group* | *Step 1* | *Step 2* | *Step 3* | *Step 4* | *Step 5* |
| Accounting Technician I | 7/6/2025 | AFSCME | $ 5,936.70 | $ 6,233.54 | $ 6,545.22 | $ 6,872.48 | $ 7,216.10 |
| Accounting Technician II | 7/6/2025 | AFSCME | $ 6,530.54 | $ 6,857.07 | $ 7,199.92 | $ 7,559.92 | $ 7,937.91 |
| Accounting Technician III | 7/6/2025 | AFSCME | $ 7,334.22 | $ 7,700.93 | $ 8,085.97 | $ 8,490.27 | $ 8,914.79 |
| Building Inspector I | 7/6/2025 | AFSCME | $ 8,429.57 | $ 8,851.04 | $ 9,293.60 | $ 9,758.28 | $ 10,246.19 |
| Building Inspector II | 7/6/2025 | AFSCME | $ 8,941.44 | $ 9,388.52 | $ 9,857.94 | $ 10,350.84 | $ 10,868.38 |
| Code Enforcement Officer | 7/6/2025 | AFSCME | $ 7,920.80 | $ 8,316.83 | $ 8,732.67 | $ 9,169.31 | $ 9,627.77 |
| Construction Inspector | 7/6/2025 | AFSCME | $ 9,363.60 | $ 9,831.78 | $ 10,323.36 | $ 10,839.54 | $ 11,381.51 |
| Electrician | 7/6/2025 | AFSCME | $ 7,639.34 | $ 8,021.30 | $ 8,422.37 | $ 8,843.48 | $ 9,285.66 |
| Engineering Technician | 7/6/2025 | AFSCME | $ 7,580.60 | $ 7,959.64 | $ 8,357.62 | $ 8,775.50 | $ 9,214.28 |
| Equipment Operator | 7/6/2025 | AFSCME | $ 6,716.16 | $ 7,051.98 | $ 7,404.57 | $ 7,774.80 | $ 8,163.54 |
| Head Teacher | 7/6/2025 | AFSCME | $ 4,956.32 | $ 5,204.14 | $ 5,464.35 | $ 5,737.57 | $ 6,024.44 |
| Maintenance Worker I | 7/6/2025 | AFSCME | $ 5,553.22 | $ 5,830.87 | $ 6,122.42 | $ 6,428.54 | $ 6,749.96 |
| Maintenance Worker II | 7/6/2025 | AFSCME | $ 6,147.06 | $ 6,454.41 | $ 6,777.13 | $ 7,115.98 | $ 7,471.79 |
| Mechanic | 7/6/2025 | AFSCME | $ 6,810.44 | $ 7,150.96 | $ 7,508.51 | $ 7,883.94 | $ 8,278.13 |
| Office Assistant I | 7/6/2025 | AFSCME | $ 5,270.22 | $ 5,533.74 | $ 5,810.42 | $ 6,100.94 | $ 6,405.98 |
| Office Assistant II | 7/6/2025 | AFSCME | $ 5,854.80 | $ 6,147.54 | $ 6,454.93 | $ 6,777.67 | $ 7,116.55 |
| Parks and Facilities Maintenance Worker I | 7/6/2025 | AFSCME | $ 5,553.22 | $ 5,830.87 | $ 6,122.42 | $ 6,428.54 | $ 6,749.96 |
| Parks and Facilities Maintenance Worker II | 7/6/2025 | AFSCME | $ 6,147.06 | $ 6,454.41 | $ 6,777.13 | $ 7,115.98 | $ 7,471.79 |
| Permit Technician | 7/6/2025 | AFSCME | $ 7,183.16 | $ 7,542.32 | $ 7,919.43 | $ 8,315.40 | $ 8,731.17 |
| Planning Technician | 7/6/2025 | AFSCME | $ 7,183.16 | $ 7,542.32 | $ 7,919.43 | $ 8,315.40 | $ 8,731.17 |
| PW Lead Maintenance | 7/6/2025 | AFSCME | $ 7,051.72 | $ 7,404.30 | $ 7,774.52 | $ 8,163.24 | $ 8,571.41 |
| Recreation Specialist II | 1/1/2025 | AFSCME | $ 4,388.80 | $ 4,608.93 | $ 4,839.47 | $ 5,082.13 | $ 5,335.20 |
| Senior Mechanic | 7/6/2025 | AFSCME | $ 7,234.18 | $ 7,595.88 | $ 7,975.68 | $ 8,374.46 | $ 8,793.19 |
| Senior Permit Technician | 7/6/2025 | AFSCME | $ 8,315.40 | $ 8,731.17 | $ 9,167.73 | $ 9,626.12 | $ 10,107.43 |
| Sr Parks and Facilties Maintenance Worker [5] | 7/6/2025 | AFSCME | $ 7,051.72 | $ 7,404.30 | $ 7,774.52 | $ 8,163.24 | $ 8,571.41 |
| Street Sweeper Operator | 7/6/2025 | AFSCME | $ 6,423.83 | $ 6,745.02 | $ 7,082.28 | $ 7,436.38 | $ 7,808.21 |
| Teacher | 7/6/2025 | AFSCME | $ 4,309.91 | $ 4,525.40 | $ 4,751.67 | $ 4,989.25 | $ 5,238.72 |
| Teacher's Aide | 7/6/2025 | AFSCME | $ 3,773.47 | $ 3,960.67 | $ 4,158.27 | $ 4,368.00 | $ 4,586.40 |

## EQUITY ADJUSTMENTS

**Apply additional adjustment to highlighted positions on first full pay period of July 2028 that are more than 5% below the median per the salary survey differential shown below.**

| Position | Equity Adjustment |
|---|---|
| Electrician | 1.05% |
| Maintenance Worker I | 1.43% |
| Mechanic | 0.69% |
| Parks and Facilities Maintenance Worker I | 1.43% |
| Senior Mechanic | 3.88% |
| Street Sweeper Operator | 0.012% |
| Teacher | 2% |

# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Laura Kirby, Human Resources Management Analyst, lkirby@belmont.gov |
| **Agenda Title:** | Revised City Clerk Job Classification and Corresponding Salary Range |
| **Agenda Action:** | Resolution |

## Recommendation
Adopt a resolution approving revisions to the City Clerk Classification and salary range.

## Strategic Focus Area
Fiscal and Organizational Sustainability

## Background
As part of the City's ongoing efforts to ensure its job classifications accurately reflect the work being performed, the Administrative Services Department regularly reviews and updates job classifications in partnership with the operating departments. This review helps maintain internal consistency, support workforce development, and align roles with operational needs.

## Analysis
*City Clerk's Office*

The City Clerk classification has been updated to City Clerk / Constituent Services Manager which reflects the evolving scope of the role. Beyond traditional City Clerk duties, the position now includes broader constituent services, community engagement, and direct support to both the City Manager's Office and City Council. The revised classification better captures the full range of responsibilities and leadership involved. In addition, the City Clerk's salary range is being adjusted based on the results of a salary survey.

**Master Employee Pay Schedule Update**

The City's Master Employee Pay Schedule will be amended effective July 6, 2025, to reflect these changes:

*Classification revision from City Clerk and updated monthly salary range:*
City Clerk/Constituent Services Manager
Monthly Salary Range

| | | | | | |
|---|---|---|---|---|---|
| $12,223.01 | $12,834.16 | $13,475.87 | $14,149.66 | $14,857.14 | $15,600.00 |

**Alternatives**

1. Provide staff with alternative direction.
2. Take No Action

**Attachments**

A. Resolution
B. Exhibit A - Draft Revised Job Description

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed: Funding for the updated job classifications and corresponding salary and benefits have been incorporated as part of the FY 2025-26 budget.

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Staff | Discretionary Action | Posting of Agenda |

# RESOLUTION NO. 2025 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE REVISED JOB CLASSIFICATION AND SALARY RANGE FOR THE CITY CLERK CLASSIFICATION AND SALARY RANGE**

WHEREAS, the Administrative Services Department regularly reviews and updates job classifications in collaboration with departments to ensure alignment with current organizational structure, operational needs, and the work being performed; and,

WHEREAS, as part of the most recent classification review, the Administrative Services Department, in consultation with and City Clerk's Office, has identified the need for a classification update that supports clarity of roles, improved organizational function, and staff development; and,

WHEREAS, the City Clerk / Constituent Services Manager classification has been revised to reflect the expanded scope of the position, which now includes constituent services, community engagement, and support to the City Manager's Office and City Council; and,

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

SECTION 1. Revision of the City Clerk/Constituent Services Manager job classification.

SECTION 3. Master Employee Pay Schedule updates as of July 6, 2025 as follows:

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|
| City Clerk/Constituent Services Manager | $12,223.01 | $12,834.16 | $13,475.87 | $14,149.66 | $14,857.14 | $15,600.00 |

* * *

ADOPTED July 8, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

CITY OF BELMONT

# City Clerk / Constituent Services Manager

**DEFINITION**

Under administrative direction of the City Manager, plans, organizes, directs and reviews the activities and operations of the City Clerk In the Constituent Services Office including local elections, legislative actions and proceedings, the California Public Records Act, conflict of interest and local campaign statements, and the maintenance of the official City records; coordinates assigned activities and works collegially with other departments, officials, various public and private groups; provides leadership to the organization; and provides highly responsible and complex administrative support to the City Manager and City Council. Serves as the Constituent Services Manager and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single position classification that provides highly responsible and complex administrative support. This class works closely with the City Manager and City Council in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, and municipal functions and activities, including the role of an elected City Council and their appointees and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Office of the City Clerk/Constituent Services with those of other departments and outside agencies and managing and overseeing functions of the office.

**SUPERVISION EXERCISED AND RECEIVED:**

This position is appointed by the City Manager and is an at will position. The City Clerk receives administrative direction from the City Manager (or designee) and will exercise supervision over the Deputy City Clerk.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

**City Clerk Functions**

- Serves at the official record keeper of the City, documents, maintains, and disseminates actions of the legislative bodies including minutes, ordinances, resolutions, contracts, deeds, bonds, insurance and surety documents, correspondence, and reports; ensures legal compliance with regards to posting/publication and indexes and retains official City documents;

- Serves as the Clerk of the City Council; coordinates and attends all council and related meetings; coordinates and participates in the preparation, review, and editing of City Council agendas, minutes, calendars, and staff reports; publishes the agenda packet; coordinates City Council actions; attests, indexes, publishes, files and posts ordinances and resolutions and legislative actions; executes legal contracts; oversees the recording of documents, and prepares follow-up correspondence.

- Provides official notices of public hearings; coordinates legal advertising, posting, publishing and ensures compliance with legal requirements.

- Composes and manages the preparation of resolutions, ordinances, commendations, proclamations, reports and correspondence to citizens, legislators and various agencies; compose administrative and legislative policies for Council and City Manager consideration.

Exhibit A - Pending City Council Approval

- Plans, organizes, and directs the conduct of municipal elections; ensures the legality of the proceedings in accordance with state and local election and campaign financing laws; tabulates and certifies the election results; serves as the City's Election Officer; coordinates with the County Elections Office for election setup; receives and processes initiative, recall and referendum petitions; develops and manages the processes for filing arguments and rebuttals associated with ballot measures; prepares candidate guidelines; administers the candidacy and nomination process; provides information to candidates.

- Coordinates the districting and re-districting process for Council elections; ensures compliance with State and Federal laws; conducts public outreach;

- Serves as the municipal filing officer for the Fair Political Practices Commission (FPPC) for campaign disclosure filings, contribution and expenditure reports; maintains election documents for public inspection; administers and files oaths of office. Perform conflict of interest and campaign fund reporting functions as provided for by law;

- Monitors changes in laws and regulations regarding public records, public meetings, noticing requirements; advises the City Manager and City Council regarding constraints of local and State legislation; implements Citywide policy and procedural changes as required; coordinates enforcement and implementation of new regulations, policies, and procedures across City departments;

- Oversees, coordinates, and implements the City's conflict of interest code, ensures that all notifications and conflict of interest forms are maintained and kept up-to-date;

- Oversees, coordinates, and implements the City's campaign contribution ordinance in conjunction with State regulations; ensures that all notifications and forms are maintained and kept up-to-date in compliance with the FPPC and State law;

- Attends and arranges for meetings and other events of the City Council;

- Assigns, directs, and evaluates the work of assigned staff;

- Participates in the development and implementation of special projects;

- Manages the codification and maintenance of the City's Municipal Code; tracks, publishes and distributes ordinances; administers in-house updates of the Municipal Code,

- Receives, and opens all public bids for City projects;

- Coordinates technical aspects of City Council and Commission meetings;

- Manages the city-wide document and records management program including ensuring Citywide compliance with County, State, and Federal regulations; updating and maintaining the Retention Schedule; implementing policies and procedures for the transfer, archiving, and destruction of City records; work collaboratively with Information Technology Department on the electronic records management system in regard to creation of templates, document classification and inter-departmental cohesiveness of recording of public documents; research City documents, historical information, and other information as needed.

Exhibit A - Pending City Council Approval

- Responds to inquiries regarding public records, the California Public Records Act and Brown Act; ensures compliance with State regulations and disclosure requirements; ensures public records are accessible and transparent.
- Receives and files claims, subpoenas and summons; prepares and certifies information and/or provides disposition.
- Maintains custody of the City Seal, ensuring authentication of only approved documents
- Supports the ongoing development, maintenance and promotion of the City's brand.
- Develops, administers and oversees the City Clerk's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments as necessary.
- Certifies City documents and residency papers;
- Performs required duties under the City's disaster response plan; and
- Performs other related duties as assigned.

**Constituent Services**

- Provides information and referral to answer public inquiries about the city and city services; undertakes public outreach and education efforts for the City through the use of social media platforms; oversees and maintains the City website pages for the City Clerk and City Council;
- Contributes and collaborates in the development of community engagement and outreach campaigns and strategies, community relations, liaisons with other agencies, public groups, citizen's committees and other interested parties regarding the City's community engagement initiatives;
- Coordinates the preparation of a variety of correspondence, speeches, Council proclamations and resolutions, legislative position letters and other written materials in consultation with the City Manager's Office.
- Works with the City Manager, City Council, City departments, other public and private entities, and citizen groups in providing City Clerk department information and services;
- Assists citizens with issues and resolves problems.
- Maintains effective relationships with community and interest groups to ensure that officials are aware of constituent concerns and priorities.
- Provides public education programs and activities to help citizens better understand government process and programs.
- Promotes information that educates and informs the community and constituency groups that local government makes it a priority to address their needs.

Exhibit A - Pending City Council Approval

**KNOWLEDGE/ABILITIES/SKILLS**

(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)

**Knowledge of:**

- Federal, state and municipal laws and procedures relating to the maintenance of municipal records;
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention, and disclosure;
- California Election laws and procedures;
- Reporting requirements of the Political Reform Act of 1979, as amended;
- The Brown Act; and other pertinent legislation/regulatory requirements;
- Current personnel and administrative practices.

**Ability to:**

- Work in a fair, tactful and courteous manner with the public, elected officials, City staff, private entities and citizen groups;
- Work in a fast paced and constantly changing environment;
- Coordinate and lead Citywide changes to records management, public meetings, and other items under the purview of the City Clerk's Office;
- Prepare City Council agendas and meeting minutes in a timely manner using Peak or a similar agenda management program;
- Analyze, interpret and apply laws and regulations affecting the City Clerk's functions;
- Provide information to the public and the City Council in a clear and concise manner;
- Communicate clearly and concisely, verbally and in writing;
- Supervise, train and evaluate assigned staff;
- Prepare and administer a department budget;
- Use appropriate office and computer equipment and applications;
- Think creatively;
- Apply technology to enhance the services provided by the City Clerk's office.

Exhibit A - Pending City Council Approval

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification)

**Education and/or Experience**

- Education and/or experience equivalent to completion of four years of college;
  - Bachelor's degree from an accredited college or university with major course work in public policy, government, business, or a closely related field preferred;
  - Advanced degree from an accredited college in public policy, law, or government is highly desirable.
- Five years of experience as a City Clerk or Deputy City Clerk in a municipality performing the full range of responsibilities including agenda and minute preparation, records management and coordination of municipal elections.

**License/Certification**

- Possession and maintenance of Certified Municipal Clerk (CMC) with International Institute of Municipal Clerks (IIMC) preferred.
- Possession and maintenance of Notary Public preferred.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The City of Belmont is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, we provide reasonable accommodations to qualified individuals with disabilities. We encourage both applicants and employees to discuss any accommodation needs with us.

This position is primarily office-based and involves regular use of a computer. It requires the ability to hear and understand conversations and to communicate clearly, both verbally and in writing. The role also calls for multitasking and the flexibility to work outside of standard business hours when needed.

This job description is not a contract. The City may revise this job description at any time.

Exhibit A - Pending City Council Approval

| | |
|---|---|
| Adopted by City Council | June 24, 2025 |
| Revised by City Council | |
| Bargaining Unit | NA |
| FLSA | Exempt |
| DOT | No |
| Pre-Employment Physical | No |
| Safety Sensitive | No |
| Form 700 Filer | Yes |

# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Karen Clark, Management Analyst, kclark@belmont.gov; Kathy Kleinbaum, Assistant City Manager, kkleinbaum@belmont.gov; Brigitte Shearer, Parks and Recreation Director, bshearer@belmont.gov |
| **Agenda Title:** | Grant Agreement with Peninsula Clean Energy for the Purchase and Installation of EV Chargers |
| **Agenda Action:** | Motion |

## Recommendation

Adopt a motion authorizing the City Manager to negotiate and execute a grant agreement with Peninsula Clean Energy for the purchase and installation of electric vehicle (EV) chargers at municipal facilities and authorizing advertisement for sealed bids.

## Strategic Focus Area

Infrastructure and Mobility

## Background

The City of Belmont is committed to advancing sustainability initiatives and reducing greenhouse gas emissions in alignment with local, regional, and state climate action goals. As part of this commitment, through the annual Strategic Planning Workshop, the City has identified a priority to fund EV charging at municipal facilities.

Peninsula Clean Energy (PCE), a local community choice energy provider, offers funding opportunities for clean energy projects. In December 2023, the PCE Board of Directors authorized a one-time allocation of surplus funds to member agencies for local energy projects. Belmont's allocation of $379,799 was based on its year-end 2023 load share/customer count. PCE's EV Ready Program also offers free technical support and incentives for the installation of EV charging infrastructure.

## Analysis

The City submitted a proposal to PCE to secure the full $379,799 in grant funds for the installation of twelve Level 2 EV charging stations and ten Level 2 make-ready ports for a combination of public and municipal fleet use. The installation of this EV charging infrastructure will help expand public access to EV charging, encourage the use of electric vehicles in our community, and support the City's long-term climate and sustainability goals, including the transition to an electric fleet. All charger placements were identified in collaboration with PCE's EV Ready Technical Assistance Program, which assisted the City in evaluating electrical capacity and ADA accessibility.

The selected sites were:

- City Hall Complex – Police Lot: Two Level 2 charging ports and two make-ready ports; municipal use only
- City Hall Complex – Manor House: Four L2 charging ports and two make ready ports; publicly accessible
- Belmont Sports Complex: Four L2 charging ports and six make ready ports; publicly accessible
- Corporation Yard: Two L2 charging ports; solar power; municipal use only

The Belmont Library parking lot was explored as a potential site but deemed infeasible due to the need to re-grade the parking lot to provide ADA-accessible chargers, as required under State law. Publicly accessible chargers are not proposed adjacent to City Hall due to the forthcoming demolition and replacement of the parking lot for the Stormwater Detention Basin Project; however, the electrical panel at City Hall will be upgraded to have the capacity to support up to six publicly accessible chargers in the future as part of this project. The Corporation Yard is the only site proposed to have a solar charger as it was the only once PCE's Technical Assistance determined does not have the electrical capacity for hard-wired chargers.

Grant funds are projected to cover the construction contract, contracted construction management, and three years of all-inclusive maintenance and networking plans. Should installation costs exceed estimates, sites may be prioritized as follows: City Hall Complex (Police Lot and Manor House), Belmont Sports Complex, and Corporation Yard. The EV charging infrastructure will include power management systems to ensure optimal charging following future charger installations at all proposed make ready ports.

This project is exempt from environmental review under CEQA Guidelines Section 15301 (Existing Facilities), which allows for minor alterations to existing facilities involving negligible or no expansion of use.

Upon Council approval, staff will:

- Execute the grant agreement with Peninsula Clean Energy;
- Finalize bid specifications and advertise for sealed bids; and
- Return to the Council for contract award.

**Alternatives**

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

**Attachments**

A. Draft Grant Agreement

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed: The full $379,799 for this project was approved in the FY 2025-26 Capital Improvement Program (CIP) budget under EV Charging Stations Project# 8090, with the PCE Member Agency Grant contribution revenue source identified. Grant revenue will be received in two installments: half upon entering the Grant Agreement and half following project completion.

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Council | Council Vision/Priority | Posting of Agenda |

**AGREEMENT BETWEEN THE PENINSULA CLEAN ENERGY AUTHORITY AND BELMONT for MEMBER AGENCY ENERGY GRANT PROGRAM**

This Agreement is entered into this [day] day of [month], [year], by and between the Peninsula Clean Energy Authority, a joint powers authority of the state of California, hereinafter called "PCEA," and the City of Belmont, hereinafter called "Grantee."

* * *

**1. Exhibits and Attachments**

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A—Project Description
Exhibit B—Grant Distribution

**2. Grant Process**

In consideration of the payments set forth in this Agreement and in Exhibit B, Grantee shall implement the Project in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

**3. Grant Distribution**

In consideration of the Project to be implemented by Grantee in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, PCEA shall make payment to Grantee in the manner specified in Exhibit B. PCEA reserves the right to withhold final payment if PCEA determines that the quantity or quality of the work performed do not meet PCEA's EV Ready Program standards**.** In no event shall PCEA's total fiscal obligation under this Agreement exceed $379,799. In the event that a project does not move forward or is terminated for any reason, Grantee agrees to return any unused grant funds associated with approved project.

**4. Term**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from [date], through [date].

**5. Relationship of Parties**

Grantee agrees and understands that Grantee is not an employee of PCEA and that neither Grantee nor its employees acquire any of the rights, privileges, powers, or advantages of PCEA employees.

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## 6. Hold Harmless

### a. General Hold Harmless

Grantee shall indemnify and save harmless PCEA and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Grantee under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

(A) injuries to or death of any person, including Grantee or its employees/officers/agents;

(B) damage to any property of any kind whatsoever and to whomsoever belonging;

(C) any sanctions, penalties, or claims of damages resulting from Grantee's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or

(D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of PCEA and/or its officers, agents, employees, or servants. However, Grantee's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which PCEA has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Grantee to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

## 7. Payment of Permits/Licenses

Grantee bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Grantee's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

## 8. Insurance

PCEA shall not be responsible for the provision of any insurance policy on behalf of the Grantee.

The parties understand and agree that Grantee shall not commence work using the grant funds without insurance coverage appropriate to its specific project and as reviewed by Grantee's own legal counsel and/or Risk Manager.

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## 9. Compliance With Laws

The Project to be performed by Grantee pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. The Project shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Grantee shall be timely and accurately complete, sign, and submit all necessary documentation of compliance.

## 10. Retention of Records; Right to Monitor and Audit

(a) Grantee shall maintain all required records relating to the Project under this Agreement for three (3) years after PCEA makes final payment and all other pending matters are closed, and Grantee shall be subject to the examination and/or audit by PCEA, a Federal grantor agency, and the State of California.

(b) Grantee shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by PCEA.

(c) Grantee agrees upon reasonable notice to provide to PCEA, to any Federal or State department having monitoring or review authority, to PCEA's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of the Project work.

## 11. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or

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specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

## 12. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

## 13. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of PCEA, to:

Name/Title: Shawn Marshall, Chief Executive Officer
Address: 2075 Woodside Road, Redwood City, CA 94061
Telephone: 650-474-5002
Email: smarshall@peninsulacleanenergy.com

In the case of Grantee, to:

Name/Title: Afshin Oskoui, City Manager
Address: One Twin Pines Lane, Belmont, CA 94002
Telephone: (650) 595-7408
Email: aoskoui@belmont.gov

## 14. Electronic Signature

PCEA and Grantee wish to permit this Agreement, and future documents executed pursuant to this Agreement, to be digitally signed in accordance with California law. Any party that agrees to allow digital signature of this Agreement may revoke such agreement

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at any time in relation to all future documents by providing notice pursuant to this Agreement.

**15. No Recourse Against PCEA's Member Agencies**

Grantee acknowledges and agrees that PCEA is a Joint Powers Authority, which is a public agency separate and distinct from its member agencies. All debts, liabilities, or obligations undertaken by PCEA in connection with this Agreement are undertaken solely by PCEA and are not debts, liabilities, or obligations of its member agencies. Grantee waives any recourse against PCEA's member agencies.

* * *

In agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

| | |
|---|---|
| PENINSULA CLEAN ENERGY AUTHORITY | CITY OF BELMONT |
| _____ | _____ |
| Chief Executive Officer, Peninsula Clean Energy Authority | City Manager, City of Belmont |
| Date:_____ | Date: _____ |

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## Exhibit A

In consideration of the payments set forth in Exhibit B, Grantee shall execute the following project:

[Complete]

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## Exhibit B

In consideration of the Project implemented by Grantee described in Exhibit A and subject to the terms of the Agreement, PCEA shall pay Grantee based on the following fee schedule and terms:

[Complete. Payment described in two tranches, first up-front, second post completion with a description of the milestone to be met.]

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# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Laura Kirby, Human Resources Management Analyst, lkirby@belmont.gov |
| **Agenda Title:** | Revised Master Employee Pay Schedule – July 2025 |
| **Agenda Action:** | Resolution |

## Recommendation

Adopt a resolution to amend the City's Master Employee Pay Schedule to ensure continued compliance with California Public Employees' Retirement System (CalPERS) requirements.

## Strategic Focus Area

Fiscal and Organizational Sustainability

## Background

Pursuant to CalPERS regulations and California Code of Regulations (CCR) Section 570.5, the City is required to maintain a detailed and transparent record of all established positions, including pay rates, effective dates, time base, and revision history. The most recent update to the Master Employee Pay Schedule was approved by the City Council in March 2025 through Resolution No. 2025-23.

## Analysis

The revisions reflected in the updated Master Employee Pay Schedule (Exhibit A) are limited to the following changes:

- Implementing the July 2025 wage increase for the Belmont Police Officers Association (BPOA), as approved by the City Council in the 2025-2028 Memorandum of Understanding
- Implementing the July 2025 wage increase for the American Federation of State, County and Municipal Employees (AFSCME) labor group. As outlined in the Memorandum of Understanding between the City and AFSCME, which is scheduled for City Council formal adoption on July 8, 2025.
- Implementing the classification title change and salary range adjustment for the City Clerk/Constituent Services Manager position, with formal adoption scheduled for July 8, 2025.
- Implementing salary range adjustments for the Unrepresented Management Employee Group (Department Heads), as outlined in the compensation and benefits program approved through Resolution 2022-108.

**Alternatives**

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

**Attachments**

A. Resolution
Exhibit A – City of Belmont Master Employee Pay Schedule – July 2025

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed: The updated pay schedule changes are incorporated into the FY 2025-26 budget and long-term financial plan.

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

# RESOLUTION NO. 2025 –

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

WHEREAS, the latest version of the City's Master Employee Pay Schedule was approved by the City Council on March 25, 2025 via Resolution 2025-23; and,

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

WHEREAS, the City seeks to update the Master Employee Pay Schedule to reflect the following changes:

1) Implementation of the wage increases for the Belmont Police Officers Association and American Federation of State, County and Municipal Employees as approved in their respective Memorandums of Understanding.

2) Implementation of the classification title change and salary range adjustment for the City Clerk/Constituent Services Manager position, scheduled for formal adoption on July 8, 2025; and

3) Implementation of salary range adjustments for the Unrepresented Management Employee Group, as outlined in the compensation and benefits program.

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

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

* * *

ADOPTED July 8, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

# City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted July 8, 2025

| | | | Monthly Pay Rates | | | | | |
|---|---|---|---|---|---|---|---|---|
| *Position* | *Effective Date* | *Labor Group* | *Step 1* | *Step 2* | *Step 3* | *Step 4* | *Step 5* | *Step 6* |
| Accountant I | 1/5/2025 | MMCEA | $ 7,411.92 | $ 7,782.52 | $ 8,171.65 | $ 8,580.23 | $ 9,009.24 | $ 9,459.70 |
| Accountant II | 1/5/2025 | MMCEA | $ 8,176.75 | $ 8,585.59 | $ 9,014.87 | $ 9,465.61 | $ 9,938.89 | $ 10,435.83 |
| Accountant III | 1/5/2025 | MMCEA | $ 9,462.04 | $ 9,935.14 | $ 10,431.90 | $ 10,953.50 | $ 11,501.18 | $ 12,076.24 |
| Accounting Services Supervisor | 1/5/2025 | MMCEA | $ 8,732.32 | $ 9,168.94 | $ 9,627.39 | $ 10,108.76 | $ 10,614.20 | $ 11,144.91 |
| Accounting Technician I | 7/6/2025 | AFSCME | $ 5,936.70 | $ 6,233.54 | $ 6,545.22 | $ 6,872.48 | $ 7,216.10 | |
| Accounting Technician II | 7/6/2025 | AFSCME | $ 6,530.54 | $ 6,857.07 | $ 7,199.92 | $ 7,559.92 | $ 7,937.91 | |
| Accounting Technician Ill | 7/6/2025 | AFSCME | $ 7,334.22 | $ 7,700.93 | $ 8,085.97 | $ 8,490.27 | $ 8,914.79 | |
| Administrative Assistant | 1/5/2025 | MMCEA | $ 6,318.22 | $ 6,634.13 | $ 6,965.84 | $ 7,314.13 | $ 7,679.84 | $ 8,063.83 |
| Administrative Services Director | 7/6/2025 | Unrep | $ 16,242.30 | | | | | $ 22,617.41 |
| Assistant City Manager | 7/6/2025 | Unrep | $ 18,821.57 | | | | | $ 24,637.43 |
| Assistant Civil Engineer | 1/5/2025 | MMCEA | $ 8,736.15 | $ 9,172.96 | $ 9,631.61 | $ 10,113.19 | $ 10,618.85 | $ 11,149.79 |
| Assistant Planner | 1/5/2025 | MMCEA | $ 7,768.70 | $ 8,157.14 | $ 8,565.00 | $ 8,993.25 | $ 9,442.91 | $ 9,915.06 |
| Assistant PW Director/City Engineer | 1/5/2025 | MMCEA | $ 14,838.75 | $ 15,580.69 | $ 16,359.72 | $ 17,177.71 | $ 18,036.60 | $ 18,938.43 |
| Associate Civil Engineer | 1/5/2025 | MMCEA | $ 9,922.88 | $ 10,419.02 | $ 10,939.97 | $ 11,486.97 | $ 12,061.32 | $ 12,664.39 |
| Associate Planner | 1/5/2025 | MMCEA | $ 8,752.78 | $ 9,190.42 | $ 9,649.94 | $ 10,132.44 | $ 10,639.06 | $ 11,171.01 |
| Building Inspector I | 7/6/2025 | AFSCME | $ 8,429.57 | $ 8,851.04 | $ 9,293.60 | $ 9,758.28 | $ 10,246.19 | |
| Building Inspector II | 7/6/2025 | AFSCME | $ 8,941.44 | $ 9,388.52 | $ 9,857.94 | $ 10,350.84 | $ 10,868.38 | |
| City Attorney | 10/13/2024 | Unrep | $ 25,767.41 | | | | | |
| City Clerk/Constituent Services Manager | 7/6/2025 | City Clerk | $ 12,223.01 | $ 12,834.16 | $ 13,475.87 | $ 14,149.66 | $ 14,857.14 | $ 15,600.00 |
| City Manager | 9/1/2024 | Unrep | $ 29,380.00 | | | | | |
| Chief Building Official | 1/5/2025 | MMCEA | $ 12,131.18 | $ 12,737.74 | $ 13,374.63 | $ 14,043.36 | $ 14,745.53 | $ 15,482.81 |
| Code Enforcement Officer | 7/6/2025 | AFSCME | $ 7,920.80 | $ 8,316.83 | $ 8,732.67 | $ 9,169.31 | $ 9,627.77 | |
| Community Development Director | 7/6/2025 | Unrep | $ 16,892.00 | | | | | $ 22,217.20 |
| Community Engagement Specialist | 1/5/2025 | Unrep | $ 9,239.70 | $ 9,701.69 | $ 10,186.77 | $ 10,696.11 | $ 11,230.92 | $ 11,792.47 |
| Community Service Officer | 12/22/2024 | BPOA | $ 5,556.64 | $ 5,834.48 | $ 6,126.21 | $ 6,432.51 | $ 6,754.14 | $ 7,091.84 |
| Construction Inspector | 7/6/2025 | AFSCME | $ 9,363.60 | $ 9,831.78 | $ 10,323.36 | $ 10,839.54 | $ 11,381.51 | |
| Deputy Planning and Comm Dev Director | 1/5/2025 | Unrep | $ 14,786.72 | $ 15,526.06 | $ 16,302.36 | $ 17,117.48 | $ 17,973.35 | $ 18,872.02 |
| Deputy City Clerk | 1/5/2025 | MMCEA | $ 6,674.94 | $ 7,008.69 | $ 7,359.12 | $ 7,727.08 | $ 8,113.43 | $ 8,519.10 |
| Deputy Finance Director | 1/5/2025 | MMCEA | $ 13,095.27 | $ 13,750.03 | $ 14,437.53 | $ 15,159.41 | $ 15,917.38 | $ 16,713.25 |
| Electrician | 7/6/2025 | AFSCME | $ 7,639.34 | $ 8,021.30 | $ 8,422.37 | $ 8,843.48 | $ 9,285.66 | |
| Engineering Technician | 7/6/2025 | AFSCME | $ 7,580.60 | $ 7,959.64 | $ 8,357.62 | $ 8,775.50 | $ 9,214.28 | |

# City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted July 8, 2025

Monthly Pay Rates

| *Position* | *Effective Date* | *Labor Group* | *Step 1* | *Step 2* | *Step 3* | *Step 4* | *Step 5* | *Step 6* |
|---|---|---|---|---|---|---|---|---|
| Equipment Operator | 7/6/2025 | AFSCME | $ 6,716.16 | $ 7,051.98 | $ 7,404.57 | $ 7,774.80 | $ 8,163.54 | |
| Executive Assistant To City Manager | 1/5/2025 | MMCEA | $ 7,352.26 | $ 7,719.87 | $ 8,105.86 | $ 8,511.15 | $ 8,936.71 | $ 9,383.55 |
| Finance Director | 7/6/2025 | Unrep | $ 16,892.00 | | | | | $ 22,276.33 |
| Accounting/Budget Manager | 1/5/2025 | MMCEA | $ 11,123.43 | $ 11,679.60 | $ 12,263.58 | $ 12,876.76 | $ 13,520.60 | $ 14,196.63 |
| GIS Coordinator I | 1/5/2025 | MMCEA | $ 8,008.81 | $ 8,409.25 | $ 8,829.71 | $ 9,271.20 | $ 9,734.76 | $ 10,221.50 |
| GIS Coordinator II | 1/5/2025 | MMCEA | $ 9,194.18 | $ 9,653.89 | $ 10,136.58 | $ 10,643.41 | $ 11,175.58 | $ 11,734.36 |
| GIS Coordinator III | 1/5/2025 | MMCEA | $ 10,789.59 | $ 11,329.07 | $ 11,895.52 | $ 12,490.30 | $ 13,114.82 | $ 13,770.56 |
| Head Teacher | 7/6/2025 | AFSCME | $ 4,956.32 | $ 5,204.14 | $ 5,464.35 | $ 5,737.57 | $ 6,024.44 | |
| Housing and Economic Development Manager | 1/5/2025 | MMCEA | $ 11,123.43 | $ 11,679.60 | $ 12,263.58 | $ 12,876.76 | $ 13,520.60 | $ 14,196.63 |
| Housing Specialist | 1/5/2025 | MMCEA | $ 8,752.78 | $ 9,190.42 | $ 9,649.94 | $ 10,132.44 | $ 10,639.06 | $ 11,171.01 |
| IT Business System Analyst | 1/5/2025 | Unrep | $ 11,869.55 | $ 12,463.03 | $ 13,086.18 | $ 13,740.49 | $ 14,427.51 | $ 15,148.89 |
| Information Technology Manager | 1/5/2025 | Unrep | $ 13,197.18 | $ 13,857.04 | $ 14,549.89 | $ 15,277.38 | $ 16,041.25 | $ 16,843.31 |
| Lead Police Dispatcher | 12/22/2024 | BPOA | $ 8,585.32 | $ 9,012.56 | $ 9,465.51 | $ 9,939.29 | $ 10,435.08 | $ 10,956.83 |
| Maintenance Worker I | 7/6/2025 | AFSCME | $ 5,553.22 | $ 5,830.87 | $ 6,122.42 | $ 6,428.54 | $ 6,749.96 | |
| Maintenance Worker II | 7/6/2025 | AFSCME | $ 6,147.06 | $ 6,454.41 | $ 6,777.13 | $ 7,115.98 | $ 7,471.79 | |
| Management Analyst II | 1/5/2025 | MMCEA | $ 9,087.29 | $ 9,541.65 | $ 10,018.73 | $ 10,519.67 | $ 11,045.65 | $ 11,597.93 |
| Management Anaylst I | 1/5/2025 | MMCEA | $ 8,343.31 | $ 8,760.48 | $ 9,198.50 | $ 9,658.43 | $ 10,141.35 | $ 10,648.42 |
| Mechanic | 7/6/2025 | AFSCME | $ 6,810.44 | $ 7,150.96 | $ 7,508.51 | $ 7,883.94 | $ 8,278.13 | |
| Office Assistant I | 7/6/2025 | AFSCME | $ 5,270.22 | $ 5,533.74 | $ 5,810.42 | $ 6,100.94 | $ 6,405.98 | |
| Office Assistant II | 7/6/2025 | AFSCME | $ 5,854.80 | $ 6,147.54 | $ 6,454.93 | $ 6,777.67 | $ 7,116.55 | |
| Parks & Recreation Director | 7/6/2025 | Unrep | $ 16,855.66 | | | | | $ 22,217.86 |
| Parks and Facilities Maintenance Worker I [5] | 7/6/2025 | AFSCME | $ 5,553.22 | $ 5,830.87 | $ 6,122.42 | $ 6,428.54 | $ 6,749.96 | |
| Parks and Facilities Maintenance Worker II [5] | 7/6/2025 | AFSCME | $ 6,147.06 | $ 6,454.41 | $ 6,777.13 | $ 7,115.98 | $ 7,471.79 | |
| Parks and Facilities Manager [5] | 1/5/2025 | MMCEA | $ 10,891.69 | $ 11,436.27 | $ 12,008.08 | $ 12,608.48 | $ 13,238.90 | $ 13,900.85 |
| Parks and Facilities Supervisor | 1/5/2025 | MMCEA | $ 8,763.87 | $ 9,202.06 | $ 9,662.16 | $ 10,145.27 | $ 10,652.53 | $ 11,185.16 |
| Payroll Manager | 1/5/2025 | Unrep | $ 9,276.52 | $ 9,740.35 | $ 10,227.37 | $ 10,738.74 | $ 11,275.68 | $ 11,839.46 |
| Permit Technician | 7/6/2025 | AFSCME | $ 7,183.16 | $ 7,542.32 | $ 7,919.43 | $ 8,315.40 | $ 8,731.17 | |
| Planning Technician | 7/6/2025 | AFSCME | $ 7,183.16 | $ 7,542.32 | $ 7,919.43 | $ 8,315.40 | $ 8,731.17 | |
| Police Captain | 1/5/2025 | MMCEA | $ 15,139.03 | $ 15,895.98 | $ 16,690.78 | $ 17,525.32 | $ 18,401.59 | $ 19,321.67 |
| Police Chief | 7/6/2025 | Unrep | $ 18,821.57 | | | | | $ 25,138.56 |
| Police Corporal Advanced POST | 7/6/2025 | BPOA | $ 10,968.77 | $ 11,517.22 | $ 12,093.07 | $ 12,697.73 | $ 13,332.61 | $ 13,999.24 |
| Police Corporal Basic POST | 7/6/2025 | BPOA | $ 9,950.18 | $ 10,447.68 | $ 10,970.07 | $ 11,518.57 | $ 12,094.49 | $ 12,699.22 |

# City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted July 8, 2025

Monthly Pay Rates

| *Position* | *Effective Date* | *Labor Group* | *Step 1* | *Step 2* | *Step 3* | *Step 4* | *Step 5* | *Step 6* |
|---|---|---|---|---|---|---|---|---|
| Police Corporal Intermediate POST | 7/6/2025 | BPOA | $ 10,445.64 | $ 10,967.93 | $ 11,516.32 | $ 12,092.13 | $ 12,696.74 | $ 13,331.58 |
| Police Dispatcher | 12/22/2024 | BPOA | $ 7,597.39 | $ 7,977.25 | $ 8,376.12 | $ 8,794.92 | $ 9,234.68 | $ 9,696.41 |
| Police Lieutenant | 1/5/2025 | MMCEA | $ 13,653.84 | $ 14,336.53 | $ 15,053.36 | $ 15,806.03 | $ 16,596.33 | $ 17,426.15 |
| Police Officer Advanced POST | 7/6/2025 | BPOA | $ 10,445.64 | $ 10,967.93 | $ 11,516.32 | $ 12,092.13 | $ 12,696.74 | $ 13,331.58 |
| Police Officer Basic POST | 7/6/2025 | BPOA | $ 9,475.79 | $ 9,949.58 | $ 10,447.06 | $ 10,969.41 | $ 11,517.88 | $ 12,093.77 |
| Police Officer Intermediate POST | 7/6/2025 | BPOA | $ 9,950.18 | $ 10,447.68 | $ 10,970.07 | $ 11,518.57 | $ 12,094.49 | $ 12,699.22 |
| Police Officer Recruit | 12/22/2024 | BPOA | $ 7,013.44 | | | | | |
| Police Records Specialist I | 12/22/2024 | BPOA | $ 5,628.87 | $ 5,910.31 | $ 6,205.83 | $ 6,516.13 | $ 6,841.93 | $ 7,184.03 |
| Police Records Specialist II | 12/22/2024 | BPOA | $ 5,910.44 | $ 6,205.96 | $ 6,516.25 | $ 6,842.07 | $ 7,184.18 | $ 7,543.39 |
| Police Sergeant Advanced POST | 7/6/2025 | BPOA | $ 12,299.69 | $ 12,914.67 | $ 13,560.40 | $ 14,238.42 | $ 14,950.35 | $ 15,697.87 |
| Police Sergeant Intermediate POST | 7/6/2025 | BPOA | $ 11,711.99 | $ 12,297.58 | $ 12,912.45 | $ 13,558.09 | $ 14,235.98 | $ 14,947.78 |
| Principal Management Analyst | 1/5/2025 | Unrep | $ 12,098.32 | $ 12,703.24 | $ 13,338.40 | $ 14,005.32 | $ 14,705.59 | $ 15,440.87 |
| Principal Planner | 1/5/2025 | MMCEA | $ 12,368.54 | $ 12,986.97 | $ 13,636.32 | $ 14,318.14 | $ 15,034.05 | $ 15,785.75 |
| Public Works Director | 7/6/2025 | Unrep | $ 17,798.81 | | | | | $ 22,760.23 |
| Public Works Field Supervisor | 1/5/2025 | MMCEA | $ 8,763.87 | $ 9,202.06 | $ 9,662.16 | $ 10,145.27 | $ 10,652.53 | $ 11,185.16 |
| Public Works Services Manager | 1/5/2025 | MMCEA | $ 12,097.90 | $ 12,702.80 | $ 13,337.94 | $ 14,004.84 | $ 14,705.08 | $ 15,440.33 |
| PW Lead Maintenance | 7/6/2025 | AFSCME | $ 7,051.72 | $ 7,404.30 | $ 7,774.52 | $ 8,163.24 | $ 8,571.41 | |
| Recreation Manager | 1/5/2025 | MMCEA | $ 10,003.37 | $ 10,503.54 | $ 11,028.72 | $ 11,580.16 | $ 12,159.17 | $ 12,767.13 |
| Recreation Program Coordinator | 1/5/2025 | MMCEA | $ 6,318.24 | $ 6,634.15 | $ 6,965.86 | $ 7,314.15 | $ 7,679.86 | $ 8,063.85 |
| Recreation Specialist II | 7/6/2025 | AFSCME | $ 4,388.80 | $ 4,608.93 | $ 4,839.47 | $ 5,082.13 | $ 5,335.20 | |
| Recreation Supervisor | 1/5/2025 | MMCEA | $ 8,357.17 | $ 8,775.03 | $ 9,213.78 | $ 9,674.47 | $ 10,158.19 | $ 10,666.10 |
| Senior Civil Engineer | 1/5/2025 | MMCEA | $ 12,203.42 | $ 12,813.59 | $ 13,454.27 | $ 14,126.98 | $ 14,833.33 | $ 15,575.00 |
| Senior Mechanic | 7/6/2025 | AFSCME | $ 7,234.18 | $ 7,595.88 | $ 7,975.68 | $ 8,374.46 | $ 8,793.19 | |
| Senior Planner | 1/5/2025 | MMCEA | $ 9,970.06 | $ 10,468.56 | $ 10,991.99 | $ 11,541.59 | $ 12,118.67 | $ 12,724.60 |
| Senior Permit Technician | 7/6/2025 | AFSCME | $ 8,315.40 | $ 8,731.17 | $ 9,167.73 | $ 9,626.12 | $ 10,107.43 | |
| Sr Parks and Facilties Maintenance Worker [5] | 7/6/2025 | AFSCME | $ 7,051.72 | $ 7,404.30 | $ 7,774.52 | $ 8,163.24 | $ 8,571.41 | |
| Street Sweeper Operator | 7/6/2025 | AFSCME | $ 6,423.83 | $ 6,745.02 | $ 7,082.28 | $ 7,436.38 | $ 7,808.21 | |
| Teacher | 7/6/2025 | AFSCME | $ 4,309.91 | $ 4,525.40 | $ 4,751.67 | $ 4,989.25 | $ 5,238.72 | |
| Teacher's Aide | 7/6/2025 | AFSCME | $ 3,773.47 | $ 3,960.67 | $ 4,158.27 | $ 4,368.00 | $ 4,586.40 | |
| Technology Specialist I | 1/5/2025 | MMCEA | $ 7,889.46 | $ 8,283.93 | $ 8,698.13 | $ 9,133.04 | $ 9,589.69 | $ 10,069.17 |
| Technology Specialist II | 1/5/2025 | MMCEA | $ 9,783.17 | $ 10,272.33 | $ 10,785.95 | $ 11,325.25 | $ 11,891.51 | $ 12,486.09 |
| Technology Specialist III | 1/5/2025 | MMCEA | $ 10,790.50 | $ 11,330.03 | $ 11,896.53 | $ 12,491.36 | $ 13,115.93 | $ 13,771.73 |

# City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted July 8, 2025

## Unrepresented Per Diem Positions

| | | Hourly Pay Rates | | | | | |
|---|---|---|---|---|---|---|---|
| *Position* | *Effective Date* | *Step 1* | *Step 2* | *Step 3* | *Step 4* | *Step 5* | *Step 6* |
| Accounting Technician I [1] | 7/6/2025 | $ 34.25 | $ 35.96 | $ 37.76 | $ 39.65 | $ 41.63 | |
| Accounting Technician II [1] | 7/6/2025 | $ 37.68 | $ 39.56 | $ 41.54 | $ 43.61 | $ 45.80 | |
| Accounting Technician III [1] | 7/6/2025 | $ 42.31 | $ 44.43 | $ 46.65 | $ 48.98 | $ 51.43 | |
| Administrative Assistant [1] | 1/5/2025 | $ 36.45 | $ 38.27 | $ 40.19 | $ 42.20 | $ 44.31 | $ 46.52 |
| Associate Civil Engineer [1] | 1/5/2025 | $ 57.25 | $ 60.11 | $ 63.12 | $ 66.27 | $ 69.58 | $ 73.06 |
| Building Attendant I [4**] | 1/1/2025 | $ 19.22 | $ 20.18 | $ 21.19 | $ 22.25 | $ 23.36 | |
| Building Attendant II [4**] | 1/1/2025 | $ 21.14 | $ 22.20 | $ 23.31 | $ 24.48 | $ 25.70 | |
| Dispatcher, Per Diem [3] | 12/22/2024 | $ 49.53 | $ 52.00 | $ 54.61 | $ 57.34 | $ 60.20 | $ 63.21 |
| Electrician [1] | 7/6/2025 | $ 44.07 | $ 46.28 | $ 48.59 | $ 51.02 | $ 53.57 | |
| Head Teacher [1] | 7/6/2025 | $ 28.59 | $ 30.02 | $ 31.53 | $ 33.10 | $ 34.76 | |
| Intern | 1/1/2025 | $ 18.30 | $ 19.22 | $ 20.18 | $ 21.19 | $ 22.25 | |
| Lifeguard I | 1/1/2025 | $ 20.00 | $ 21.00 | $ 22.05 | $ 23.15 | $ 24.31 | |
| Lifeguard II | 1/1/2025 | $ 21.05 | $ 22.10 | $ 23.21 | $ 24.37 | $ 25.59 | |
| Maintenance Worker I [1] | 7/6/2025 | $ 32.04 | $ 33.64 | $ 35.32 | $ 37.09 | $ 38.94 | |
| Nutrition Site Coordinator | 1/1/2025 | $ 24.35 | $ 25.57 | $ 26.85 | $ 28.19 | $ 29.60 | |
| Office Assistant I [1] | 7/6/2025 | $ 30.41 | $ 31.93 | $ 33.52 | $ 35.20 | $ 36.96 | |
| Office Assistant II [1] | 7/6/2025 | $ 33.78 | $ 35.47 | $ 37.24 | $ 39.10 | $ 41.06 | |
| Planning Technician [1] | 7/6/2025 | $ 41.44 | $ 43.51 | $ 45.69 | $ 47.97 | $ 50.37 | |
| Police Officer (Advanced POST), Per Diem [2] | 7/6/2025 | $ 57.39 | $ 60.26 | $ 63.28 | $ 66.44 | $ 69.76 | $ 73.25 |
| Police Officer (Basic POST), Per Diem [2] | 7/6/2025 | $ 52.06 | $ 54.67 | $ 57.40 | $ 60.27 | $ 63.29 | $ 66.45 |
| Police Officer (Inter POST), Per Diem [2] | 7/6/2025 | $ 54.67 | $ 57.40 | $ 60.28 | $ 63.29 | $ 66.45 | $ 69.78 |
| Police Records Specialist I, Per Diem [1] | 12/22/2024 | $ 32.47 | $ 34.10 | $ 35.80 | $ 37.59 | $ 39.47 | $ 41.45 |
| Police Records Specialist II, Per Diem [1] | 12/22/2024 | $ 34.10 | $ 35.80 | $ 37.59 | $ 39.47 | $ 41.45 | $ 43.52 |
| Recreation Leader [4] | 1/1/2025 | $ 18.30 | $ 19.22 | $ 20.18 | $ 21.19 | $ 22.25 | |
| Recreation Program Coordinator [1] | 1/5/2025 | $ 36.45 | $ 38.27 | $ 40.19 | $ 42.20 | $ 44.31 | $ 46.52 |
| Recreation Specialist I [4] | 1/1/2025 | $ 22.14 | $ 23.25 | $ 24.41 | $ 25.63 | $ 26.91 | |
| Recreation Specialist II [4] | 1/1/2025 | $ 24.35 | $ 25.57 | $ 26.85 | $ 28.19 | $ 29.60 | |

# City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted July 8, 2025

## Unrepresented Per Diem Positions

| | | Hourly Pay Rates | | | | | |
|---|---|---|---|---|---|---|---|
| *Position* | *Effective Date* | *Step 1* | *Step 2* | *Step 3* | *Step 4* | *Step 5* | *Step 6* |
| Senior Lifeguard [4] | 1/1/2025 | $ 23.16 | $ 24.32 | $ 25.54 | $ 26.82 | $ 28.16 | |
| Senior Rec Leader [4] | 1/1/2025 | $ 20.13 | $ 21.14 | $ 22.20 | $ 23.31 | $ 24.48 | |
| Street Sweeper Operator [1] | 7/6/2025 | $ 37.06 | $ 38.91 | $ 40.86 | $ 42.90 | $ 45.05 | |
| Teacher [1] | 7/6/2025 | $ 24.86 | $ 26.11 | $ 27.41 | $ 28.78 | $ 30.22 | |
| Teacher's Aide [1] | 7/6/2025 | $ 21.77 | $ 22.85 | $ 23.99 | $ 25.20 | $ 26.46 | |
| Technology Specialist I [1] | 1/5/2025 | $ 45.52 | $ 47.79 | $ 50.18 | $ 52.69 | $ 55.33 | $ 58.09 |
| Technology Specialist II [1] | 1/5/2025 | $ 56.44 | $ 59.26 | $ 62.23 | $ 65.34 | $ 68.60 | $ 72.04 |
| Technology Specialist III [1] | 1/5/2025 | $ 62.25 | $ 65.37 | $ 68.63 | $ 72.07 | $ 75.67 | $ 79.45 |
| Van Driver [4] | 1/1/2025 | $ 22.14 | $ 23.25 | $ 24.41 | $ 25.63 | $ 26.91 | |

### Notes

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

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

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

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

[3] Hourly pay rates derived by multiplying full-time Police Dispatcher by 12 (months in year) adding 13% and dividing by 2080 (hours in work year)

[4] Tied to Belmont minimum wage as follows:

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

[5] "Facilities" added to position title

# City of Belmont Master Employee Pay Schedule - Calendar Year 2025

Adopted July 8, 2025

## Revision History

| | |
|---|---|
| Resolution 2018-04 Initial Adoption | March 13,2018 |
| Resolution 2019-019 Revised Adoption | February 23,2021 |
| Resolution 2022-093 Revised Adoption | September 27,2022 |
| Resolution 2022-109 Revised Adoption | November 8, 2022 |
| Resolution 2023-058 Revised Adoption | June 27, 2023 |
| Resolution 2023-074 Revised Adoption | September 26, 2023 |
| Resolution 2023-094 Revised Adoption | November 28, 2023 |
| Resolution 2024-02 Revised Adpotion | January 9, 2024 |
| Resolution 2024-19 Revised Adpotion | March 26, 2024 |
| Resolution 2024-53 Revised Adoption | June 25, 2024 |
| Resolution 2024-69 Revised Adoption | September 24, 2024 |
| Resolution 2024-80 Revised Adoption | December 3, 2024 |
| Resolution 2025-23 Revised Adoption | March 25, 2025 |

# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Carlos de Melo, Community Development Director - Community Development Department (650) 595-7440, cdemelo@belmont.gov |
| **Agenda Title:** | Service Agreement for Building Inspection Services from 4 Leaf, Inc. |
| **Agenda Action:** | Motion |

## Recommendation

Adopt a motion authorizing the City Manager to negotiate and execute a Service Agreement with 4 Leaf, Inc. to provide building inspection services for a total not to exceed $265,000.

## Strategic Focus Area

Economic Development and Housing

## Background

The City uses third-party building inspection services to support large-scale and complex development projects, as well as to provide coverage across all inspection disciplines. These services are essential when specialized expertise is required or when in-house staffing is insufficient to meet peak workload demands.

To meet these needs, the City entered into a service agreement with 4LEAF, Inc. in February 2022. Since that time, the agreement has been extended several times in response to elevated levels of development activity and the associated demand for inspection services. 4LEAF currently supports the City on a project-by-project basis, offering flexible and reliable staffing solutions. Their team includes building professionals with a broad range of skill sets, enabling them to address the City's dynamic and technical inspection requirements as needed.

## Analysis

Contracting with 4LEAF, Inc. for third-party building inspection services remains essential due to the sustained and significant development activity occurring citywide, particularly the multi-family housing projects currently under construction. These services provide critical support to manage peak demands, ensure timely plan reviews, minimize wait times for inspection requests, and help maintain the overall efficiency of the Permit Center's operations.

Staff recommends that the City Council authorize a new Service Agreement with 4LEAF, Inc. to provide building inspection services on an as-needed basis for both individual development projects and citywide inspection needs. The proposed agreement totals $265,000, which includes:

- $25,000 to support service needs through the closeout of FY 2024-25, and
- $240,000 for anticipated services in FY 2025-26.

These services will be funded through building permit and inspection fees, and sufficient appropriations have been included in the Community Development Department's adopted budget to support this agreement.

All services under this agreement will be performed either directly by 4LEAF personnel or under their supervision. 4LEAF, Inc. will determine the means, methods, and details of service delivery, consistent with the terms of the Service Agreement. The City retains 4LEAF in an independent contractor capacity and not as an employee of the City.

While third-party contracting is a cost-effective and flexible alternative to hiring permanent staff for temporary surges in development activity, the Community Development Department anticipates a gradual reduction in reliance on these services. A full-time Building Inspector was hired in October 2024, and the Department expects to meet more of its inspection needs internally over the next six months as the new staff member becomes fully integrated.

**Alternatives**

1. Deny the request.
2. Continue the item for further discussion.

**Attachments**

None.

**Fiscal Impact**

☐ No Fiscal Impact

| | |
|---|---|
| ☒ Funding Source Confirmed: | Building inspection activities are accounted for in the Development Services Fund. There are adequate funds available for this amendment under the service agreement (Account# 210-5-904-8351), which will typically be funded by the applicant as part of Project Development Review/Inspection Services fees and not expected to have a direct financial impact to the City. |

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Staff | Discretionary Action | Posting of Agenda |

*E-Notification of agendas, and public notification as required for the July 8, 2025 City Council meeting.

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Carlos de Melo, Community Development Director, (650) 595-7440<br>cdemelo@belmont.gov |
| **Agenda Title:** | CSG Building Plan Review Services – Amendment #1 to Task Order #1 and Task Order #2 |
| **Agenda Action:** | Motion |

## Recommendation

Adopt a motion authorizing the City Manager to negotiate and execute Amendment #1 to Task Order #1 with CSG Consultants, Inc. for Building Plan Review Services to authorize an additional $258,000 expenditure for Fiscal Year 24-25 and Task Order #2 for a total expenditure of $420,000 for Fiscal Year 25-26.

## Strategic Focus Area

Economic Development and Housing

## Background

To manage the increasing complexity and cyclical volume of development review applications, the City contracts with CSG Consultants, Inc. for on-call Building Plan Review services. These services supplement internal staffing resources and provide specialized technical expertise not currently available within the Community Development Department. Engaging a consultant enables the City to uphold high standards in the permit review process while ensuring timely and efficient processing of applications.

In addition to Building Plan Review Services, CSG provides Inspection Services (as needed by the Public Works Department) and Permit Technician Services. These services offer the flexibility and technical capacity needed to support the City's development review workload.

## Analysis

The following task orders have been developed to support continued service delivery:

- Amendment #1 to Task Order #1 adds an additional $258,000, for a total not-to-exceed amount of $388,000, to provide contract authority for all outstanding invoices and continued services through FY 2024-25.
- Task Order #2 establishes a not-to-exceed amount of $420,000 for services anticipated in FY 2025-26.

CSG Consultants, Inc. has demonstrated a consistent ability to deliver high-quality services, is well-versed in the City's development regulations and internal procedures and can respond effectively to changes in application volume and complexity. Their continued support remains essential to maintaining timely, accurate, and thorough permit review processes.

These consultant services are funded by building permit fees, and there is sufficient budget available in Fund 210-5-904-8351 to support the amendment. The Community Development Department intends to align annual contract renewals with the City's budget adoption cycle and anticipates bringing forward similar actions in future years for Council consideration.

**Alternatives**

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

**Attachments**

None.

**Fiscal Impact**

☒ No Fiscal Impact

☒ Funding Source Confirmed

Building plan review services are accounted for in the Development Services Fund. There are adequate funds available for the services under Task Order #1 (Account# 210-5-904-8351), which is funded via Building Permit fees and is therefore not expected to have a direct financial impact to the City.

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Staff | Discretionary Action | Posting of Agenda |

*E-Notification of agendas, public notification as required for the July 8, 2025 City Council meeting

# ORDINANCE NO. _____

**AN ORDINANCE OF THE BELMONT FIRE PROTECTION DISTRICT RATIFYING SAN MATEO CONSOLIDATED FIRE DEPARTMENT BOARD OF DIRECTORS ORDINANCE 2025-002 ADOPTING THE 2025 FIRE HAZARD SAFETY ZONE MAP AS RECOMMENDED BY THE CALIFORNIA STATE FIRE MARSHAL AND RATIFYING SAN MATEO CONSOLIDATED FIRE DEPARTMENT BOARD OF DIRECTORS ORDINANCE 2025-001 UPDATING THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT FIRE CODE BY IMPLEMENTING THE LOCAL RESPONSIBILITY AREA FIRE HAZARD SEVERITY ZONE MAPS PUBLISHED BY THE OFFICE OF THE STATE FIRE MARSHAL AND CONFIRMING THE ADOPTION OF THE 2021 INTERNATIONAL FIRE CODE WITH THE 2022 CALIFORNIA FIRE CODE AMENDMENTS AND THE 2021 INTERNATIONAL WILDLAND URBAN INTERFACE CODE WITH LOCAL FINDINGS AND MODIFICATIONS**

Whereas, Government Code Section 51178 requires the California State Fire Marshal to identify and recommend areas within the state as moderate, high, or very high fire hazard severity zones based on consistent statewide criteria; and,

Whereas, under Government Code Section 51179, local agencies are required to adopt the fire hazard severity zone designations within 120 days of receiving the recommendations from the State Fire Marshal; and,

Whereas, on February 24, 2025, the San Mateo Consolidated Fire Department ("SMC Fire") received the 2025 Fire Hazard Severity Zone (FHSZ) Map from the State Fire Marshal, identifying designated zones within SMC Fire's jurisdiction which include the jurisdictional territory of the Belmont Fire Protection District; and,

Whereas, information regarding the 2025 FHSZ Map was made available on SMC Fire's public website, at: Fire Hazard Severity Zones (FHSZ) & Local Responsibility Areas (LRA) – SMC Fire; and,

Whereas, SMC Fire made the proposed FHSZ Map available for public review, provided proper public notice in accordance with Government Code Section 51179(g), and held a public hearing on April 29, 2025, to receive public input; and,

Whereas, SMC Fire found that adoption of the map is in the interest of public safety, supports fire prevention and mitigation efforts, and ensures compliance with applicable state law; and,

Whereas, SMC Fire has not reduced or altered the fire hazard severity designations established by the State Fire Marshal, and this adoption is consistent with the model ordinance requirements by the State Fire Marshal.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION 1. SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDINANCE 2025-002 RATIFIED

San Mateo Consolidated Fire Department Ordinance 2025-002, adopting the 2025 Fire Hazard Safety Zone Map as recommended by the California State Fire Marshal is ratified by the Belmont Fire Protection District and applies throughout the District.

SECTION 2. SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDINANCE 2025-001 RATIFIED

San Mateo Consolidated Fire Department Ordinance 2025-001 updating the San Mateo Consolidated Fire Department Fire Code by implementing the Local Responsibility Area Fire Hazard Severity Zone Maps published by the Office of the State Fire Marshal and confirming the adoption of the 2021 International Fire Code with the 2022 California Fire Code amendments and the 2021 International Wildland Urban Interface Code with local findings and modifications is ratified by the Belmont Fire Protection District and applies throughout the District.

SECTION 3. EFFECTIVE DATE.

This Ordinance takes effect 30 days after its adoption.

SECTION 4. PUBLICATION AND POSTING

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

* * *

This ordinance was introduced before the Board of Directors of the Belmont Fire Protection District at the regular meeting of the Board held on June 24, 2025 and finally adopted at a regular meeting of the Board held on July 8, 2025 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board Chair

APPROVED AS TO FORM:

District Counsel

# ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF BELMONT RATIFYING SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDINANCE 2025-002 ADOPTING THE 2025 FIRE HAZARD SAFETY ZONE MAP AS RECOMMENDED BY THE CALIFORNIA STATE FIRE MARSHAL AND RATIFIYING SAN MATEO CONSOLIDATED FIRE DEPARTMENT ORDINANCE 2025-001 UPDATING THE SAN MATEO CONSOLIDATED FIRE DEPARTMENT FIRE CODE BY IMPLEMENTING THE LOCAL RESPONSIBILITY AREA FIRE HAZARD SEVERITY ZONE MAPS PUBLISHED BY THE OFFICE OF THE STATE FIRE MARSHAL AND CONFIRMING THE ADOPTION OF THE 2021 INTERNATIONAL FIRE CODE WITH THE 2022 CALIFORNIA FIRE CODE AMENDMENTS AND THE 2021 INTERNATIONAL WILDLAND URBAN INTERFACE CODE WITH LOCAL FINDINGS AND MODIFICATIONS**

Whereas, Government Code Section 51178 requires the California State Fire Marshal to identify and recommend areas within the state as moderate, high, or very high fire hazard severity zones based on consistent statewide criteria; and,

Whereas, under Government Code Section 51179, local agencies are required to adopt the fire hazard severity zone designations within 120 days of receiving the recommendations from the State Fire Marshal; and,

Whereas, on February 24, 2025, the San Mateo Consolidated Fire Department ("SMC Fire") received the 2025 Fire Hazard Severity Zone (FHSZ) Map from the State Fire Marshal, identifying designated zones within SMC Fire's jurisdiction which include the jurisdictional territory of the City of Belmont; and,

Whereas, information regarding the 2025 FHSZ Map was made available on SMC Fire's public website, at: Fire Hazard Severity Zones (FHSZ) & Local Responsibility Areas (LRA) – SMC Fire; and,

Whereas, SMC Fire made the proposed FHSZ Map available for public review, provided proper public notice in accordance with Government Code Section 51179(g), and held a public hearing on April 29, 2025, to receive public input; and,

Whereas, SMC Fire found that adoption of the map is in the interest of public safety, supports fire prevention and mitigation efforts, and ensures compliance with applicable state law; and,

Whereas, SMC Fire has not reduced or altered the fire hazard severity designations established by the State Fire Marshal, and this adoption is consistent with the model ordinance requirements by the State Fire Marshal.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. BCC § 7-70 AMENDED

Belmont City Code Section 7-70 is amended to read:

**Sec. 7-70 Ratification of San Mateo Consolidated Fire Department Code**

(a) San Mateo Consolidated Fire Department Ordinance 2022-001 "Establishing The San Mateo Consolidated Fire Department Fire Code By Adopting The 2021 International Fire Code With The 2022 California Fire Code Amendments And the 2021 International Wildland Urban Interface Code with Local Findings And Modifications" adopting the 2022 California Fire Code with local amendments and the 2021 International Wildland Urban Interface Code with local amendments as the Fire Code for the joint powers authority is hereby ratified by the City of Belmont in accordance with Health and Safety Code Section 13869.7 and applies throughout the city except as amended by San Mateo Consolidated Fire Department Ordinance 2025-001.

(b) San Mateo Consolidated Fire Department Ordinance 2025-001 updating the San Mateo Consolidated Fire Department Fire Code by implementing the Local Responsibility Area Fire Hazard Severity Zone Maps published by the Office of the State Fire Marshal and confirming the adoption of the 2021 International Fire Code with the 2022 California Fire Code amendments and the 2021 International Wildland Urban Interface Code with local findings and modifications is ratified by the City of Belmont and applies throughout the city.

SECTION 2. BCC § 7-72 ADDED

Belmont City Code Section 7-72 is added to read:

**Sec. 7-72 LRA FHSZ Designations**

San Mateo Consolidated Fire Department Ordinance 2025-002, adopting the 2025 Local Responsibility Area Fire Hazard Safety Zone Map as recommended by the California State Fire Marshal as recommended for the area encompassing the city is ratified by the City of Belmont and applies through the city.

SECTION 3. EFFECTIVE DATE.

This Ordinance takes effect 30 days after its adoption.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on June 24, 2025 and adopted the ordinance at a regular meeting held on July 8, 2025 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____ _____

City Clerk Mayor

APPROVED AS TO FORM:

_____

City Attorney

# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Elizabeth Tsachres, Communications and Community Affairs Officer, etsachres@belmont.gov, (650) 435-2297 |
| **Agenda Title:** | Strategic Communications Plan Updates |
| **Agenda Action:** | Motion |

## Recommendation

Present the revised Strategic Communications Plan incorporating Council's requested edits for final approval.

## Strategic Focus Area

Quality of Life

## Background

In January 2021, the Belmont City Council approved the 2020–2025 Strategic Communications Plan to guide the City's communication and engagement efforts across its five strategic focus areas: Economic Development & Housing, Fiscal & Organizational Stability, Infrastructure & Mobility, Public Safety, and Quality of Life.

The plan was designed to enhance coordination, strengthen public engagement, and ensure that communications—spanning media relations, community outreach, and internal messaging—were aligned with City priorities. It emphasized the importance of clearly conveying the City's policies, programs, and services to residents through effective and inclusive communication strategies.

In May 2025, the City initiated the process of updating the original plan. In partnership with communications consultant JPW, exploratory meetings were held with City Councilmembers, senior leadership, and staff to assess progress and identify growth opportunities. JPW collaborated closely with the City's Communication and Community Affairs Officer to integrate feedback and draft a revised plan that reflects current community needs and organizational priorities. The updated plan will serve as a practical roadmap for the next five years, building on past successes and laying the groundwork for continued improvement.

The need for robust, inclusive communication has grown steadily. The updated plan recognizes the community's desire for a hybrid approach that includes digital, print, and in-person outreach. It also supports internal capacity-building, offering practical tools to empower staff while maintaining a consistent, high-quality communication standard that reflects the City's values and meets the needs of our community.

**Analysis**

On June 24, 2025, staff presented the Strategic Communications Update, and the City Council reviewed the draft of the 2025-2030 Strategic Communications Plan. The Council provided the following feedback for the final draft:

1. Incorporate artistic sensibility and an appreciation of beautification and the arts into the "Belmont Promise" section.
2. Include additional information about the website redesign in the Quality-of-Life overview and other relevant sections.
3. Add further language to the Economic Development section to recognize our business partners as part of our community.
4. Include public safety forums such as the Public Safety Committee and the Community Police Academy.
5. Add a third goal to emphasize education and understanding of city processes, projects, and other initiatives.
6. Incorporate additional fiscal and organizational outreach initiatives, including educating the community on how their tax dollars are distributed.

After receiving this feedback, staff has implemented the suggested changes and is pleased to present the final draft of the 2025–2030 Strategic Communications Plan for City Council consideration and approval.

**Alternatives**

1. Not Applicable

**Attachments**

A. Strategic Communications Plan 2025-2030

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed: Initiatives from the Strategic Communications Plan are prioritized and incorporated into the annual budget development process as appropriate.

| **Source:** | **Purpose:** | **Public Outreach:** |
|---|---|---|
| Staff | Council Vision/Priority | Posting of Agenda |

CITY OF BELMONT

2025 - 2030

# STRATEGIC COMMUNICATIONS PLAN

3

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# PART I
# THE ORGANIZATION

Since adopting the City's first Strategic Communications Plan in 2020, the City has experienced a growing demand for communication services—both within the organization and throughout the Belmont community. As the City continues to operate in an increasingly fragmented media environment, it faces the ongoing challenge of effectively reaching and engaging residents across a diverse array of communication channels.

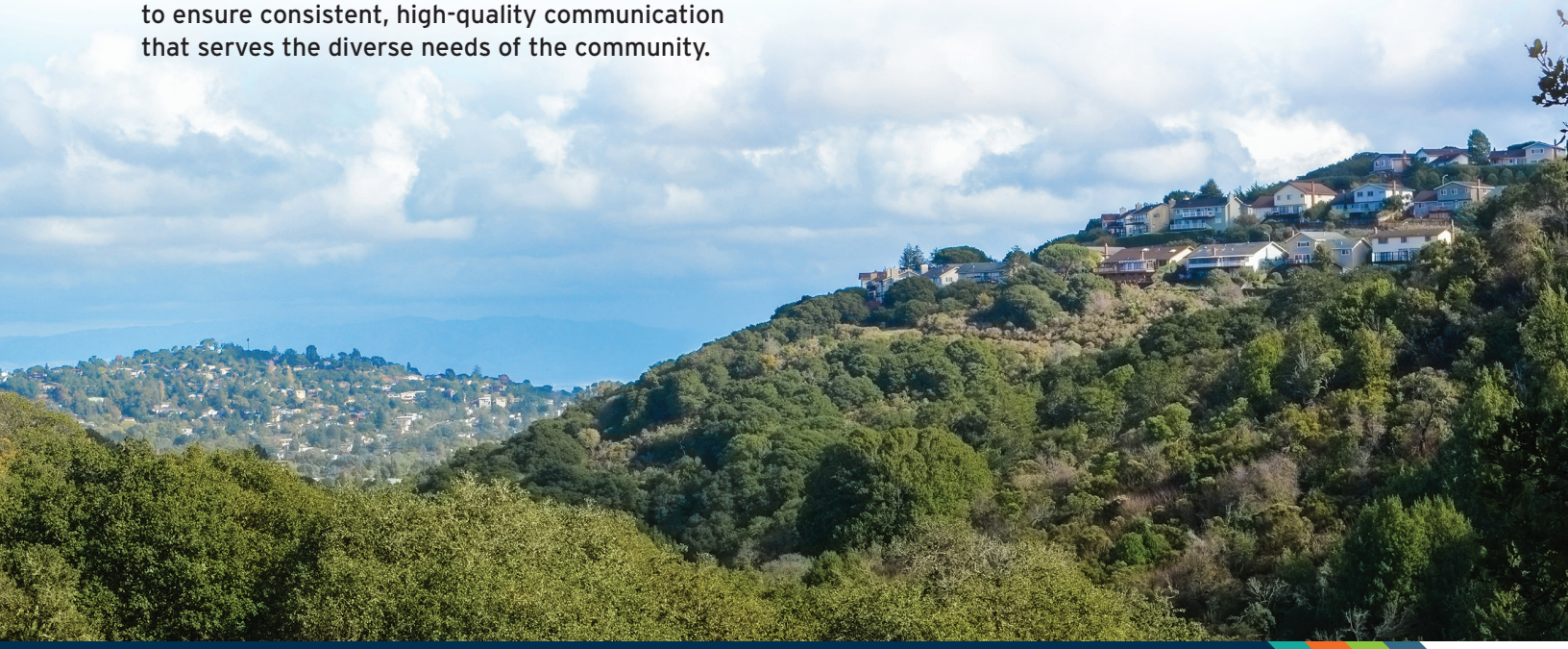
The City of Belmont's strategic communications planning process has clearly identified a post-COVID shift in community expectations for engagement. There is a strong desire for a hybrid approach—combining digital, print, in-person and multilingual methods—to ensure all residents are informed and included.

The plan emphasizes the importance of using available resources efficiently to meet the City's growing communications needs, recognizing the reality of existing staffing and budget constraints. It focuses on setting realistic expectations and empowering staff with practical tools and templates to ensure consistent, high-quality communication that serves the diverse needs of the community.

The City recognizes the importance of reaching all residents in the community, including those who may have limited access to digital communication or language barriers. To ensure inclusivity and accessibility, the plan explores a multi-generational, multi-channel approach that reflects the diverse needs of the community. Making information available in multiple languages, through community partners and other trusted sources, and a variety of formats (both print and digital) is critical to ensure City updates are universally accessible.

Additionally, there is a push for more visual content to increase engagement and reach, enabling the public to see and better understand the City's story. Both the Belmont City Council and Senior Management Team highlighted the need to "meet people where they are," which includes adapting engagement methods to be less complex and more approachable and in plain language.

Major upcoming projects, including the new community center, potential annexation of the Harbor Industrial area, and large-scale initiatives in infrastructure, public safety, and economic development, present opportunities for robust engagement and storytelling that the City can leverage.





## MISSION

To enrich the quality of life for our community by providing services for a safe, fulfilling, and vibrant life.

## VISION

The adopted Vision Statement developed by members of the community captures our distinctive community character:

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





## VALUES

- Our residents — our top priority
- Our employees — our most important resource
- Honesty, integrity, respect, and ethics
- Open government
- Fiscal responsibility
- Quality services
- Continuous improvement
- Teamwork, collaboration, and partnerships

## STRATEGIC FOCUS AREAS



### INFRASTRUCTURE AND MOBILITY

**GOAL:** A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demands, and climate action goals.

### ECONOMIC DEVELOPMENT & HOUSING

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

### FISCAL AND ORGANIZATIONAL STABILITY

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




### PUBLIC SAFETY

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

### QUALITY OF LIFE

**GOAL:** Engage the community in maintaining and enhancing Belmont's character and quality of life.

# PART II
# THE BRAND

## THE BELMONT PROMISE

**What do we deliver? What is our brand platform?**

The City of Belmont is an ideally located, close-knit Bay Area community where creativity, connection, and community flourish. Nestled in the heart of Silicon Valley, Belmont maintains a small-town spirit, shaped by hardworking and determined individuals who share a deep appreciation for beauty in all its forms.

With a rich history and a forward-looking vision, Belmont is a place where art, culture, and natural beauty are seamlessly integrated into everyday life, from thoughtfully designed spaces to community events that celebrate creativity and diversity. This safe and scenic community boasts exceptional education from early childhood to university and has an integrated vision of people, prosperity, and a place for everyone who calls Belmont home.

## THE BELMONT STORY

**How do we portray ourselves? What is our brand narrative?**

The City of Belmont is located on the San Francisco Peninsula and features magnificent views of the Northern Santa Cruz mountains and San Francisco Bay. The City population is approximately 28,000 and is served by 144 city staff dedicated to providing Belmont with the highest quality service. Belmont is developing a thriving business community, sound infrastructure, and well-connected mobility options, while balancing sustainable fiscal operations and maintaining safe and serene neighborhoods with rich selections of recreational and cultural opportunities. These priorities work together to create a vibrant and enjoyable quality of life that is uniquely Belmont.

## ORGANIZATION-WIDE KEY MESSAGES

**Why should the world believe us?**

The City of Belmont is dedicated to enriching our community by delivering high-quality public services that promote a safe, fulfilling, and vibrant way of life.

With several transformative projects on the horizon and a commitment to forward-thinking leadership, Belmont has a rare opportunity to shape its future. We are reimagining our city with purpose—invigorating our neighborhoods, strengthening community connections, and keeping people at the heart of every decision.

We are pursuing thoughtful, sustainable progress in collaboration with our residents. This includes identifying opportunities to diversify the economy, invest in essential infrastructure, and protect and enhance Belmont's unique community character.

Our central location offers the economic advantages of proximity to Silicon Valley while preserving the quality-of-life benefits of a welcoming, family-oriented environment. But what truly makes Belmont special is its people.

As Belmont grows, we remain intentional about preserving the small-town charm that defines us. Our residents are innovative, educated, and deeply engaged in their community. They care about their neighbors and take pride in the city we are building together.

True to its name—meaning "beautiful mountain"—Belmont is celebrated for its scenic beauty, open spaces, and the resilience of its community.

In addition to these organization-wide key messages, the Strategic Communications Plan includes tailored messaging platforms for each of the focus areas outlined in the City's Strategic Plan. These serve as guiding language for promotional materials and message development across departments and initiatives.

# INFRASTRUCTURE & MOBILITY

## Key Messages

The City of Belmont is maintaining and improving transportation, facilities, and infrastructure systems to meet current and future demand for basic services that are essential to living, working, and moving people to where they need to go.

We are proactively investing in our built infrastructure—including streets, parks, public facilities, and sewer and storm drain systems—to ensure Belmont remains a resilient and thriving community.

We recognize that preserving and strengthening this critical infrastructure today is essential to sustaining our City's long-term viability, especially in the face of climate change and evolving sustainability goals.

Belmont is fortunate to have a generous and engaged community that continues to support key initiatives shaping our future. Investments such as Measure I, the Twin Pines Park Master Plan, the Belmont Library, and the planned community center upgrade reflect this shared commitment to progress.

To keep residents informed and engaged, the City is dedicated to maintaining clear, up-to-date printed materials and digital resources that communicate ongoing improvements to infrastructure and mobility.

An important part of the City's infrastructure includes placemaking and recreational amenities, as outlined in the Parks, Recreation, and Open Space Master Plan. Comprehensive wayfinding signage, welcoming streetscapes, and well-maintained park facilities are essential elements of Belmont's broader infrastructure strategy, enhancing both community identity and quality of life.

Through smart, forward-looking planning, we are investing in long-term capital improvement projects to maintain and replace aging infrastructure—protecting Belmont's quality of life for generations to come.



# ECONOMIC DEVELOPMENT & HOUSING

## Key Messages

The City of Belmont works in close partnership with the business community to foster a thriving, dynamic economy—one that creates jobs, expands opportunities, and generates revenue to support public services and community amenities. We view our local businesses not just as partners, but as part of the Belmont family, and we deeply appreciate the vital role they play in the heart and success of our community.

The Belmont City Council, leadership team, and staff remain focused on balanced, thoughtful progress. Together, they are advancing initiatives and projects designed to benefit the community today and well into the future.

The City of Belmont values and appreciates our local businesses as key members of our community for the vital role they play in providing jobs, driving economic impact, and generating tax revenues that support public services, infrastructure, and our overall quality of life. To show our appreciation, the City highlights a local business each month across our digital channels, celebrating their contributions and strengthening the connection between our business community and residents.

Belmont is committed to recruiting and retaining a diverse mix of businesses that align with our community's character. We actively support their continued growth and success, recognizing that a strong business community is key to our shared future.

Through the City's certified Housing Element, we are proactively planning for the future by fostering new and diverse housing options along the transit corridor, including expanded transit-oriented development and commercial investment. We prioritize affordable and equitable housing opportunities while also respecting and supporting the unique character and quality of life in our existing neighborhoods.



# FISCAL & ORGANIZATIONAL STABILITY

## Key Messages

The City of Belmont is committed to transparency and open governance, actively encouraging community participation in the decision-making process. We provide monthly financial updates, maintain easily accessible budget information, and have earned multiple awards recognizing our excellence in financial reporting.

Fiscal responsibility continues to be a top priority for the City, ensuring that we can provide the quality services our residents expect and deserve. Belmont strives to keep the public informed about day-to-day operations and public projects by offering timely and relevant updates, reflecting our core values of honesty and integrity. By proactively sharing budget information and clearly illustrating how public funds are allocated through accessible visuals and real-world examples, the City aims to build trust, demonstrate accountability, and help the community understand the value of their tax dollars.

With strategic planning and sound investment, the City of Belmont is pursuing priority capital improvement projects while proactively managing our financial position.

Through disciplined leadership, the City of Belmont is committed to staying on positive financial footing for long-term fiscal sustainability. This prepares us to weather looming market downturns and other unexpected changes in market conditions.

The City of Belmont is committed to attracting and retaining talented, innovative staff who uphold our high standards and embrace the importance of public service and community impact. By investing in our employees, we foster loyalty and long-term dedication—many team members build lifelong careers with the City or choose to return after gaining experience elsewhere.

Our employees are our greatest asset. Through a supportive workplace culture and ongoing professional development, we strengthen the effectiveness of our organization and enhance our ability to serve Belmont's residents and businesses with excellence.



# PUBLIC SAFETY

## Key Messages

One of the City's top priorities is the health and safety of our community. Belmont is a safe place to live, work, and play, supported by a respectful, community-focused approach to law enforcement that aligns with neighborhood and community needs.

The Belmont Police Department combines outstanding first-responder services with community policing efforts, including civic engagement, partnerships, and public education. The department ensures safety information is accessible through regular programs, public safety forums, events, and communication channels such as press releases, social media, and website updates. The City continually plans for emergencies by streamlining internal communications and providing timely updates.

Our School Resource Officers are integrated into the educational community, forming trusted relationships that help make Belmont feel like home for families—offering friendly, familiar faces in our officers. Through ongoing public safety forums such as the Public Safety Committee and the Community Police Academy, Belmont fosters open dialogue, education, and collaboration between residents and law enforcement, strengthening trust and transparency across our community.

Fire safety services are provided through a partnership with the San Mateo Consolidated Fire Department. This collaboration reduces costs to taxpayers while delivering exceptional local service and benefiting from economies of scale in training, resources, and support services. Through this consolidated department, the community has access to state-of-the-art equipment and technology.

The City has developed an internal critical communications plan that outlines best practices and collaborative strategies for emergency communications. Intended as a resource for staff when needed, the plan highlights recent improvements in public safety communications and establishes key goals that serve as a strong foundation for both everyday engagement and effective crisis response:

1. **Build and maintain public trust** through open, transparent, and consistent communication with the community and stakeholders
2. **Collaborate with other City departments** to deliver clear, unified messages during both routine and critical incidents.
3. **Maintain regular community engagement** by proactively communicating with the public on key topics via press releases, social media, and community events.
4. **Implement a critical communication protocol** with pre-planned content, templates, and clear procedures for timely, accurate, and coordinated communication.
5. **Ensure the Public Information Officer (PIO) leads communication** efforts and adapts messaging as situations evolve.
6. **Leverage multiple communication channels** and ensure all content is ADA-compliant and accessible to reach diverse audiences.
7. **Educate and inform the community** through regular awareness spotlights, safety tips, and outreach videos
8. **Promote internal preparedness and training** in public information best practices and ensure familiarity with communication protocols and templates.
9. **Respond effectively through timely updates,** partner agency coordination, and follow-up information.

The City of Belmont prioritizes community safety through well-integrated, collaborative regional efforts. By sharing policies, communication tools, and providing rigorous training opportunities, we are able to effectively meet the public safety needs of Belmont and its residents.



# QUALITY OF LIFE

## Key Messages

The City of Belmont is celebrated for its distinctive community character, natural beauty, and vibrant culture—qualities we support and enhance through strategic investments in our residents' quality of life.

This high quality of life results from thoughtful neighborhood planning, protection of open spaces, and integration of public art throughout the City.

Belmont offers the perfect balance of modern urban amenities with the charm of a small town, featuring friendly neighbors, award-winning schools, and abundant opportunities for outdoor recreation.

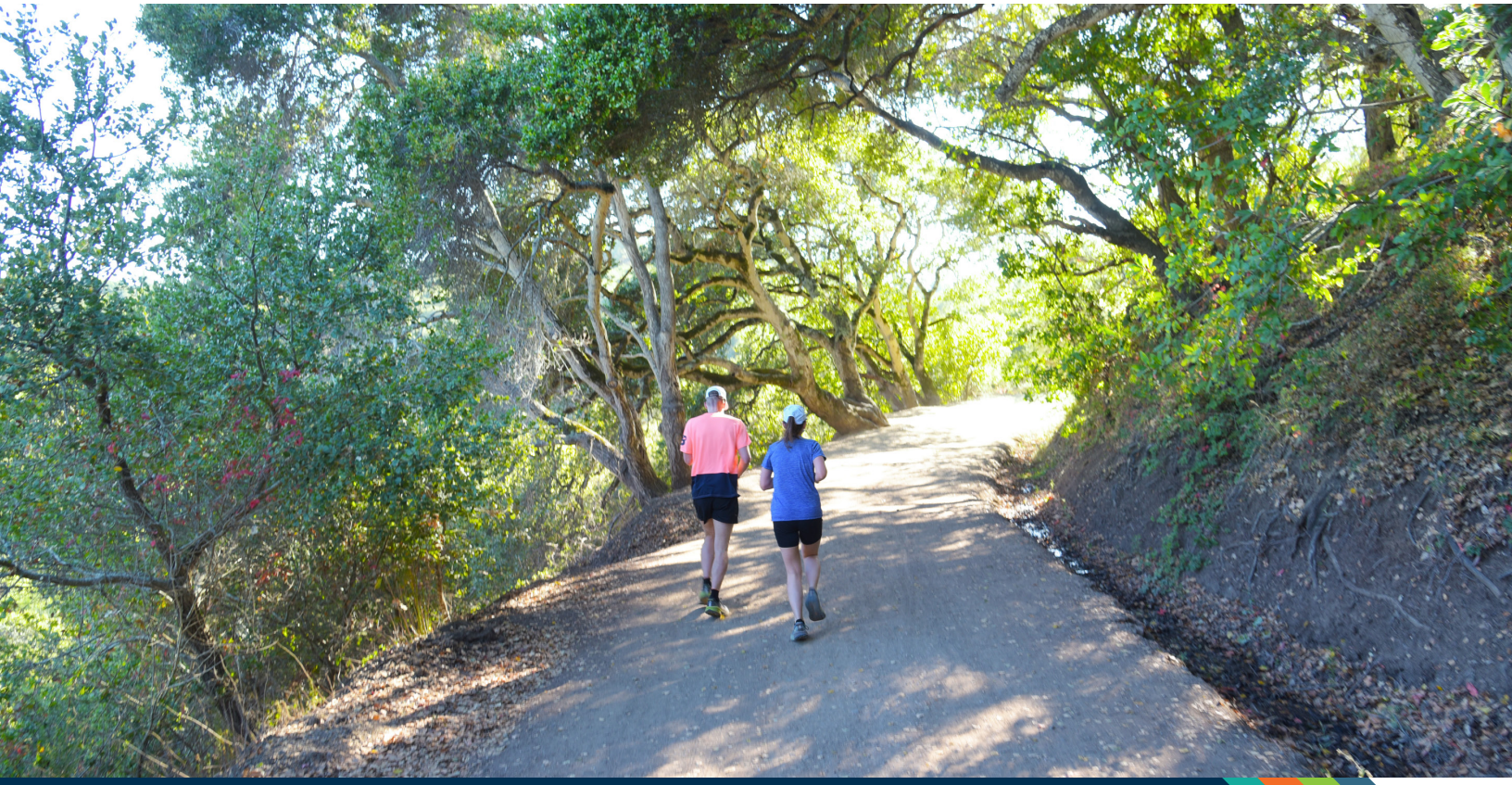
With more than 380 acres of open space, parks, and trails, the City provides an ideal setting for an active outdoor lifestyle. Through thoughtful placemaking, creative parks and recreation programming, and intentional investment in facilities, we continually enrich the experiences available to our community.

Thanks to the support of our residents, we are actively improving public facilities with carefully planned projects that benefit everyone. These include the state-of-the-art library renovation, community garden, sports complex, community center, and the implementation of the Public Art Master Plan.

The City is dedicated to transparency and meaningful community involvement, ensuring residents are engaged through outreach, feedback opportunities, and collaborative partnerships—core elements of Belmont's character.

Everyone in Belmont deserves to understand what is happening in their City and to have their voice heard. That's why we are committed to providing materials in multiple languages, live translation services for non-English speakers, age-friendly resources, and making City planning, programming, and resources accessible in both digital and print formats. Our ongoing website redesign project reflects this commitment by creating a service-oriented, accessible online "storefront" for the City—ensuring residents can easily find information, engage with services, and stay connected in a user-friendly digital environment. City staff will dedicate resources to ensuring the website is up to date and prioritizes the public's user experience.

We will continue investing in our public facilities—from parks to community centers—to preserve and enhance the exceptional quality of life we all enjoy.



# PART III
# THE PLAN




## GOALS AND OBJECTIVES

**How will communications help achieve our strategic focus area goals?**

The overarching goals and supporting objectives of the City of Belmont Strategic Communications Plan are to:

**Build trust and goodwill with the community through proactive and transparent communication**

- Provide strong and consistent messages that reinforce and reflect the goals of the organization
- Generate positive credibility of the City of Belmont with its stakeholder base
- Enhance ongoing public outreach efforts and provide up-to-date information to residents
- Employ the use of design and technology to convey the City's messages

**Develop meaningful dialogue with the community to understand and support resident and City needs**

- Facilitate two-way communication between the City and community
- Increase public understanding of the City and its critical functions
- Collaborate with partners and the community to create a network of engaged influencers

**Foster public understanding of City processes, projects, and services through clear and accessible education**

- Provide context and explain the "why" behind City decisions, policies, and initiatives
- Break down complex topics—such as property taxes, the updated community center, or the Harbor Industrial Area Specific Plan—into easy-to-understand formats
- Educate the community on how local government functions, including roles, responsibilities, and processes, to support informed civic engagement and transparency

# TARGET AUDIENCES

## INTERNAL STAKEHOLDERS

Internal audiences are often secondary in communications plans; however, keeping staff informed builds ambassadors and positively impacts operations. Providing access to messaging, tools, and outreach activities, all help effectively and consistently deliver the City's messaging to the community.

- City Council members
- Executive staff
- Employees
- Interdepartmental Communications team (communications liaisons from departments)
- Boards and Commissions
- Professional contractors and vendors

## PUBLIC-AT-LARGE

The people of the City of Belmont are the primary audience for outreach and communications efforts outlined in the plan.

Residents - Property owners, renters

- Residents – Property owners, renters, families
- Businesses – Business owners and employees
- Visitors – Tourists, business travelers, and extended networks of residents

## LOCAL AGENCIES AND OTHER GOVERNMENT ORGANIZATIONS

- Special districts (utility, water, wastewater)
- State and federal government
- Regulatory agencies

## PARTNER ORGANIZATIONS

Partner organizations that frequently collaborate on community activities, events, or operations requiring coordination, oversight, or regulatory support. This includes:

- Local schools
- Neighborhood associations
- Service clubs
- Nonprofit organizations
- Business groups
- Cultural or educational institutions

## KEY INFLUENCERS

Individuals and groups within the City of Belmont who have the ability to shape public perception, share information widely, and influence policy decisions or operational outcomes.

**Media**

- Local broadcast, online and print publications
- Regional and statewide media

**Elected Officials and Legislators**

- San Mateo County Leadership
- Leadership of other cities within San Mateo County
- State and federal officials

**Neighborhood and Community Groups**

- Homeowners Associations
- Neighborhood Associations

# CITY OF BELMONT CENSUS DATA

## DEMOGRAPHICS

- Gender Ratio: 49.3% male / 50.7% female
- Median Age: Not specified in the latest summary (age breakdown: 23.4% under 18, 13.9% 65 and over)

## ETHNICITY

- White (alone): 50.7%
- Asian (alone): 29.5%
- Hispanic/Latino: 14.0%
- Two or more races: 10.4%
- Black or African American (alone): 2.1%
- Native Hawaiian & other Pacific Islander (alone): 1.3%
- American Indian & Alaska Native (alone): Not specified (likely <1%)

## SOCIOECONOMIC

- Median Property Value: $2,000,000+
- Median household income: $207,609
- Home ownership: 56.0% of homes are owner-occupied
- High school degree or higher: 96.0%
- Bachelor's degree or higher: 68.9%



# COMMUNICATIONS AND OUTREACH STRATEGIES FOR SUCCESS

**Key recommendations to implement across all strategic focus areas**

## HOLD ANNUAL MEETINGS WITH CITY DEPARTMENT HEADS AND LEADERSHIP

The City will hold annual sessions with City department heads and leadership to identify operational goals and communications priorities each fiscal year.

## EXPAND AND CLARIFY THE ROLE OF THE INTERNAL INTERDEPARTMENTAL COMMUNICATIONS TEAM

Deputize these communications liaisons in each department to become beat reporters and brand ambassadors, sharing important information on behalf of the organization. This would include comprehensive staff trainings, allowing the City to utilize existing resources more effectively and resulting in communication that is more consistent with brand messaging and the City's design aesthetic. To achieve this goal, communications liaisons will conduct quarterly website audits to ensure accurate and timely information is available to the public. Regular evaluation of key performance indicators and internal collaboration of City staff will identify any existing gaps in resources and allow the team to achieve desired outcomes.

## CREATE INTERNAL GUIDELINES FOR COMMUNICATION AND ENGAGEMENT

Create a memorandum outlining staff expectations for communications and engagement within the organization, outlining responsibilities and shared resources for departments to leverage when communicating and engaging the public. This would include best practices and helpful checklists for staff to follow, identify direction for each communication method and clarify team roles for each department.

## MONITOR EMERGING COMMUNICATIONS AND ENGAGEMENT TOOLS

Artificial Intelligence (AI) is being considered internally by the communications team for efficiency and training, but there are no documented discussions about using AI for community engagement or as a public-facing tool in the City of Belmont's strategic communications plan notes. The rapidly expanding landscape of communications and engagement tools presents an opportunity for the City to follow emerging trends closely for ways to do more with less.

## USE AND REFINE THE BELMONT BRAND CONSISTENTLY

The Belmont brand, including refined current visuals, should be used consistently to build recognition and credibility. We recommend regularly evaluating the brand to make sure it clearly and accurately reflects City and community values. Developing a more dynamic and user-friendly set of brand guidelines and brand toolkit will help all staff and partners stay in alignment, including easy to use templates for standard items such as stationery, presentations, social media content, and email signatures. Templates, photos, training materials, and other resources can be housed on City's internal communications intranet site for staff to use as they create content. This will help streamline the internal process for communications across City departments.

## PRODUCE BRANDED TOOLKITS

Based on the target audience, objectives, and key messages for each of the outreach campaigns outlined, create brand-aligned creative content in an outreach and communications toolkit as resources for departments, including video, photography, one-sheets, graphic elements, digital and print ads, flyers, brochures, social media graphics, and campaign specific media deliverables. Each campaign should create content aligned to the campaign marketing and media plan. Based on input from departments on priorities, templates will be created in Canva or a universally accessible platform for department use.

## EXPAND ACCESS AND INCLUSIVITY

To help bridge the digital divide and reach seniors and other harder to reach audiences, the City should distribute regular print communications and leverage public access channels to reach residents without reliable internet access. It is also imperative to translate key materials into multiple languages and utilize multilingual staff and community partners for targeted outreach. Deepening partnerships with schools, neighborhood associations, and local community based organizations will expand the City's reach, helping share information more widely, and reach diverse audiences.

## DEMYSTIFY AND DE-JARGON COMPLEX INFORMATION

Community members are not privy to the inner workings of City Hall, but they care about what happens in their city. Content for City communications should be developed with our key audiences in mind. Content should be translated from internal shorthand to approachable, plain language that advances the City's mission and vision to build trust and engagement with the community. Messaging should be developed that is specifically geared to explain technical concepts to the public with a welcoming tone across all public-facing City materials.

## FOCUS ON "THE WHY"

Government agencies often focus primarily on "the what" and "the how" of their operations. To enhance communication and engagement, the City should strive to uncover "the why" behind decisions, policies, and initiatives. This involves making complex topics, such as fiscal planning or development projects, more accessible and providing context about how local government operates. By clearly explaining what benefits these initiatives have for City residents, Belmont can encourage informed civic engagement, build trust, reinforce its commitment to transparency and accountability, and foster a stronger sense of community and pride among its citizens.

## PROVIDE ONGOING OPTIONS FOR COMMUNITY FEEDBACK

While there are feedback opportunities built into project outreach timelines, there is not an active effort to solicit community input on the day-to-day efforts of the City. Gathering this feedback also provides an opportunity to share with the community how the City is responding to their input. This can be done in-person through suggestion boxes, community workshops, and town halls as well as digitally through email surveys or social media polls. Partnering with trusted organizations and individuals in the community can help spread the word far and wide, securing feedback from a more representative sample of City residents.

## OUTLINE COMMUNICATIONS AND ENGAGEMENT NEEDS IN A MASTER CONTENT CALENDAR

A master content calendar will help align content and priorities across platforms, providing themes and timeframes to help ensure outreach efforts are leveraged to increase our reach. Instead of reacting to a need for a news article or a social media post, we want to create a content management system that allows us to proactively work with staff on communications to get the right information out at the right time to the right audience. Based on the meetings with departments, the City will create a comprehensive editorial content calendar for the year to help manage communications content. Once approved, this list will establish a schedule for communication needs for the City and will be updated as needed throughout the year.

## ESTABLISH A BASELINE FOR BENCHMARKING

In order to measure progress, it will be important for the City to take stock of current metrics including website traffic, time spent on page, newsletter subscribers, open and click-through rates, social media following and engagement numbers, event attendance, and other performance indicators. More critically, a quantitative and qualitative community survey will provide an understanding of the City's perception in the community along with insights into what areas and messages are resonating, which will help inform communications and outreach efforts moving forward. This community survey should be repeated bi-annually to measure progress for brand awareness and affinity and message comprehension.

## ENHANCE CLARITY, USABILITY, AND CONSISTENCY ACROSS CHANNELS

It is recommended to continue refining the City website to simplify and reorganize content with user-friendly, step-by-step guides focused on resident needs. Data and metrics should be used to prioritize updates based on what matters most to the public. Leveraging the existing network of public information officers will be critical to ensuring consistent messaging citywide. Developing and enforcing internal communications protocols, including branded templates and messaging guidelines for all departments and social media channels, will be critical across every department. All communication should tie back to the overarching key messages and the message platforms for each of the strategic focus areas to provide staff with a foundation to build upon for all communications efforts.

# TACTICS

**What communications channels will we use to deliver our messages?**

For each outreach campaign, develop a marketing and media outreach plan that determines the right methods of communication for that campaign's needs. Not every channel will be appropriate for each campaign, but the following outline will help guide choices specific for the City of Belmont.

### Issue Mailers

The City develops and distributes printed mailers to residents with important updates to ensure those without internet access still receive crucial information. Mailers will provide information in plain language and offer a clear call to action to community members, providing contact details for City staff or a City webpage for more information.

### YouTube Promotion

All videos produced should be placed on a consolidated YouTube Channel. Then allocate a small budget for boosting video views using geographic and psychographic filters as part of a comprehensive distribution strategy if needed.

### Community Papers

Local papers align well with the City of Belmont target audience, and for some of the most proactive campaigns, such as events, print and/or online ads will drive attendance.

- San Mateo Daily Journal
- The Mercury News
- San Francisco Chronicle
- Peninsula Press
- San Francisco Examiner

### Video Storytelling and Campaign-Specific Productions

Short-form video content is a powerful and accessible way to communicate the City's strategic priorities, share progress on initiatives, and highlight community stories. The City should continue investing in the creation of concise, visually engaging videos that explain key projects, promote accomplishments, and celebrate community impact. Recommended formats include:

- **One-Minute Updates –** brief explainers on current projects or policy decisions
- **Project Spotlights –** visual progress reports of infrastructure, parks, or housing developments
- **Staff or Community Voices –** short interviews to humanize services and connect with audiences
- **Event Recaps and Previews –** short videos to promote attendance and highlight civic engagement

These videos can be distributed via the City's website, YouTube channel, social media platforms (Facebook, Instagram, Nextdoor, and LinkedIn), digital newsletters, and at in-person or virtual community events. Optimizing videos for mobile viewing and captioning for accessibility will help reach a broader, more diverse audience.

### Key Message Development
Develop a library of key message documents to be used as the basis for all future interviews, newsletter articles, website copy, and other content development.

### Press Releases
Proactively distribute information to the news media for all possible outlets, including annual events, new announcements, and program results.

### Partner Toolkit
Creating an outreach toolkit for City Council, partner agencies, and community partners to share and report the City's communications content is a cost-effective way to help amplify and distribute messaging to a larger and more diverse audience. Leveraging these partnerships when possible will provide broad engagement through their networks.

## PRIMARY SOCIAL CHANNELS
Based on demographics for the City as well as feedback received from leadership, it is recommended to focus more robust and regular communications efforts on Facebook and Instagram since both support multilingual content and are widely used by adults, families, and diverse communities.

### Facebook
The world's largest platform, Facebook, is a great way to reach local communities, and posts should focus on positive messaging, awareness, tips, and information. A two-pronged strategy should be developed to both increase the number of followers (audience base) and increase engagement (reach and affinity) with creative content. Adults 30 and older are the primary users of Facebook and have a fairly balanced use between different genders. It is recommended to focus Facebook content on promoting events, sharing City updates, connecting with community groups, and reaching older adults who are online.

There are two Facebook accounts for the city. The City of Belmont Parks and Recreation Facebook channel has a slightly higher follower count at 1.9K, compared to the City of Belmont Facebook channel at 1.8K followers. The Parks and Recreation platform receives higher engagement among its audience than the City's main Facebook channel. This is consistent with observations from communications planning and feedback from leadership, which note that Parks and Recreation content, especially visual and event-based posts, tends to generate more interaction and community response.

### Instagram
Instagram is typically targeted towards a younger demographic, ranging between 18 and 34 years of age, and is noted as a growing channel, especially for the Police and Parks and Recreation departments. While the majority of users are women, the platform is also popular among men. Develop a series of posts for specific proactive campaigns that align with a younger Instagram audience, focused on visuals and behavior change, to build trust and credibility.

There are three different Instagram accounts representing the City of Belmont – a general city account, a Parks and Recreation account, and a Belmont police account. Among the three, the Belmont Parks and Recreation account holds the highest follower count at 2.1K and has a higher engagement rate compared to the other city accounts.

## SECONDARY SOCIAL CHANNELS

### NextDoor

While NextDoor is slowly becoming more popular among younger audiences, the majority of users tend to be older adults, ranging from 30-64 years of age. There isn't any dominant gender based on the users. Continue the City of Belmont's presence on NextDoor; however, condense into a single city page, and post info relevant to safety and community concerns.

### YouTube

YouTube is a platform used by a wide audience base. Users are typically between 18-49 years of age, with a slightly higher usage among men. Create more video content and add it to the citywide YouTube channels to leverage subscribers and increase engagement. There are two city YouTube accounts, a general city account and a Belmont police account. The Belmont police YouTube account has a higher subscriber count at 378 and engagement rate.

### Website Consistency

Consistently present up-to-date information including consistent visuals, formatting, and introductory language for each webpage. Use subheadings and color-coded icons to help visitors navigate to the information they need. Streamlining website accessibility and navigation provides better access to city services and makes it easier for residents and businesses to stay informed.

### Weekly Newsletter

Continue to improve and promote the weekly newsletter to increase visibility, readability, and ease of use. The newsletter should align with strategic focus areas and brand visuals to increase aesthetic and visual appeal.

### Year in Review Magazine

Develop an end of year recap to deliver City messaging and key accomplishments to every resident. Expand the magazine to include some in-depth stories, employee profiles, and photo spreads to reinforce communication efforts.

### Campaign Specific Collateral

Develop a complementary suite of printed outreach materials that can be used to deliver campaign messaging at events and meetings or distributed to target audiences.

# ANNUAL OUTREACH CALENDAR

**When should we promote our different services?**

| JANUARY | FEBRUARY | MARCH |
|---|---|---|
| • New Years Day<br>• Commission recruitment<br>• Martin Luther King Jr. Day<br>• Holiday tree pick up reminder | • Black History Month<br>• Lunar New Year event<br>• President's Day<br>• Engineer week | • City's Annual Strategic Planning Session<br>• Mayor's State of the City address<br>• Women's History Month<br>• Shamrock Scavenger Hunt<br>• Civics Day |
| **APRIL** | **MAY** | **JUNE** |
| • National Public Safety Telecommunicators Week<br>• Egg Hunt and Adaptive Egg Hunt events<br>• Earth Day event (e-waste/shred event or fair)<br>• Autism Awareness Month & Police Department badges<br>• Distracted Driving Awareness Month | • Mother's Day<br>• Annual Professional Municipal Clerks' Week<br>• Mental Health Awareness Month<br>• National Police Week<br>• Public Works Week<br>• Public Works open house<br>• Memorial Day<br>• Bike Safety Month<br>• Economic Development Week<br>• Peninsula Restaurant Week | • Pride Month events<br>• Graduation traffic and safety reminder (all schools)<br>• Juneteenth<br>• Women in Engineering Day<br>• Budget Adoption |
| **JULY** | **AUGUST** | **SEPTEMBER** |
| • Movies in the Park events (throughout the summer)<br>• Fourth of July<br>• Firework safety<br>• Parks Make Life Better Month<br>• Father's Day | • National Night Out<br>• Start of school safety reminder<br>• Police Community Academy<br>• San Mateo firefighters' Chili Cookoff event | • National Preparedness Month<br>• Labor Day<br>• California Coastal Cleanup Day<br>• Suicide Prevention Week |
| **OCTOBER** | **NOVEMBER** | **DECEMBER** |
| • Halloween Boo Bash<br>• Domestic Violence Awareness Month<br>• Indigenous People's Day<br>• Diwali event<br>• Great American Shakeout event<br>• National Walk and Roll to School Day<br>• Fire Prevention Week | • Fat, oils, and grease (FOG) messaging<br>• Winter storms and sandbag messaging<br>• Veteran's Day<br>• Thanksgiving and holiday closure<br>• Elections messaging (if applicable)<br>• Commission recruitment<br>• Beautiful Belmont awards<br>• Community service awards | • Reorganization Ceremony<br>• Year in Review Magazine & Video<br>• Holiday closure<br>• Winter Wonderland Workshop event<br>• Santa at the Firehouse event<br>• Santa Parade event |

# OUTREACH INITIATIVE DESCRIPTIONS

## CITY OF BELMONT GENERAL OUTREACH

**Mayor's State of the City and Year in Review**
Share high level accomplishments and tie into ongoing effort to brand the City consistently.

**Elections messaging (if applicable) and Reorganization Ceremony**
Share election information and incoming/outgoing City Council leadership updates and opportunities.

**Holidays, observances, and closures**
Share important information, highlight critical functions and remind the public of the operating hours of City staff, facilities, and services.

**Commission recruitment**
Encourage members of the public to join various City Commissions and make a difference in their community.

## INFRASTRUCTURE & MOBILITY

**Engineer week and Women in Engineering Day**
Share the role and impact of engineers on City operations and services while highlighting prominent women in the field.

**Public Works Week and events**
Tie in with national efforts to appreciate and build awareness of public works and infrastructure.

**National Walk and Roll to School Day**
Increase the use of transit, bicycling, walking, and carpooling by investing in and promoting infrastructure and transportation demand management programs.

**Fat, oils, and grease (FOG) reminder**
Share information about what residents can do to help the City maintain its critical infrastructure and keep Belmont clean.

**Winter storms and sandbag messaging**
Build an understanding of maintenance needs and the critical nature of maintaining storm drains and sanitary systems.

## ECONOMIC DEVELOPMENT & HOUSING

**Economic Development Week**
Tie in with national efforts to appreciate and build awareness of economic development.

**Business spotlights (monthly)**
To promote economic development and the business community, the City selects a local business to highlight each month.

**Peninsula Restaurant Week**
A food extravaganza connecting locals with neighborhood gems and Michelin star restaurants throughout the San Francisco Peninsula.

## FISCAL & ORGANIZATIONAL SUSTAINABILITY

**Strategic planning session**
Share high-level planning efforts and internal structure improvements that support the City's culture and performance.

**Budget adoption**
Educate residents about the City budget using clear visuals and engaging stories to inform stakeholders about budget decisions, impacts, and strategic alignment.

**Annual Professional Municipal Clerks' Week**
Bring to light the critical role and profound impact of City administrative staff, which often happens behind the scenes.

**Increase Transparency Around City Finances**
Residents want to know how their tax dollars are being used and what value they receive in return. As part of the annual budget process, the City should leverage opportunities to proactively communicate how public funds are allocated across services, programs, and capital projects—helping the community understand the value of service, budget priorities, long-term planning, and fiscal responsibility.

## PUBLIC SAFETY

**Health and safety-related observances and events**
Educate the community and raise awareness about public health needs and build support for keeping the community safe.

**Safety tips and reminders**
Tie in with national efforts to educate the community about keeping safety top of mind.

**Police Community Academy and programming**
Build an understanding and appreciation of the Police Department's community support and available resources.

**National Police Week**
Tie in with national efforts to appreciate the public service and personal sacrifice of police officers.

**Fire Prevention Week**
Tie in with national effort to educate community about how to stay safe from fires.

**National Night Out**
Tie in with national efforts to appreciate and build awareness of law enforcement, community, and communication.

## QUALITY OF LIFE

**Events and reminders**
Encourage attendance and participation at events and programming as an inviting and welcoming opportunity to engage with the community.

**Community service and beautification awards**
Highlight volunteers and residents who have a significant impact on the City and keeping Belmont beautiful.

**Parks Make Life Better Month**
Promote Belmont's vast array of parks, trails, and open space as an important value for the City.

# PRIORITIZATION CRITERIA

While all of the outreach efforts outlined are important, limited capacity, time, and resources demand that we prioritize development of communications materials. The following criteria will be used to determine how we prioritize development of outreach efforts with available resources.

### Priority 1: Outreach efforts designed to increase public health and safety

Public health and safety remain the highest priority for communications and outreach efforts, especially in the face of emergencies and rapidly changing conditions. Outreach efforts under this priority will focus on equipping the community with timely, accurate, and actionable information to prepare from, response to, and recover from emergencies. This includes communications related to disaster preparedness, crime prevention, environmental hazards, and public health initiatives. By keeping the public informed and engaged, we can help reduce risk, save lives, and strengthen community resilience.

### Priority 2: Outreach efforts that builds confidence in continued investment

Major infrastructure projects, deferred maintenance, and new community amenities require significant investment to bring from vision to reality. To sustain this momentum, we must ensure the community is informed, engaged, and confident in the City's plans and priorities. Outreach efforts will focus on building public understanding and trust, which are key ingredients for securing the support needed to fund and advance these initiatives. Projects with future funding needs will be prioritized for proactive and strategic communication.

### Priority 3: Outreach efforts that support revenue generation and economic growth

Effective communication plays a critical role in supporting programs and initiatives that generate revenue for the City or community, whether by attracting economic investment, promoting services or encouraging participation in fee-based programs. Outreach under this priority will focus on raising awareness, driving participation, and building support for efforts that contribute to the City's financial sustainability and economic vitality. By strategically promoting these initiatives, we can help ensure long-term funding for essential services and enhance the overall prosperity of our community.



### Priority 4: Outreach that educates and inspires action

Effectively navigating challenges from climate impacts to evolving community needs, requires more than just information, it requires behavior change. This priority focuses on proactive outreach campaigns that educate the public and empower them to take meaningful action. These initiatives will be strategically timed and tailored to align with emerging issues, such as fire prevention during extreme heat events or water conservation during ongoing drought conditions. By combining clear, actionable messaging with relevant context, these efforts aim to communicate the desired behavior, reduce barriers for taking action toward the desired behavior and creating a social norm around the desired behavior in the community. This will foster a shared sense of responsibility for the wellbeing of our community and environment.

### Priority 5: Outreach efforts that fosters community pride, awareness, and appreciation

Finally, the City recognizes the importance of cultivating a strong sense of community pride and connection. As resources allow, the City will develop outreach efforts that celebrate local achievements, highlight community assets and increase public awareness of the programs and services that enhance Belmont's quality of life. These efforts build goodwill and trust, creating a more informed, appreciative and engaged community that is better positioned to support future City initiatives.



# KEY PERFORMANCE INDICATORS

**How will we know if we have been successful?**

We will consider different types of metrics to determine outreach effectiveness, which will vary per campaign or outreach initiative.

Campaign outputs are "counting" metrics that track the amount of outputs related to the communications efforts we are engaging in. For instance, gross number of impressions for a marketing campaign, number of followers on social media, or website traffic to a specific landing page we are promoting. They are helpful for gauging reach and measuring growth over time.

Campaign outcomes are metrics that help measure whether we have made progress on key goals like "increase public participation." They provide more insight into what tactics are working and are generally more qualitative in nature.

Finally, we want to work closely with each department to ensure we are supporting operational outcomes, which will be defined for each outreach campaign.




## CAMPAIGN OUTPUTS

**Examples may include**

- # of gross impressions
- # of weekly newsletter subscribers
- # of website page views/month
- # of news releases produced
- # of social media followers
- # of video views



## CAMPAIGN OUTCOMES

**Examples may include**

- Email open rates and click-through rates
- Time spent on webpage/campaign referral tracking
- Earned media through public relations efforts
- Social media engagement (likes, comments, shares) and sentiment
- Average video watch time



## OPERATIONAL OUTCOMES

**Examples may include**

- Conversions (i.e., signing up for an online program or rebate)
- Passed investment measures
- Reduced complaints
- Changed behavior in focused awareness areas
- Attendance at important council meetings
- Survey results that support key initiatives

CITY OF BELMONT

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

# STAFF REPORT

| | |
|---|---|
| **Meeting Date:** | July 8, 2025 |
| **Agency:** | City of Belmont |
| **Staff Contact:** | Bozhena Palatnik, Public Works, (650) 595-7463, bpalatnik@belmont.gov |
| **Agenda Title:** | Approving the Updated Sewer System Management Plan (SSMP) in Compliance with Statewide General Waste Discharge Requirements (WDR), Order No. 2022-0103-DWQ |
| **Agenda Action:** | Resolution |

## Recommendation

Adopt a resolution approving the updated Sewer System Management Plan per the Statewide General Waste Discharge Requirements.

## Strategic Focus Area

Infrastructure and Mobility

## Background

The City of Belmont is required to maintain a Sewer System Management Plan (SSMP) per the State Water Resources Control Board's (SWRCB) Statewide General Waste Discharge Requirements (WDR) Order No. 2022-0103-DWQ. These requirements apply to all public agencies that own and operate sanitary sewer systems over one mile in length and are designed to prevent and mitigate sanitary sewer overflows (SSOs) through structured operation, maintenance, and reporting practices.

The City's current SSMP was last updated and adopted in October 2020. Per the new WDR requirements, a comprehensive SSMP update must be completed by August 2, 2025 with subsequent internal audits every 3 years and comprehensive updates and re-certification every six years, along with program audits at least once every three years. The updated SSMP is available for public review at the City's Public Works Department and complies fully with all current SWRCB directives. This document is also posted on the City's website at Sewer System Management Plan | City of Belmont.

The SSMP includes eleven (11) required elements addressing the City's organizational structure, legal authority, maintenance programs, capital improvement planning, and emergency response. It also includes goals aligned with minimizing SSOs, protecting public health, ensuring system capacity, and engaging the public.

## Analysis

The updated SSMP reflects the City's continued commitment to effective, transparent, and compliant sewer system management. Each of the eleven plan elements has been reviewed and updated based on current practices, recent regulatory changes, and findings from system evaluations and audits. The SSMP builds on the City's proactive approach to asset management and capital planning.

Key updates and highlights include:

- **Incorporation of 2024 Sanitary Sewer Master Plan Update:** Identifies and prioritizes capital improvement projects based on capacity assessments, system condition, and proximity to critical infrastructure or environmental resources.
- **Enhanced Spill Emergency Response Plan (SERP):** Outlines procedures for timely notification, containment, and remediation of spills to protect public health and waterways.
- **Expanded Training and Documentation Practices:** Ensures field staff and contractors are regularly trained on system operations, emergency response, and state reporting systems (CIWQS).
- **Improved Monitoring and Program Audits:** Provides mechanisms to track performance metrics, evaluate program effectiveness, and drive continual improvement.
- **Public Outreach and Education:** Reinforces the City's efforts to reduce blockages caused by fats, oils, grease (FOG), and other non-flushable materials.

These efforts reflect Belmont's strategic investment in sewer infrastructure, which includes system upgrades, condition assessments through CCTV inspections, and increased frequency of maintenance in high-risk areas.

By maintaining a robust SSMP and conducting regular audits, the City is not only complying with State requirements but also setting the foundation for long-term infrastructure resilience. This work directly supports future funding strategies, including potential grant applications and utility rate studies, to ensure continued delivery of high-quality wastewater services.

*Fiscal Impact:*
All activities associated with the implementation and ongoing management of the Sewer System Management Plan are funded through the City's Sewer Enterprise Fund and are subject to annual review and appropriation as part of the City's budget adoption process.

Staff recommends that the City Council adopt a resolution approving the updated Sewer System Management Plan (SSMP) in accordance with the State Water Resources Control Board's General Waste Discharge Requirements, Order No. 2022-0103-DWQ.

**Alternatives**
1. Take No Action.
2. Refer to staff for further information.

**Attachments**
A. Resolution
B. Updated Sewer System Management Plan – 2025 Revision
C. Executive Summary of 2024 Sanitary Sewer Master Plan Update

**Fiscal Impact**

☐ No Fiscal Impact

☒ Funding Source Confirmed:

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

# RESOLUTION NO. 2025 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE UPDATED SEWER SYSTEM MANAGEMENT PLAN PER THE STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS**

WHEREAS, the City of Belmont owns and operates a sanitary sewer collection system serving a population of approximately 27,000 customers in a 4.6 square miles service area that consists of 80 miles of gravity and force main sewer pipes, over 1,500 maintenance access points/manholes, and 10 lift stations; and,

WHEREAS, the State Water Resources Control Board (SWRCB) adopted multiple General Waster Discharge Requirements (GWDR) Orders for Sanitary Sewer System in 2006, 2008, 2013, and in 2022; and,

WHEREAS, all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California and are not otherwise discharging pursuant to their own separate waste discharge requirements or under a National Pollutant Discharge Elimination System ("NPDES") permit, are required to comply with the terms of this Order; and,

WHEREAS, the GWDR Orders require the City to develop and adopt a Sewer System Management Plan (SSMP) with the purpose of providing proper and efficient management, operation, and maintenance of the City's sanitary sewer system in order to minimize the number and impact of sanitary sewer overflows throughout the State; and,

WHEREAS, the SSMP shall be audited per requirements of the latest GWDR Order, updated, and adopted by the governing body prior to August 2, 2025; and,

WHEREAS, the City's updated SSMP is in compliance with the requirements set forth in the GWDR and is ready for adoption and certification.

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

SECTION 1. The Council adopts a resolution approving the updated Sewer System Management Plan per the Statewide General Waste Discharge Requirements.

* * *

ADOPTED July 8, 2025 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

# City of Belmont

## Sewer System Management Plan

**Revision 2 – August 2025**

**WDID: 2SSO10094**

Prepared By:

WALLACE GROUP®

# City of Belmont

# SEWER SYSTEM MANAGEMENT PLAN

## Revision 2

## WDID: 2SSO10994

## August 2025

The Sewer System Management Plan, Revision 2 was created with the assistance of the following City of Belmont and Wallace Group Staff:

City of Belmont Staff

Bozhena Palatnik, Senior Civil Engineer

Brandon Tyler, Public Works Service Manager

Tim Murray, Sewer and Storm Field Supervisor

Wallace Group Staff

Bill Callahan, Senior Environmental Compliance Specialist

## CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



Nisha Patel
Public Works Director / LRO

## SSMP – REVISION RECORD

City of Belmont SSMP has undergone the following revisions:

| Revision Date | Description of Revisions/Updates | Revision Completed By |
|---|---|---|
| 2016 | Organization Chart | City Staff |
| 2017 | Updates to Standard Details, Goals, Operations and Maintenance Program | City Staff |
| 2018 | Organization Chart | City Staff |
| 2019 | Goals, OERP, FOG Program, Design and Performance Provisions, SECAP, O&M Plan, MMPM | City Staff |
| 2020 | Organization Chart, O&M Program, FOG Program, SECAP, MMPM, Audits, Communication Program | City Staff , Approved by City Council |
| 2025 | Updated all Elements based on results of 2024 SSMP Audit for compliance with new 2022 WDRs. | City Staff , Approved by City Council |
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## ACRONYMS AND ABBREVIATIONS

| | |
|---|---|
| BMP | Best Management Practices |
| CAP | Capacity Assessment Plan |
| Cal OES | California Office of Emergency Services |
| Cal/OSHA | California Division of Occupational Health and Safety |
| CCR | California Code of Regulations |
| CCTV | Closed Circuit Television |
| CDFW | California Department of Fish and Wildlife |
| CFR | Code of Federal Regulations |
| CIP | Capital Improvement Plan |
| CITY | City of Belmont |
| CIWQS | California Integrated Water Quality System |
| CMMS | Computerized Maintenance Management System |
| CWEA | California Water Environment Association |
| EHS | Environmental Health Services |
| ELAP | Environmental Laboratory Accreditation Program |
| EOP | Emergency Operating Procedure |
| ENROLLEE | City of Belmont |
| EPA | Environmental Protection Agency |
| FOG | Fats, Oil, and Grease |
| FSE | Food Services Establishment |
| HMA | High Maintenance Area |
| I/I | Inflow & Infiltration |
| IIPP | Injury and Illness Prevention Program |
| IWF | Industrial Waste Facility |
| LRO | Legally Responsible Official |
| mgd | Million Gallons per Day |
| MRP | Monitoring and Reporting Program (Used in this SSMP to reference MRP Order No. 2022-0103-DWQ.) |
| SERP | Spill Emergency Response Plan |
| OES | Office of Emergency Services |
| O&M | Operation and Maintenance |
| OSHA | Occupational Safety and Health Administration |

## ACRONYMS AND ABBREVIATIONS

| | |
|---|---|
| PLSD | Private Lateral Sewage Discharge |
| PM | Preventative Maintenance |
| R&R | Rehabilitation and Replacement |
| RWQCB | Central Coast Regional Water Quality Control Board |
| SCADA | Supervisory Control and Data Acquisition |
| SECACIP | Sewer Evaluation, Capacity Assurance and Capital Improvement Plan |
| SMP | Sewer Master Plan |
| SOP | Standard Operating Procedure |
| SSMP | Sewer System Management Plan |
| SPILL | Sanitary Sewer Spill |
| SSS | Sanitary Sewer System |
| SWRCB | State Water Resources Control Board |
| WDR | Waste Discharge Requirements (Used in this SSMP to reference WDR Order No. 2022-0103-DWQ, the Statewide General WDR for SSSs.) |

# INTRODUCTION

This Sewer System Management Plan (SSMP) update was performed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2022-0103-DWQ, which are available at the City Wastewater Division Office and on the State Water Resources Control Board website: https://www.waterboards.ca.gov/water_issues/programs/sso/.

## 0.1 Requirement Background

The WDRs require all public wastewater collection system agencies in California that own and operate sanitary sewer systems greater than one mile in length, which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop, implement, and maintain a SSMP, and report sanitary sewer spills (Spills) using the State's electronic reporting system, California Integrated Water Quality System (CIWQS).

The City of Belmont (City) SSMP includes the following eleven (11) Elements:

1. Goal
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan
7. Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvement Plan
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Program Audits
11. Communication Program

Each SSMP Element is prefaced with the associated WDR section and narrated with the City's policies and procedures, which address the respective SWRCB requirement.

# EXECUTIVE SUMMARY

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2022-0103-DWQ require the City of Belmont (City) to have and maintain a Sewer System Management Plan (SSMP), which provides a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system in order to help reduce and prevent sanitary sewer spills (Spills), as well as mitigate any Spills that do occur.

The SSMP includes the following eleven (11) Elements:

**Goals, Regulatory Context, Asset Overview and Schedule**

City goals, which are included in the SSMP, are:

- Properly manage, operate, and maintain the wastewater collection system;
- Demonstrate legal authority through the use of ordinances for enforcement of violations to effectively manage the sewer system;
- Minimize the frequency and severity of sanitary sewer overflows.
- Protect public health, prevent hazards and unnecessary damage to public and private property;
- Respond quickly and respectfully to public notifications of sanitary sewer spills;
- Provide adequate capacity to convey peak flows to the wastewater treatment plant;
- Perform routine system inspections to effectively maintain and identify problem areas of the sewer system and address these areas through the Capital Improvement Plan for scheduling and funding proposed projects;
- Conduct regular cleaning of sewer main lines and more frequent cleaning of high maintenance areas until permanent repairs can be made;
- Perform all operations in a safe manner to avoid personal injury and property damage.

Regulatory context, asset overview and schedule are addressed directly in Element 1.

**Organization**

The Organization Element of the SSMP identifies City Staff, who are responsible for implementing the SSMP, responding to sewer spills, and meeting sewer spill reporting requirements, and identifies the lines of authority of SSMP responsibilities and chains of communication for sewer spill response and reporting. The Legally Responsible Officials (LRO) are also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying sewer spill reports in the SWRCB's online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).

## Legal Authority

This SSMP Element outlines the City Municipal Code Chapters and Ordinances that provide the City with the legal authority to:

a. Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;

b. Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;

c. Require that sewer system components and connections be properly designed and constructed;

d. Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;

e. Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and

f. Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

## Operation and Maintenance Program

City operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that is conducted to accomplish the optimal operation and maintenance of the City collection and conveyance system. This SSMP Element details a:

a. Up-to-date maps of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the maps. The maps must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.;

b. A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

   a. The scheduling system includes:
      i. Inspection and maintenance activities;
      ii. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
      iii. Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

   The data collection system documents data from system inspection and

maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

c. In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training covers:

    i. The requirements of this General Order;
    ii. The Enrollee's Spill Emergency Response Plan procedures and practice drills;
    iii. Skilled estimation of spill volume for field operators; and
    iv. Electronic CIWQS reporting procedures for staff submitting data.

d. An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

**Design and Performance Provisions**

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these items.

**Spill Emergency Response Plan**

The Spill Emergency Response Plan (SERP) contains the following information in order to protect public health and the environment in the event of a sewer spill:

a. Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;

b. Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

c. Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;

d. Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;

e. Address emergency system operations, traffic control and other necessary response activities;

f. Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;

g. Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

h. Remove sewage from the drainage conveyance system;

i. Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

j. Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;

k. Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

l. Conduct post-spill assessments of spill response activities;

m. Document and report spill events as required in this General Order; and

n. Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

**Pipe Blockage Control Program**

The goal of the Pipe Blockage Control Program is to reduce and/or eliminate the amount of pipe blocking materials such as fats, oils and grease wipes, roots, etc., that may be discharged to the sanitary sewer system. This is implemented through public outreach, operations and maintenance activities, investigations and FOG Program inspections.

**System Evaluation, Capacity Assurance, and Capital Improvement Plan**

The City completed a Sanitary Sewer Master Plan Update (SSMPU) in 2024 to assess the existing, near term and long-term capacity needs and the condition of the system to safely collect and convey wastewater. The SSMPU identified capital improvement projects which included staff O&M based projects, hydraulicly deficient projects, lift station evaluation projects and ongoing CCTV data. The City prioritized these projects based on the following criteria:

- Size
- 2043 Peak Wet Weather Flow Projections
- Proximity to Critical Facilities
- Proximity to Water Bodies
- Nearest Street Type

These analyses identify areas that are capacity deficient and/or structurally deficient under existing and future conditions. Recommended capital improvement projects are prioritized as a result of this analysis. An additional Vulnerability Assessment will be required to meet some of the additional (2022) requirements included in the WDRs.

**Monitoring, Measurement, and Program Modifications**

The City monitors the implementation of the SSMP Elements in order to measure the effectiveness of the City SSMP program in reducing sewer spills. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the City completes this monitoring and evaluation.

**Sewer System Management Plan Program Audits**

The SSMP Program Audits Element outlines the audit process and identifies City Staff responsible for conducting or participating in SSMP Program Audits and generating the

required SSMP Program Audit Report. SSMP Program Audits must occur at a minimum of every three (3) years and are required to evaluate the City SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings.

**Communication Program**

This SSMP Element describes the manner in which the City communicates the development, implementation, and performance of its SSMP with the public in order to provide them with the opportunity to provide input as the SSMP program is developed and implemented.

# ELEMENT 1 - GOALS, REGULATORY CONTEXT, ASSET OVERVIEW AND SCHEDULE

The City of Belmont (City) has the following goals for the management and maintenance of the industrial sanitary sewer collection system. These goals provide focus for City Staff to continue high-quality work to operate and maintain City facilities and to implement improvements for management of the collection system to prevent sanitary sewer spills (Spills). The role of the SSMP in supporting these goals is discussed below.

These goals will be evaluated annually in Element 9: Monitoring, Measurement and Program Modification to assess the City's success in implementing and meeting the objectives of these goals.

## 1.1 Regulatory Requirement

WDR Order No. 2022-0103-DWQ Attachment D1 states:

> The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

## 1.2 Sanitary Sewer System Goals

The City seeks to provide high quality and reliable wastewater collection and conveyance for its residents and businesses.

City SSMP Goals:

- Properly manage, operate, and maintain the wastewater collection system;
- Demonstrate legal authority through the use of ordinances for enforcement of violations to effectively manage the sewer system;
- Minimize the frequency and severity of sanitary sewer overflows.
- Protect public health, prevent hazards and unnecessary damage to public and private property;
- Respond quickly and respectfully to public notifications of sanitary sewer spills;
- Provide adequate capacity to convey peak flows to the wastewater treatment plant;
- Perform routine system inspections to effectively maintain and identify problem areas of the sewer system and address these areas through the Capital Improvement Plan for scheduling and funding proposed projects;
- Conduct regular cleaning of sewer main lines and more frequent cleaning of high maintenance areas until permanent repairs can be made;
- Perform all operations in a safe manner to avoid personal injury and property damage.

## 1.3 Regulatory Context and Schedule for Audits and Updates

As required by Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ, the SSMP contains several elements which are referenced in the table of contents that will help the City accomplish the goals mentioned in this element. The City is dedicated to implementing each Element of the SSMP and tracking any revisions that may be necessary as program implementation progresses. The current 2025 SSMP update was completed prior to the due date of *August 2, 2025*.

The City will begin their next SSMP Audit after *August 2, 2027*, Audit Period End Date with an identified Audit period of *August 2, 2025, through August 2, 2028*, for completion by *February 2, 2028*. The Audit will evaluate how the SSMP meets regulatory requirements, implementation of the SSMP, success of preventative maintenance program, and sewer spill trends. A plan and schedule will be developed for the correction of any deficiencies identified in the audit and any necessary updates or general plan changes that may be required.

The City will annually review and evaluate the SSMP, Preventative Maintenance Program, and Spill Trends to identify areas of their sewer operations that may need to be modified to comply with existing regulatory requirements and reduce the number of sewer spills occurring in a calendar year.

The SSMP 6-Year Update will begin on or before *March 2031* for completion, adoption and recertification by *August 2, 2031*.

In addition to the SSMP Update and SSMP Audit discussed above, the City has identified additional near-term compliance dates as required by General Order WQ-2022-0103-DWQ:

- Annual Report of Category 4 Non-Lateral Spills: *February 1st of each calendar year*
- Annual Report: *April 1st of each calendar year*
- Electronic Sanitary Sewer System Service Area Boundary Map: *December 31, 2025*

## 1.4 System Asset Overview and Service Area

The City sewer collection and conveyance system is located in San Mateo County, serving a population of approximately 25,500 customers in an 4.7 square mile service area with 7690 lateral connections. The City's wastewater collection system is divided into 15 sewer basins with approximately 80 miles of gravity mains, 10 lift stations, and approximately 3.4 miles of force mains. Currently, the majority of the City's wastewater flows are carried by two parallel trunk sewer lines along Ralston Ave, herein referred to as "Ralston Trunk Lines", and discharged into the Belmont Pump Station (BPS) that is owned and operated by Silicon Valley Clean Water (SVCW) and subsequently treated at the SVCW Wastewater Treatment Plant (WWTP). A small portion of wastewater flows are discharged into the wastewater collection systems of the City of San Mateo (San Mateo) and a small portion of wastewater flows are flowing from and to the City of San Carlos (San Carlos). SVCW recently completed the construction of Belmont Gravity Pipeline (BGP) project and is planning to demolish the BPS. The City's wastewater will be discharged into BGP and carried to the San Carlos Pump Station by gravity once BGP is in service. Gravity pipelines vary in diameter from 6-inch to 27-inches. There are no air/vacuum relief valves associated with these force mains.

The following table shows the age of the system sewer lines:

| Construction Period | Percent of System | Footage (feet) |
|---|---|---|
| 2020 - current | 1.36% | 5,737 |
| 2000 - 2019 | 42.32% | 178,383 |
| 1980 – 1999 | 20.64% | 87,003 |
| 1960 – 1979 | 14.52% | 61,190 |
| 1940 – 1959 | 14.91% | 62,846 |
| 1920 – 1939 | 5.84% | 24,615 |
| Unknown | 0.41% | 1.722 |
| **TOTAL** | **100%** | **421,498** |

There are 2,564 manholes throughout the system. The sewer system is restricted to providing sanitary sewer flows only with no diversion of stormwater into the sewer system.

The following table shows the various pipeline sizes:

| Pipe Diameter (Inches) | Length (Feet) | Percent of Sewer System |
|---|---|---|
| 6 | 328,931 | 78.0% |
| 8 | 52,332 | 12.4% |
| 10 | 10,914 | 2.6% |
| 12 | 7,610 | 1.8% |
| 15 | 3,276 | 0.8% |
| 16 | 360 | 0.1% |
| 18 | 8,113 | 1.9% |
| 21 | 5,412 | 1.3% |
| 24 | 1,580 | 0.4% |
| 27 | 2,970 | 0.7% |
| **Total** | **421,498** | **100.0%** |

The following table shows pipeline materials:

| Material | Length (Feet) | Percent of Sewer System |
|---|---|---|
| Vitrified Clay Pipe (VCP) | 148,837 | 35.32% |
| Lined VCP | 99,672 | 23.65% |
| Polyvinyl Chloride (PVC) | 70,127 | 16.64% |
| High Density Polyethylene (HDPE) | 100,077 | 23.75% |
| Reinforced Concrete Pipe (RCP) | 2,660 | 0.63% |
| Unknown (UNK) | 125 | 0.03% |
| **Total** | **421,373** | **100.00%** |

Force Main data is also provided in the table below:

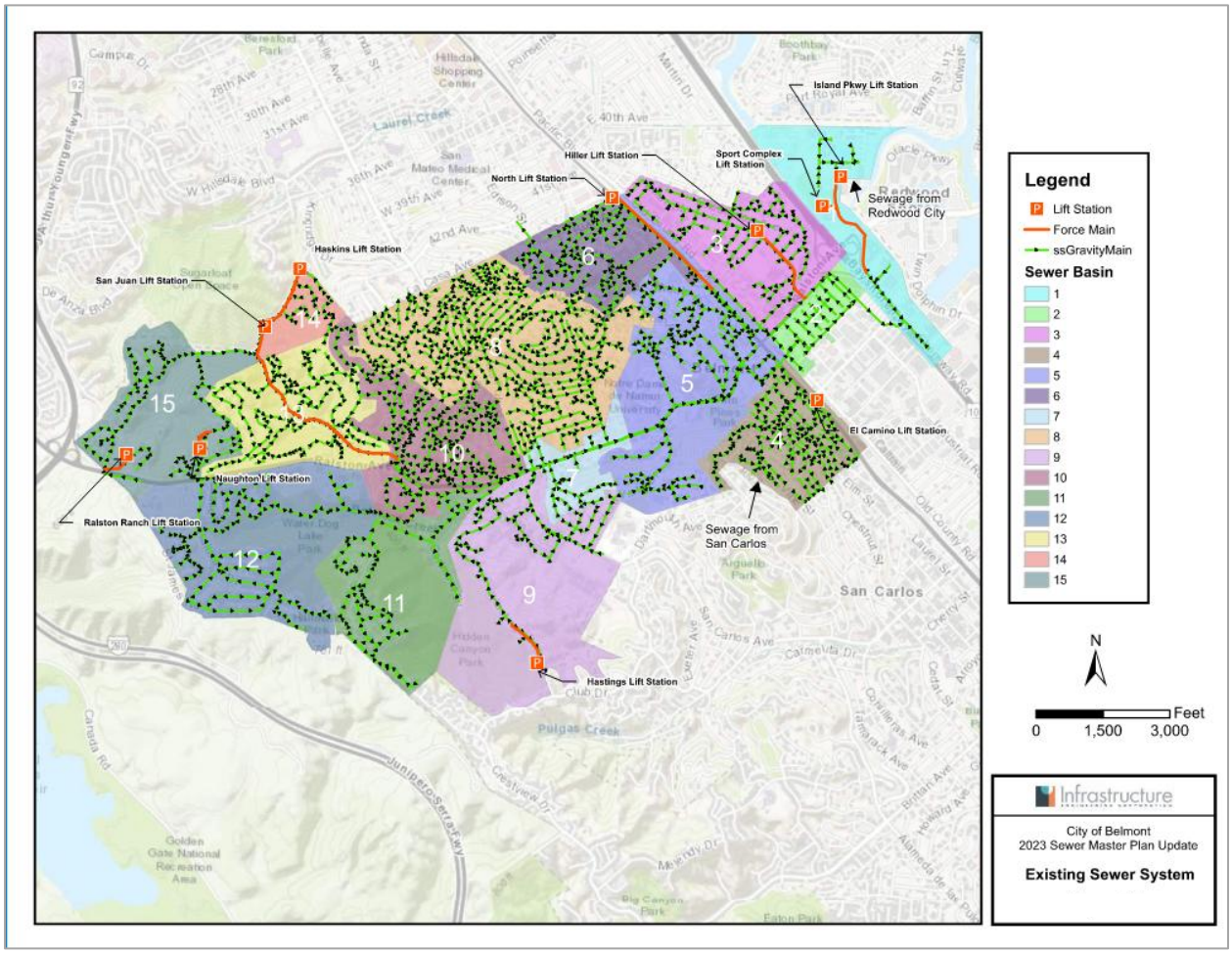
| Force Main | Year Built | Size (inches) | Material | Length (ft) | Length (miles) |
|---|---|---|---|---|---|
| Ralston Ranch | 1996 | 6 | PVC | 650 | 0.12 |
| Naughton | 1994 | 6 | PVC | 450 | 0.09 |
| Hastings | 1970 | 6 | ACP | 1,200 | 0.23 |
| Hiller | 1953 | 10 | ACP | 1,300 | 0.25 |
| | 1998 | 10 | HDPE | 500 | 0.09 |
| Island Park | 1989 | 8 | PVC/CIP | 3,484 | 0.66 |
| Sports Complex | 1988 | 2 | PVC | 250 | 0.05 |
| San Juan | 1977 | 12 | DIP | 5,000 | 0.95 |
| North Road | 2021 | 12 | HDPE | 3,100 | 0.59 |
| Haskins | 1982 | 6 | DIP/ACP | 1,600 | 0.30 |
| El Camino | 2021 | 4 | HDPE | 160 | 0.03 |
| **Total** | | | | **17,694** | **3.35** |

The City serves a population of approximately 27,000[1] people. Sewer system customers are broken down as follows:

| Type of Connection | % of Total Connections |
|---|---|
| Residential | 97% |
| Commercial | 3% |
| Industrial | 0% |
| **Total** | **100%** |

A general overview showing the service area boundaries and assets is provided below.

[1] Population data from CIWQS Operational Report 2024.




Data management for the operations and maintenance of the sewer systems is provided utilizing City Microsoft Outlook to schedule O&M tasks with hard copy records of maintenance activities archived in the Public Works computer system. These tasks and records includes map updates, sewer inspections, and maintenance. Additionally, the City utilizes “One View Notification” software to address inquiries and concerns identified from the public. This system is found on the City’s website: **https://www.belmont.gov/services/report/report-a-problem**.

Sewer laterals are owned, operated and maintained by individual property owners from the wye connection at the sewer main, back to each building. The City does not own or maintain any sewer laterals within the service area other than laterals on City owned property.

# ELEMENT 2 - ORGANIZATION

The Organization Element of the SSMP identifies City of Belmont (City) staff that are responsible for the management and implementation of this SSMP. This Element identifies staff's responsibilities responding to sewer spill events, and meeting sewer spill reporting requirements. The Legally Responsible Officials (LRO) are designated below to meet SWRCB requirements for completing and certifying sewer spill reports in the California Integrated Water Quality System (CIWQS).

This SSMP Element outlines the City organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for sewer spill response and reporting.

## 2.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 2 states:

The collection system agency's SSMP must identify:

a) The name of the Legally Responsible Official defined in this Order;

b) The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;

c) Organizational lines of authority; and

d) Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)

WDR Order No. 2022-0103-DWQ Section 5.1 states:

> The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:
>
> - Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
>
> - Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

## 2.2 Responsible and Authorized Representatives

The name of the authorized representatives described in WDR Section 5.1 above is listed in Table 2-1:

**Table 2-1: City of Belmont Authorized Representatives**

| Name | Title | CIWQS Database |
|---|---|---|
| Nisha Patel | Public Works Director | Legally Responsible Official |
| Brandon Tyler | Public Works Services Manager | Legally Responsible Official |
| Tim Murray | Sewer and Storm Field Supervisor | Data Submitter |

## 2.3 SSMP Program Implementation

An organization table showing the lines of authority for the City is described below in Table 2-2 and updated City Organization Chart which show lines of authority can be found in **Appendix 2A**.

**Table 2-2: City of Belmont Staff and Contract Staff with SSMP Responsibilities and Contact Information**

| Name and Title | SSMP Responsibilities | Contact Information |
|---|---|---|
| **City Council**<br>Julia Mates<br>*Mayor*<br><br>Robin Pang-Maganaris<br>*Vice Mayor*<br><br>Tom McCune<br>*Councilmember*<br><br>Gina Latimerlo<br>*Councilmember*<br><br>Cathy Jordan<br>*Councilmember* | The City Council annually adopts a budget in which funding would be allocated for SSMP related tasks. The City Council is also responsible for considering and approving updates to the City's SSMP. | CityCouncil@belmont.gov |
| Nisha Patel<br><br>*Public Works Director* | The Public Works Director directs City Staff who manage all eleven (11) SSMP Elements. | Office: (650) 595-7459<br>npatel@belmont.gov |
| Scott Rennie<br><br>*City Attorney* | The City Attorney assists in the management of Element 3, Legal Authority. | Office: (650) 595-7408<br>srennie@belmont.gov |
| Bozhena Palatnik<br>Senior Civil Engineer | The Senior Civil Engineer is responsible for the overall management of the SSMP and specifically directs the implementation of:<br>• Element 1 – Goal; | Office: (650) 595-7463<br>bpalatnik@belmont.gov |

| Name and Title | SSMP Responsibilities | Contact Information |
|---|---|---|
| | • Element 2 – Organization;<br>• Element 3 – Legal Authority;<br>• Element 4 - Operation and Maintenance Program;<br>• Element 5 – Design and Performance Provisions;<br>• Element 6 – Spill Emergency Response Plan;<br>• Element 7 – Pipe Blockage Control Program;<br>• Element 8 – System Evaluation, Capacity Assurance and Capital Improvement Plan;<br>• Element 9 – Monitoring, Measurement, and Program Modifications;<br>• Element 10 – SSMP Audits; and<br>• Element 11 – Communication Program<br><br>The Public Works Director is assisted by Public Works Services Manager, Field Supervisor and Operators to manage and implement these Elements. Names and contacts are provided in this table. | Brandon Tyler Public Works Services Manager (650) 595-7464, **btyler@belmont.gov**<br><br>Tim Murray – Sewer and Storm Field Supervisor<br>(650) 637-2932, **tmurray@belmont.gov**<br><br>Ryan Talavera – Public Works Sewer Lead Worker (650) 830-1526, **rtalavera@belmont.gov** |

## 2.4 Chain of Communication for Responding to Sewer Spills

Sewer Spill reports typically begin with a call from an observer to the City Office or 911 dispatchers.

**City of Belmont**

**Office Business Hours: (650) 595-7425,**

**8am – 5:00, Monday through Friday, except Legal Holidays**

**After Hours: 911**

During the process of responding to a sewer spill, the following actions are taken as outlined in Figure 3-1 and described below to verify the report and ensure the safety of the public:

1. During business hours, Wastewater Operators receive the call from an observer, or after hours dispatch and obtains the location of concern and a description of the problem. The name and phone number of the caller is requested and documented if not anonymous for follow-up information.

2. After hours, On-Call Staff proceeds to the location to verify the report.

3. If a sewer spill is verified, the On-Call Staff notifies the Field Supervisor and proceeds to the described location. The Spill Emergency Response Plan (SERP) is initiated.

4. California Office of Emergency Services (CalOES) must be contacted within two (2) hours of a Category 1 or Category 2 Spill, when the Spill is over 1,000 gallons and reaches a drainage channel or surface water. The Central Coast Regional Water Quality Control Board (RWQCB) may also be notified as a courtesy or if warranted due t complications contacting OES.

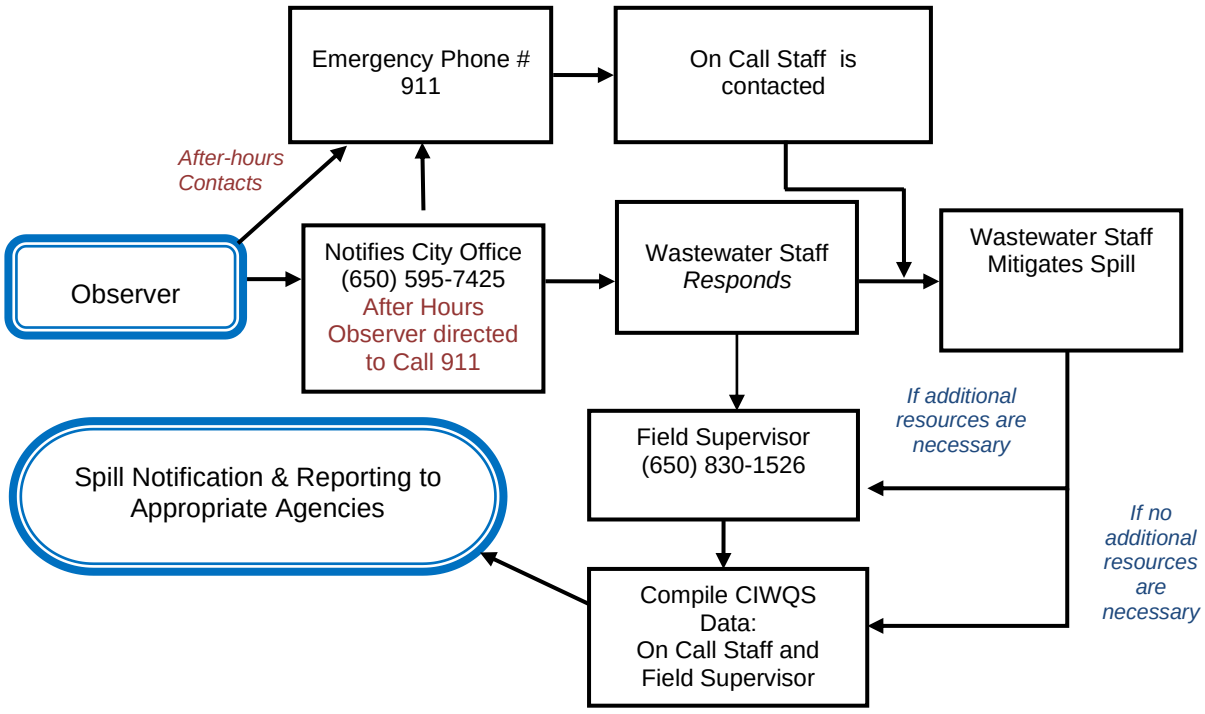



**Figure 2-1: Sewer Spill Response Chain of Command**

Additional contact information for sewer spill response is provided in the table below:

| Call Location | Contact Telephone Number |
|---|---|
| City Hall Public Works | (650) 595-7425 |
| Police Department Dispatch Center – (After Hours) | (650) 595-7400 |
| On-Call Personnel (24/7) – (After Hours) | (650) 678-0468 (primary cell) or<br>(650) 678-0486 (secondary cell) |
| On-call Sewer Service Truck | (650) 222-4925 |
| Field Supervisor | (650) 637-2932 or (650) 222-6460 |
| Public Works Services Manager | (650) 595-7464 or (650) 222-5240 |
| Public Works Director | (650) 595-7459 |

SSMP Element 6 – Spill Emergency Response Plan contains a chain of communication for reporting Spills for use in the field by the Operations Staff in Figure 6—1 which is the same as Figure 2-1 above.

Sewer Spill notification is outlined in the City's – Spill Emergency Response Plan. The contact information and notification requirements associated with notifying Cal OES and other applicable agencies, such as San Mateo County Environmental Health Division, are included in that SSMP Element.

Upon completion of containment and clean-up, the Field Supervisor initiates the Draft Sewer Spill Report in CIWQS.

# ELEMENT 3 - LEGAL AUTHORITY

The City of Belmont (City) maintains the legal authority for the sanitary sewer system in the City Municipal Code sections listed below. These Codes are on file at the City Office and can also be located on the City Website: **https://library.municode.com/ca/belmont/codes/code_of_ordinances?nodeId=CICO_CH21SESEDI**.

## 3.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 3 states:

The wastewater collection system agency must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

(a). Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;

(b). Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;

(c). Require that sewer system components and connections be properly designed and constructed;

(d). Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;

(e). Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and

(f). Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

## 3.2 SSMP Sanitary Sewer System Legal Authority [WDR D 3 (a) – (f)]

Table 3-1 below provides the mechanisms by which the City maintains the legal authorities required by the WDRs for public and private sewer systems.

**Table 3-1: City Legal Authority References**

| WDR Requirement | City Code |
|---|---|
| D 3 (a) Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.). | Chapter 21: Sewage and Sewage Disposal<br>○ Section 21-7: Unpolluted Waste Prohibited<br>○ Prohibitions: Section 21-151 through 21-160 |
| D 3 (b) Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure | The City coordinates internally as necessary for any sewer spills that may impact any stormwater facilities as it has jurisdiction over sewer and stormwater systems. Cross connections between sewer and stormwater are not allowed and are monitored by the City. |
| D 3 (c) Require that sewers and connections be properly designed and constructed; | Chapter 21: Sewage and Sewage Disposal<br>○ Connection Permits, Fees and Expansion Fund: 21-20 through 21-37<br>○ Sewer Laterals: 21-210 through 21-217<br><br>Design and construction standards for public sewers are not incorporated into the City Codes; but are incorporated into contracts for rehabilitation and replacement of public sewers. These standards are referenced in Element 5: Design and Performance Provisions. |
| D 3 (d) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency; | Chapter 21: Sewage and Sewage Disposal<br>○ Property Owner Responsible for Installation and Maintenance of Sewer Lateral: 21-210<br>○ Regulations governing Connections Authorized: 21-6<br>○ Inspection and Sampling: 21-122 |
| D 3 (e) Enforce any violation of its sewer ordinances. | Chapter 21: Sewage and Sewage Disposal<br>○ 21-133 through 21-144 |

| WDR Requirement | City Code |
|---|---|
| | Chapter 30 Administrative Enforcement<br>○ 30-3 General Enforcement Authority |
| D 3 (f) Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable | Chapter 21: Sewage and Sewage Disposal<br>Article I – General<br>○ 21-5 Easement Required to Connect Main to City System |

# ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM

The City of Belmont (City) provides sanitary sewer collection and conveyance services the City's sewer system. The City service area consists of approximately 80 miles of gravity pipelines, which vary in diameter from 6-inch to 27-inches, 10 City-owned lift stations and 3.4 miles of force mains. Approximately half of the existing collection system piping material is Vitrified Clay Pipe (VCP) or Lined VCP. The remaining portions of the system are a combination of PVC, HDPE, and RCP. The majority of day-to-day operations and maintenance activities are conducted by City Staff. This SSMP Element 4 outlines the work that is conducted to accomplish the optimal operation and maintenance of the City's collection system.

A general overview of the City Sewer System is provided in Figure 4-1: Collection System Overview Map. Indexed pages to this map are located at City Public Works Office, Corporation Yard and in Service Trucks.

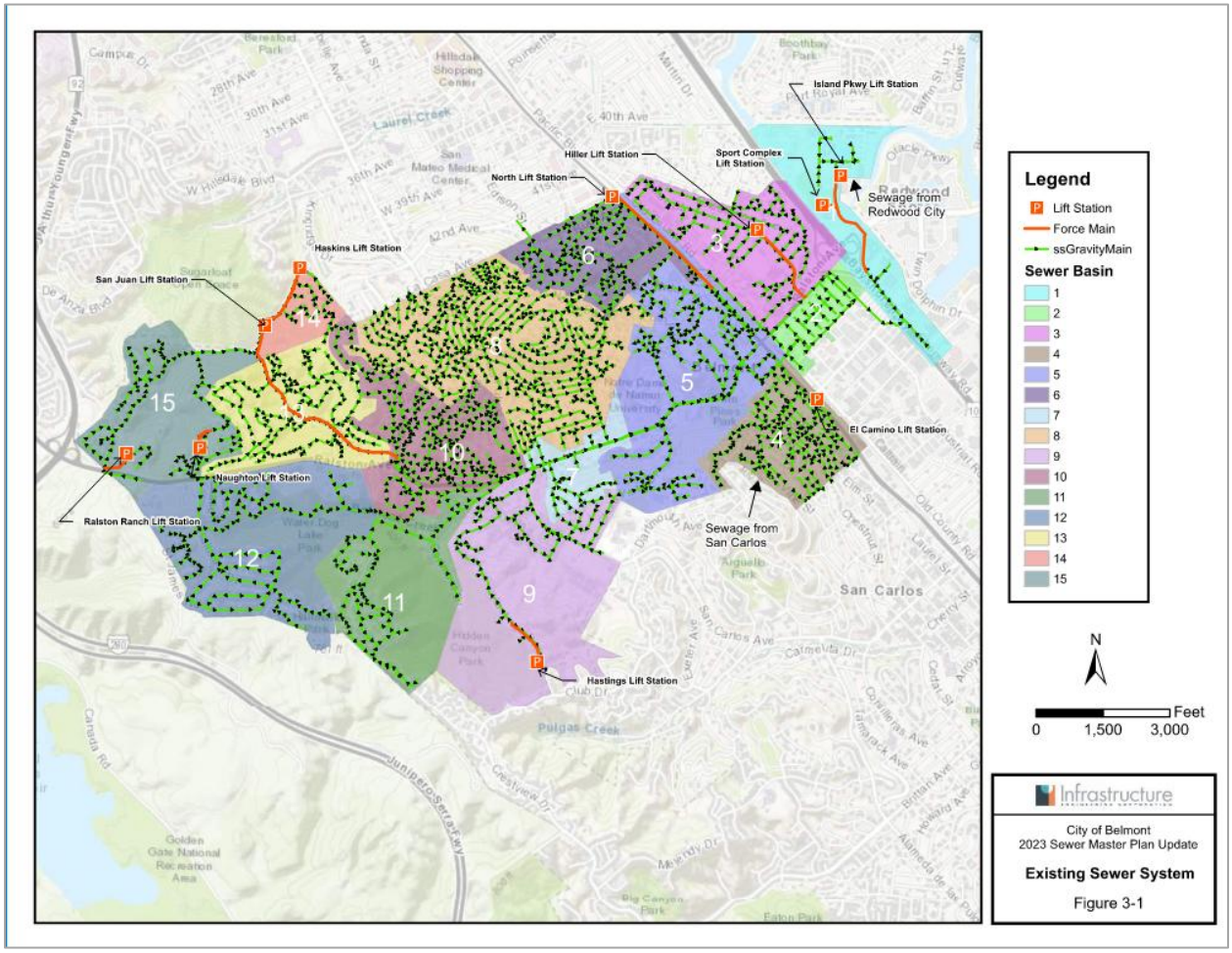



**Figure 4-1: Collection System Overview Map**

The City owns and maintains ten (10) wastewater lift stations. Lift Stations locations are identified in the Sewer Atlas Map maintained at the City Public Works Office and illustrated on Figure 4-1 and in more detail in Figure 4-2 below.

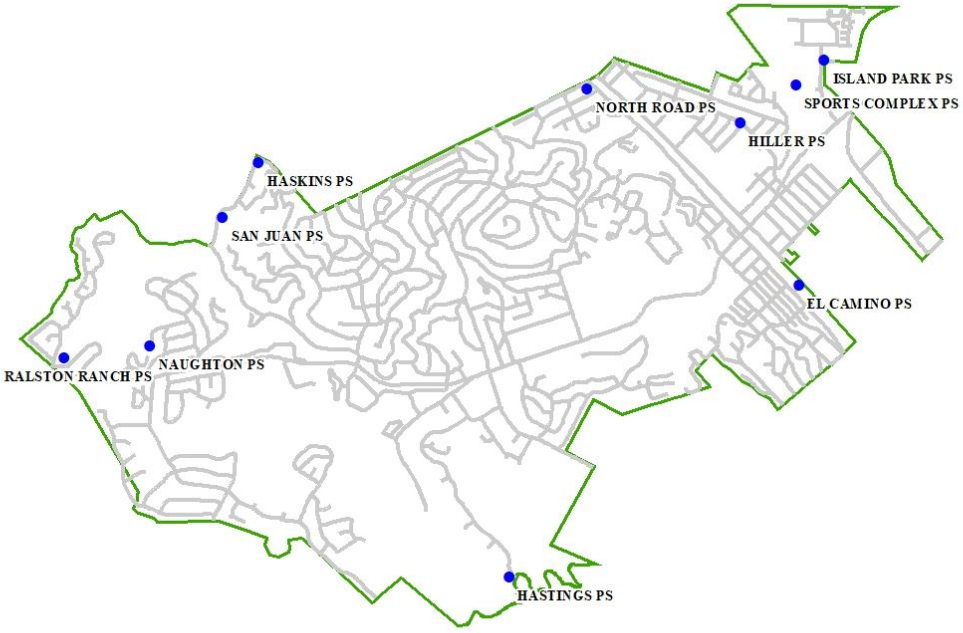



**Figure 4-2: Lift Station Location Map**

## 4.1 Regulatory Requirements

Attachment D 4. states:

The SSMP must include those sections listed below that are appropriate and applicable to the Enrollee's system:

(a) Up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.;

(b) A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.
   a. The scheduling system must include:
      i. Inspection and maintenance activities;
      ii. Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
      iii. Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

   The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

(c) In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:
      i. The requirements of this General Order;
      ii. The Enrollee's Spill Emergency Response Plan procedures and practice drills;
      iii. Skilled estimation of spill volume for field operators; and
      iv. Electronic CIWQS reporting procedures for staff submitting data.

(d) An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

## 4.2 Collection System and Storm Water Maps

The City has a Geographic Information System (GIS) that includes the information for its wastewater collection system assets. The GIS (ArcGIS) is managed by the City's Engineering Division, who is responsible for all appropriate updates, including adding any new system infrastructure constructed or accepted for maintenance by the City. The City also has information in its GIS for the storm drainage system, and all storm drains are included on hard copies of system maps utilized by staff. GIS information is not currently available in City maintenance vehicles other than in the service truck and CCTV van, but system maps are available in all field vehicles as well as in the office. GIS information is available on Lead Workers and Field Supervisors smart phones. City maps contain information about size, type, slope, condition, depth, age, and recent rehabilitation of the public sewer system. The City also has a database of older maps in hard copy, and digitized format of the wastewater collection system assets. The GIS is managed through IT and Public Works Departments who are responsible for all appropriate

updates, including adding any new system infrastructure constructed or accepted for maintenance by the City.

Currently the field crews use hard copy maps that are produced from the GIS. The hard copy maps are updated as changes are identified upon acceptance of new facilities. Corrections that are identified by field crews are given verbally and by marked up paper maps to City Engineering, who in turn transmits the corrected maps to the field crews when the corrections are completed. New facilities are incorporated into the maps during these updates.

The City owns and operates storm water conveyance facilities within their service area. Stormwater system map information is also maintained in the GIS system. City staff is evaluating the need for and costs and benefits of using smart phones and tablet type equipment in all collection system vehicles to provide instant access to all maps of both the sanitary and storm water sewer systems. Stormwater maps can be printed as hard copy maps to be utilized by City maintenance staff in the event of a Sanitary Sewer Spill (Spill) to identify storm water inlets and outlets and isolate/capture wastewater that may enter the storm drain system. An overview map of the City MS4 System is provided in Figure 4-2 below:

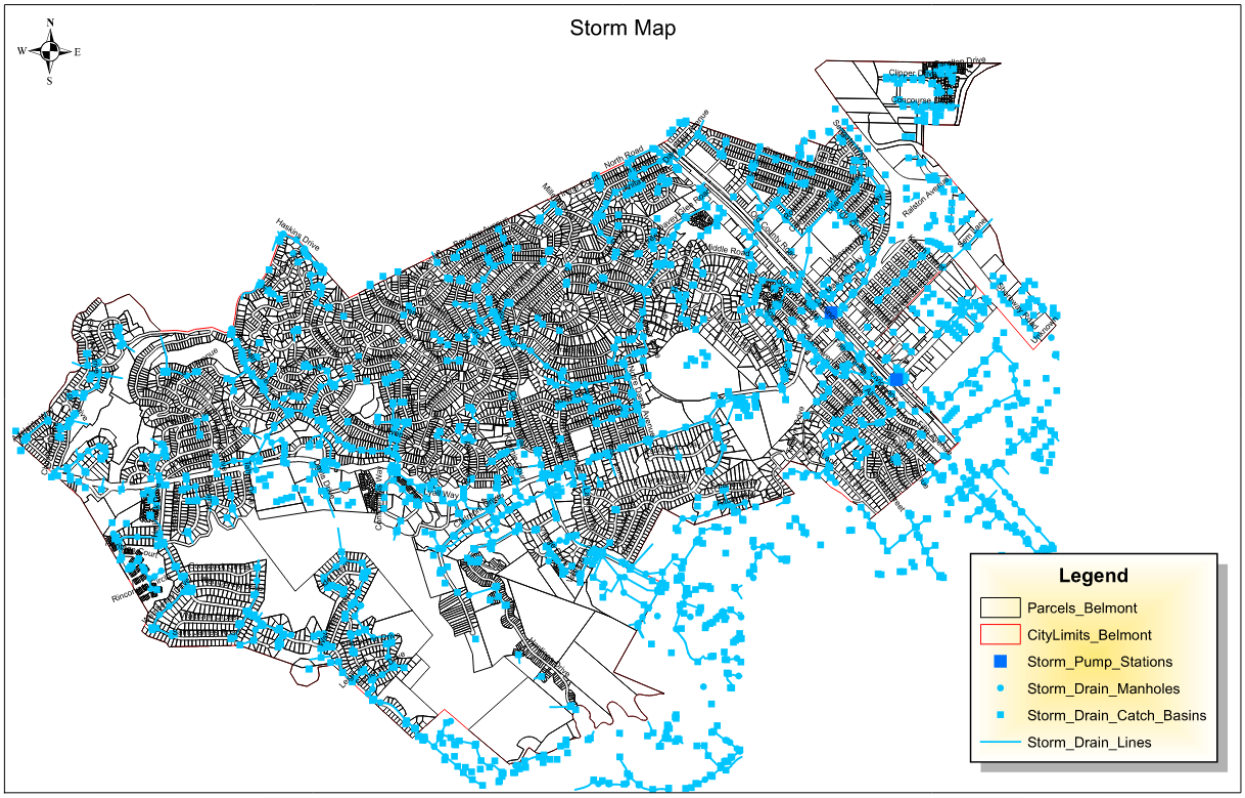



**Figure 4-2: Storm Drain Map**

### 4.3 Preventative Maintenance Program

The City manages, schedules, and tracks preventative maintenance activities in an Microsoft Outlook based scheduling system with maintenance records reviewed and stored on the City's internal server. The system covers the following:

- Sewer Line Cleaning

- High Priority Area Cleaning and Inspections
- Manhole Inspections and Maintenance
- Lift Station Inspection and Maintenance
- Customer Complaints
- Work Orders
- CCTV Inspections
- FOG Program Inspections

Routine maintenance that requires follow up is flagged in the Outlook system with a "Follow up Maintenance Needed" code in the system. In addition to this preventative maintenance system, the City has a "One View Notification" system to receive and respond to customer inquiries and/or complaints regarding the sewer system.

### 4.3.1. CCTV Inspection

The City conducts CCTV inspections utilizing two (2) methods:

1) City Staff conducts reactive CCTV investigations on an ongoing basis as an investigative tool to identify problems identified in the field such as flow restriction, customer complaints, or as a result of line cleaning or sewer spill follow up investigations.
2) The City also conducts CCTV investigations as part of a planned system-wide CCTV investigation which is expected to be completed in the next five (5) years. This CCTV work is conducted monthly with approximately 20,000 linear feet of CCTV completed each month in different areas or basins within the City system as part of the systemwide ongoing condition assessment.

CCTV information will be one of the primary methods to identify sewer line rehabilitation and replacement projects in the future. Data will be evaluated on an ongoing basis to help develop City Capital Projects.

As CCTV investigations are completed, they will be analyzed to: identify, rank and prioritize areas of the sewer system that require rehabilitation and replacement. A summary of these CCTV investigations will be on file at the Public Works office when completed. A decision tree informing CCTV reinspection after initial inspection is provided below in Figure 4-2:

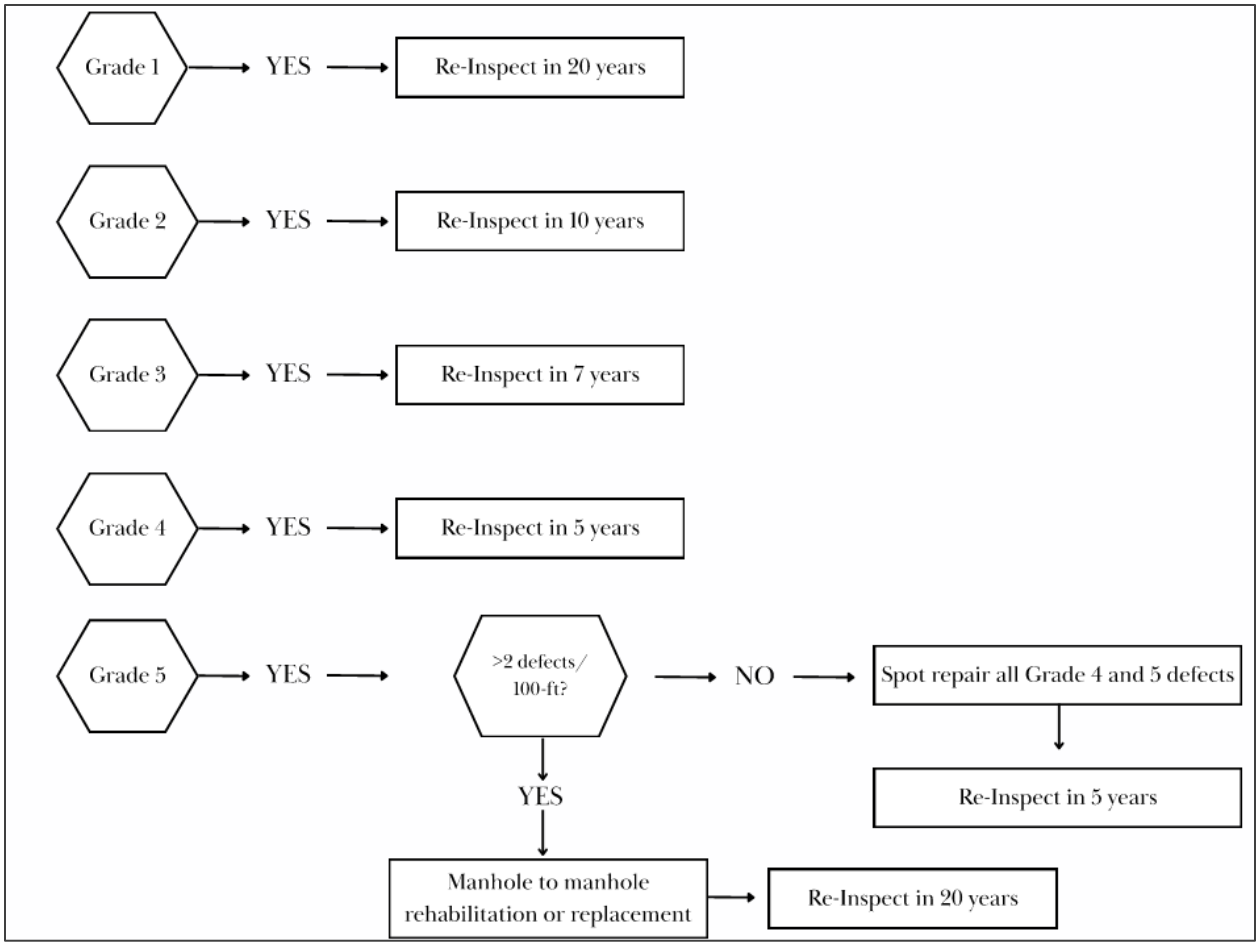



**Figure 4-2 CCTV Grades above based on NASSCO defect ranking codes**

Bridge and aerial crossings of gravity and force main lines are visually inspected on a quarterly basis. The findings of these inspections and any necessary preventive maintenance are reported to supervisorial staff.

4.3.2 Line Cleaning

The City implements a three (3) year schedule to clean the entire system. Staff is dedicated to cleaning the system five (5) days per week and documents line cleaning conditions on a Routine Sewer Line Cleaning and Manhole Inspection form. The line cleaning crew evaluates cleaning results and places line segments on these higher frequency schedules based upon past cleaning results, history of sewer spill events, history of cleaning results, video inspections, and professional judgment. Cleaning crews operate hydro jetting cleaning units and less frequently, hand rodding, to accomplish cleaning of lines.

The City also utilizes chemical root control to address root control issues in sewer mains. If roots are determined to be an issue during the annual sewer CCTV inspections, cleaning, or response to complaints, the City's maintenance staff performs root cutting, and areas with a history of significant roots are placed into the root foaming program. The City currently spends about

$75,000 annually on root foaming, treating these lines on a cycle of about once every three years. This program involves approximately 55,000 linear feet of the City's sewer system.

The City evaluates the frequency at which the entire system is cleaned based on the results of sewer line cleaning logs, sewer spill history and the results of CCTV data. Changes in sewer line cleaning and prioritization of sewer repairs based on sewer line cleaning observations follow the following protocol in Figure 4-3 below:

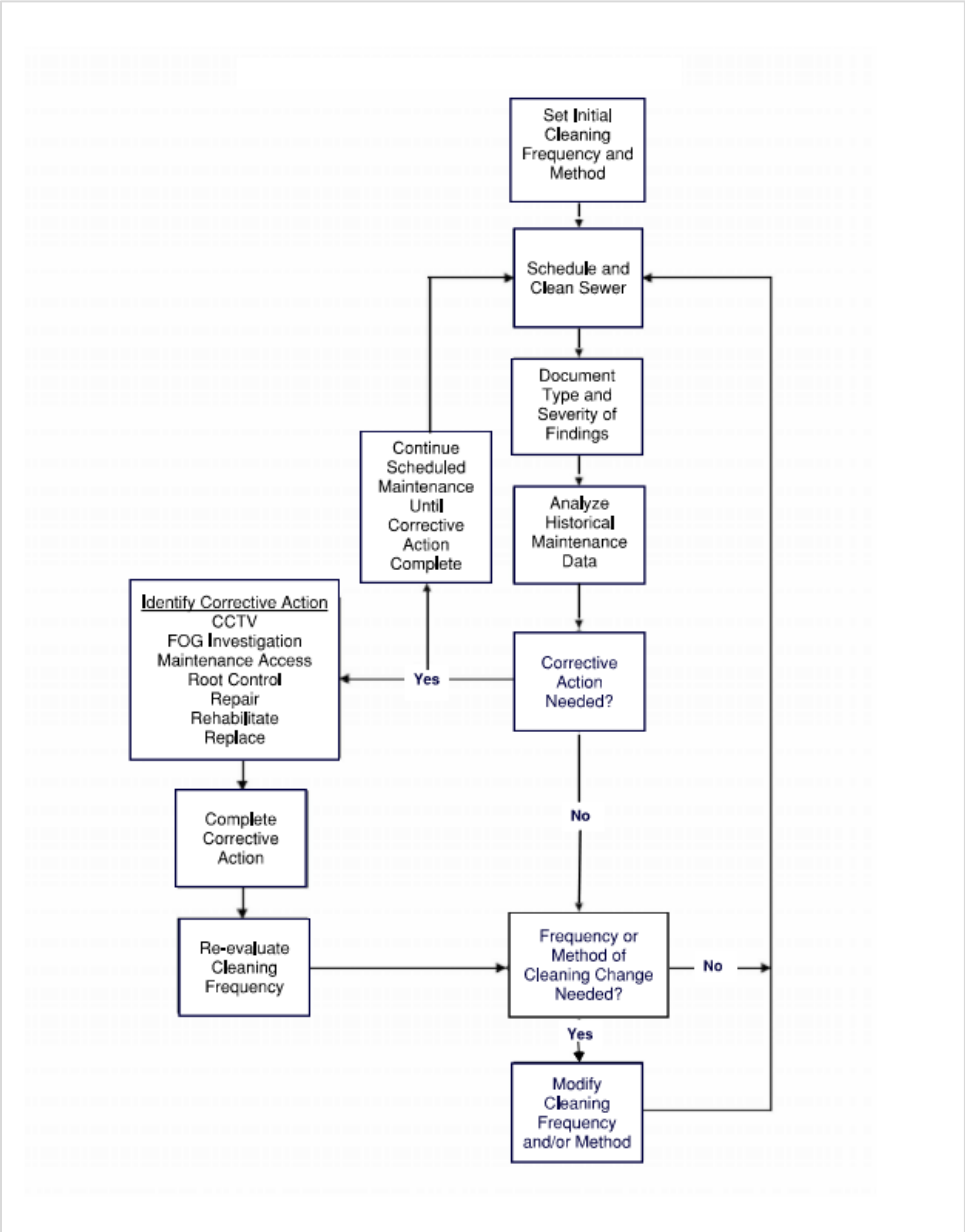



**Figure 4-3: Sewer Line Cleaning Flow Chart**

### 4.3.3 Manhole Inspection

City manholes are inspected in conjunction with routine sewer line cleaning activities, during CCTV inspections, and as part of the High Priority List inspections. The City utilizes a Manhole Inspection Form for routine documentation of manhole conditions when they are not inspected as part of CCTV investigations when conditions warrant documentation. When significant issues are observed during these routine manhole inspections, a more detailed inspection and assessment is conducted by maintenance staff. Relevant information from these sheets is maintained in a City computer server for consideration in future rehabilitation and/or CIP.

### 4.3.4 High Priority Areas

The Public Works Department goal is to service high priority problem areas on a three (3) and six (6) month schedule dependent on the nature of the specific section of the sewer system. The City's sewer line cleaning crew maintains "high priority" lists of problem areas needing additional maintenance and cleaning. This list, developed over several years, identifies problem locations for blockages that may potentially lead to overflows. This list was developed and is based on the required frequency of maintenance to avoid blockages. These lists are based on sewer spill data and staff field observations. The list have been effective to minimize sanitary sewer spills. The locations are grouped by fifteen (15) different basins within the City's sewer system.

### 4.3.5 Lift Station Operation and Maintenance

As previously mentioned in the introduction to this SSMP Element, the City operates ten (10) City-owned lift stations within the City service area. Stations are provided with duplex and triplex pumping systems depending on the size of the station for redundancy and reliability. These redundant systems allow for continued operation of a lift station in the event of pump failure. Several of the City's lift stations have backup generator power. In addition, the City maintains two (2) portable (towable) diesel powered generators to provide emergency power to those stations not equipped with permanent on-site electrical generators. These portable generators are tested monthly to ensure reliability in an emergency. This gives effective coverage of all sanitary lift stations and reduces the potential for overflows during power outages.

To ensure redundancy in the system, City lift stations are equipped with receptacles for mobile generator hookups in the unlikely event of a permanent generator failure. Personnel from every division of maintenance have also been cross trained to deliver and connect emergency power to the pump stations. Stations are monitored remotely through a SCADA system which contacts "on-call" staff in the event of an emergency. Operational parameters and alarms for each station can be adjusted manually as necessary.

All pump stations are inspected on a weekly basis to ensure uninterrupted service. Such inspections include testing pumps, checking batteries and battery chargers, exercising valves and standby generators, cleaning wet well, clearing bar screens, lubricating locks and hardware, visual evaluation of the pump station elements.

Site visits for maintenance activities are logged in the Lift Station Log kept on file at the City's Public Works office.

Table 4-2 lists City-owned lift stations and components in the City collection and conveyance system.

**Table 4-2 Lift Stations**

| City Owned Lift Stations | | | | | |
|---|---|---|---|---|---|
| **Name and Location** | **Pumps & GPM** | **Pump Manufacturer** | **Pump Horsepower** | **Generator (kw)** | **Wet Well Capacity** |
| Ralston Ranch, Ralston Ranch Rd | 2 pumps, 250 gpm 230 | Paco | 10 | None | 4,265 gallons |
| Naughton, E. Naughton Avenue | 2 pumps: 1 spare pump, 230 gpm | Flygt | 5 | None | 1,480 gallons |
| Hastings, 2600 block Hastings Ave | 2 pumps: 1 spare pump, 550 gpm | Homa | 29 | 100 | 3,595 gallons |
| Hiller, 600 block Hiller St | 2 pumps: 1 spare pump, 850 gpm | Flygt | 20 | None | 9,574 gallons |
| Island Park, 550 Island Pkwy | 2 pumps: 1 spare pump, 300 gpm | Homa | 10.4 | 33 | 6,333 gallons |
| Sports Complex, 301 Island Pkwy | 2 pumps, 55 gpm | Flygt | 2 | None | 2,872 gallons |
| San Juan, 3118 E. Laurel Creek Rd. | 2 pumps: 1 spare pump, 1000 gpm | ABS Sulzer | 139.4 | 400 | 17,655 gallons |
| North Road, North Rd. & El Camino | 3 pumps, 1400 gpm | Flygt | 20 | 100 | 8,210 gallons |
| Haskins, Haskins Dr. & E. Laurel Creek Rd. | 2 pumps: 1 spare pump, 600 gpm | Homa | 20 | 50 | 3,807 gallons |
| El Camino Real, SE corner of El Camino Real & Harbor | 2 pumps: 1 spare pump, 105 gpm | Myers | 0.5 | 100 | 1,175 gallons |

### 4.3.6 Customer Requests/Complaints

The City utilizes “One View Notification”, an online notification system to address customer inquiries and concerns. Staff investigates and completes associated sewer related tasks as appropriate in response to these notifications. If staff investigations result in significant discoveries in the field (ex: sewer line restriction or spill) relevant data is reported to the Supervisor for follow-up.

## 4.4 Training

Training programs include formal classroom, tailgate training, and on-the-job training. Training is facilitated by both City staff and outside training workshops. On-the-job cross training is pursued to ensure staff has a proficient working knowledge of the sanitary sewer system and that critical tasks can be performed without interruption. Task proficiency is a requirement for all job positions and promotions. Operations and Maintenance (O&M) related training is conducted on an ongoing and as needed basis. O&M staff are initially trained in the proper operation and maintenance of all major new mobile equipment and facilities by the respective contractor or manufacturer.

The City highly recommends its wastewater collection system employees be certified in Collection System Maintenance by the California Water Environment Association (CWEA) and provides training opportunities to enable all sewer maintenance staff to become and remain certified. The City assists with certification by paying for the preparation course, certification exams, and required continuing education. Training programs that the City uses are listed below:

- CWEA
- APWA
- NASSCO PACP
- Vendor sponsored training
- In-house training by supervisor and lead workers
- Cross training exercises related to emergency responses during power outages and spills
- Training exercises with neighboring cities
- City Standard Operation Procedures (SOPs) for Operations and Maintenance:
    - Manhole Cover Removal Procedure
    - Temporary Traffic Control - Traffic Flagger
    - Gas Meter
    - USA Alerts - Utility Locating
    - Altec Boom Truck Operation
    - Backhoe Operation

The City also conducts regular training in the following areas:

- The requirements of General Order WQ 2022-0103-DWQ;
- Spill Emergency Response Plan procedures and practice drills;
- Estimation of spill volume and spill response/mitigation; and
- Electronic CIWQS reporting procedures for staff submitting data.

The City's standard service and construction contract language requires all contractors working in the wastewater collection system to submit the Contractors SERP for City review prior to starting work on or near the wastewater collection system. The City is considering changes to its standard specifications to ensure these requirements are met and fully in place prior to commencing construction.

Training records are maintained at the Public Works Office.

## 4.5 Equipment and Replacement Parts Inventory

Equipment and replacement parts inventories are provided as discussed below.

### 4.5.1 Critical Parts and Equipment

The City maintains an inventory of critical parts and equipment which are utilized for both routine and emergency operations. A critical parts and equipment list is maintained in the office of the Public Works Department. In the event of an emergency, local retailers and contractors are available to supply additional equipment and parts on short notice.

The following is a list of current contingency parts and equipment. This is a dynamic list which changes regularly.

The City of Belmont sewer department contains the following equipment:

- 12-yard combination sewer cleaner truck with spill response kit
- 9-yard combination sewer cleaner truck with spill response kit
- Service truck equipped for sewer call/spill response
- CCTV camera van – 4” to 36” inch pipe diameter capability
- Backhoe
- 1 Excavator
- Skid steer
- Truck with 4,000-pound crane (221 sewer/storm truck)
- Truck with 6,000-pound crane (217 boom truck)
- Pipe locator
- Two lateral line cameras
- Portable sewer jetting machine
- 500 feet of hand rods
- Various size cutting augers for hand rods
- Various size and style cleaning/cutting nozzles for combination sewer cleaner trucks
- Various size pipe plugs 6”- 30”
- Portable bypass pumps ranging from 2” to 6” including one trailer mounted bypass pump.
- Bypass pump suction and discharge hose of various diameter and length
- Trailer mounted 800 GPM bypass pump capable of running all but one of our sewer pump stations and can for run for 24 hours straight on one tank of fuel
- Portable Emergency generators, one Kohler 80 kw and one Kohler 33 kw
- Emergency response trailer equipped with spill response kits, pumps, maps, pipe plugs, lights
- Confined space equipment
- Shoring equipment
- Spill containment kits
- Water sampling test kit
- Supply of pipe, fittings, and bands
- Pipe patch kits (cure in place)
- Manholes lids and rings
- Various small hand and power tools
- Gantry crane for pumps
- Spare pumps for 8 sewer pump stations and pump repair kits for all sewer stations
- Spare soft starts, fuses, circuit breakers, relays, check valves, Milltronics controller, transducer, floats, and power supplies for pump stations

- 9-yard dump truck
- 9-yard dump truck
- Smoke testing equipment

All sewer maintenance equipment and spare replacement parts are stored at the City's Municipal Corporation Yard. Equipment and parts are periodically replaced based on condition and remaining life. The City maintains an inventory of spare/replacement parts to minimize system downtime in the event of an unplanned failure. In addition to these parts, the City maintains an emergency list of vendors for parts and services in **Appendix 4A**.

# ELEMENT 5 - DESIGN AND PERFORMANCE PROVISIONS

The standards and specifications for new construction and repair of the existing sanitary sewer system described in this SSMP Element are utilized to ensure a high quality, well designed, and functioning sanitary sewer system.

## 5.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 5 states that the SSMP must identify:

(a) Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements), the procedures must include component-specific evaluation of the design criteria.;

(b) Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances

## 5.2 Design and Construction Standards and Specifications

The City has established standards for both new construction and renewal and replacement work associated with the sewer collection and conveyance system. These standards are commonly referred to in the industry as the “Green Book” and are referenced on the City's website at: **https://www.belmont.gov/departments/public-works/standard-details**.

The standards apply to both new construction and rehabilitation and repair of all main lines sewers, trunk sewers, manholes, pump stations and other collection system appurtenances. The Green Book standards are revised every three years and the most recent edition currently in effect is the 2024 edition.

In 2022, the City adopted Details for the sewer system to provide minimum standards for the design, methods of construction, kinds and uses of materials, and the preparation of plans for construction, sewer appurtenances, road repair and facilities within the City service area.

The 2022 Design Standards include:

- Sewer Laterals
- Manholes
- Manhole Sealants
- Grade Rings, Covers and Frames
- Backflow Device
- Drop Manholes
- Lampholes/Cleanouts
- Manhole Abandonment
- Pipe Bursting: laterals

- Force Main Access Structures
- Spot Repairs

All work must be completed based on the above standards. Any alterations to this must be approved by the City Engineer. All new and rehabilitated lift stations are required to be designed by a registered engineer in accordance with Greenbook Standards.

## *5*.3 Inspection and Testing Procedures and Standards

The City's Wastewater Collection System Inspection and Testing Criteria are based on the Green Book standards. All new gravity sewers will be periodically inspected during construction to ensure that the sewer is constructed using the specified materials and methods, and in accordance with Green Book standards, Parts 1, 2, 3 and 5. Inspection during construction, leakage, deflection, CCTV inspection, functional and performance testing are all inspection and testing methods utilized by the City.

# ELEMENT 6 - SPILL EMERGENCY RESPONSE PLAN

Sanitary Sewer Spills (Spills), or spills, can occur due to unforeseen accidents, unusual equipment failures, or other events not controllable by the City. A Spill response plan is maintained by the City Public Works Office and Maintenance Yard for City maintenance personnel to use as guidance in responding to Spills. The Spill response plan defines procedures to:

- protect public health and the environment
- comply with local, state, and federal regulatory agency requirements
- protect City personnel, the wastewater collection system, and private and public properties

The Spill Emergency Response Plan (SERP) is summarized in this SSMP Element. The City has developed a comprehensive Spill Emergency Response Plan to address emergency response and follow activities for Spills experienced in the City's collection and conveyance system. The City also maintains a separate Emergency Response Plans for the individual Lift Stations. These response plans are kept on file at the City Public Works office. These documents are the primary references for staff to use during all Spills.

## 6.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 6 states:

The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

a) Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;

b) Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;

c) Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;

d) Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;

e) Address emergency system operations, traffic control and other necessary response activities;

f) Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;

g) Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

h) Remove sewage from the drainage conveyance system;

i) Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;

j) Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;

k) Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;

l) Conduct post-spill assessments of spill response activities;

m) Document and report spill events as required in this General Order; and

n) Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

## 6.2 Initial Spill Notification Procedures

If a member of the public witnesses a Spill, they contact City On Call Staff by way of the City Office at (650) 595-7425 during normal business hours. Calls to the City after hours or on weekends and holidays are directed to Police Dispatch (650) 595-7400 which contacts staff responsible for "On-Call" duty. If office personnel are not available during normal work hours, a voicemail directs the caller to call the sewer truck directly at (650) 222-4925.

### 6.2.1 The City Staff as the First Responder

If City Staff is contacted during normal business hours Monday through Friday, excluding legal holidays, administrative staff at the City Office, calls the Supervisor or the next available Wastewater Staff to investigate the situation utilizing the contact information found in the SERP. If City Staff needs assistance responding to the Spill, the first responder calls additional Wastewater staff utilizing the information found in Table 6-1.

**Table 6-1: Maintenance Staff Contact Information**

| Title | Contact | Number |
|---|---|---|
| Public Works Services Manager | Brandon Tyler | (650) 595-7464 or (650) 222-5240 |
| Field Supervisor | Tim Murray | (650) 637-2932 or (650) 222-6460 |
| Lead Maintenance Worker | Ryan Talavera | (650) 830-1526 |
| Maintenance Staff / On Call Responder | On-Call Personnel (24/7 After hours) | Primary: (650) 678-0468 Secondary: (650) 678-0486 |
| | On Call Phone Sewer Service Truck | (650) 222-4925 |

If City staff are contacted ***after normal business hours***, on a holiday, or during the weekend, On-Call maintenance staff are contacted by dialing the City Office or 911. The call will be routed to Belmont Police Dispatch who contacts the City On-Call phone, and staff responds accordingly.

After normal operating hours, one member of the Wastewater Staff is on-call as a primary on-call wastewater emergency responder.

The Sewer Spill Reporting Chain of Command follows the flowchart shown in the Belmont Public Works Department Organization Chart and the SERP Sewer Backup Response Flowchart (B-1). Reporting process and responsibilities are described in detail in the Spill Emergency Response Plan.

## 6.3 Spill Response Program

The City SERP documents provide a comprehensive Emergency Response Program consisting of the following:

- Spill Detection and Notification
- Spill Response Procedures
- Spill Recovery and Cleanup
- Water Quality Monitoring/Sampling
- Private Property Spill Response Procedures
- Notification, Reporting and Record Keeping Requirements
- Post Spill Debriefing / Failure Analysis Investigation
- Spill Response Training (training records maintained at City office)
- Spill Response Workbook

Additionally, the City maintains Lift Station Emergency Response Procedures for each of the City's Lift Stations which are kept on file at the City Maintenance Yard Office.

## 6.4 Spill Notification and Reporting Procedures

This section of the SERP ensures proper notification and reporting of Spills, which occur in the City's sanitary sewer system, to protect public and environmental health.

An overview of the notification and reporting process is illustrated on the following page in Table 6-1. This overview is not inclusive of all the notification and reporting requirements and procedures. The following section of this SSMP Element corresponding to each Spill category for notifications and reporting must be referenced and followed.

| Spill Category 1: Spills to Surface Waters and/or SW Conveyance System | | |
|---|---|---|
| **Spill Requirement** | **Schedule** | **Method** |
| **Notification** | **Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:<br>Notify the California Office of Emergency Services and obtain a notification control number. | California Office of Emergency Services at: (800) 852-7550 |
| **Reporting** | • Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill;<br>• Submit Certified Spill Report **within 15 calendar days** of the spill end date;<br>• Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and<br>• Submit Amended Spill Report within **90 calendar days** after the spill end date. | CIWQS |
| **Spill Category 2: Spills of 1,000 Gallons of Greater That Do Not Discharge to Surface Waters** | | |
| **Spill Requirement** | **Schedule** | **Method** |
| **Notification** | **Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:<br>Notify California Office of Emergency Services and obtain a notification control number. | California Office of Emergency Services at: (800) 852-7550 |
| **Reporting** | • Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill;<br>• Submit Certified Spill Report **within 15 calendar days** of the spill end date; and<br>• Submit Amended Spill Report **within 90 calendar days** after the spill end date. | CIWQS |

| Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters | | |
|---|---|---|
| **Spill Requirement** | **Schedule** | **Method** |
| **Notification** | Not Applicable | Not Applicable |
| **Reporting** | • Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and<br>• Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date. | CIWQS |
| **Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters** | | |
| **Spill Requirement** | **Schedule** | **Method** |
| **Notification** | Not Applicable | Not Applicable |
| **Reporting** | • If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred.<br>• Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. | CIWQS |

| Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters | | |
|---|---|---|
| **Spill Requirement** | **Schedule** | **Method** |
| **Notification** | **Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee- owned and/or operated lateral, discharging or threatening to discharge to waters of the State:<br>Notify California Office of Emergency Services and obtain a notification control number.<br>Not applicable to a spill of less than 1,000 gallons. | California Office of Emergency Services at: (800) 852-7550 |
| **Reporting** | • Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.<br>• Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill. | CIWQS |

**Table 6-1: Spill Notification and Reporting Overview**

### 6.4.1 Spill Notification Procedure

Spill notification procedures vary based on whether the Spill is classified as a Category 1, Category 2, Category 3, Category 4 or Enrollee Owned Lateral and are the SERP: Spill Notification section.

**Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services**

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the City shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The City has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

**Spill Notification Information**

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

**Notification of Spill Report Updates**

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

6.4.1.1 **Category 1 Spills** (Spills to Surface Waters)

Within **two (2) hours** of the City's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:

- Notify the California Office of Emergency Services and obtain a notification control number.

**Table 6-2: Regulatory Agency Notification Information for a Spill to Surface Water**

**Regulatory Agency Contacts**

| | |
|---|---|
| **California Office of Emergency Services (Cal OES)** | Within two (2) hours of the City's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters notify the California Office of Emergency Services and obtain a notification control number at (800) 852-7550 |
| **Regional Water Quality Control Board (RWQCB)** | ***Optional*** – If spill is over 1,000 gallons, reaches waterway, or occurred in area with likely public contact, call (510) 622-2300. |
| **San Mateo County Environmental Health** | ***Optional***- If spill reaches waterway, call (888) 442-2666. Give the spill information. |
| **California Department of Fish and Wildlife** | ***Optional*** -If spill reaches waterway, call state office (707) 428-2002 or (209) 234-3420. |

6.4.1.2 **Category 2 Spills**

(Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters)

Within **two (2) hours** of the City's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:

- Notify California Office of Emergency Services and obtain a notification control number.

6.4.1.3 **Category 3 Spills**

*(Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters)*

- Not Applicable

6.4.1.4 **Category 4 Spills**

*(Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters)*

- Not Applicable

6.4.1.5 **Enrollee Owned and or Operated Lateral Spills that do not Discharge to Surface Waters**

Within two (2) hours of the City's knowledge of a spill of 1,000 gallons or greater, from an enrollee- owned and/or operated lateral, discharging or threatening to discharge to waters of the State:

- Notify California Office of Emergency Services and obtain a notification

control number.

- Not applicable to a spill of less than 1,000 gallons.

### 6.4.2 Spill Reporting Procedure

Spill reporting procedures vary based on whether the Spill is classified as Category 1, Category 2, Category 3, Category 4 or City Owned Lateral. A full description of Spill reporting requirements is found in the City SERP.

**Category 1 Spills**

- Submit Draft Spill Report within three (3) business days of the City's knowledge of the spill;
- Submit Certified Spill Report within 15 calendar days of the spill end date;
- Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and
- Submit Amended Spill Report within 90 calendar days after the spill end date.
  Spill Technical Report

**Category 2 Spills**

- Submit Draft Spill Report within **three (3) business days** of the City's knowledge of the spill;
- Submit Certified Spill Report within **15 calendar days** of the spill end date; and
- Submit Amended Spill Report within **90 calendar days** after the spill end date.

**Category 3 Spills**

- Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and
- Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.

**Category 4 Spills**

- If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within **30 days** after the end of the calendar month in which the spills occurred.
- Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by **February 1st** after the end of the calendar year in which the spills occur.

**Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters**

- Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by **February 1st** after the end of the calendar year in which the spills occur.
- Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.

## 6.5 SERP Training

The City implements a formal training program which will include annual training of City Staff on this SSMP Element and SERP. The City will also require contractor personnel to train on and follow SERP through their contracts. The City will maintain a log of SERP Training as training is completed.

## 6.6 Spill Impact Mitigation Program

The Spill Mitigation Program is comprised of the mitigation practices contained in the SERP, which is on file at the City Public Works Office.

The SERP includes Water Quality Monitoring, Beneficial Uses identification and Spill Impact Mitigation section providing information to post water body warning and closure signs in the event that a spill reaches a surface water, and City Department of Public Works conducts water quality sampling for the spill impact assessment.

## 6.7 Spill Coordination with Stormwater Management Agencies and Public Water Systems

City Public Works manages the MS4 Stormwater Program which includes the entire City service area. Maps of the stormwater collection and conveyance system are available to City staff which allows them to isolate any areas impacted by a sewer spill, recover this wastewater and return it to the sewer system. Municipal water system contacts are identified for notification of spills that may occur within 1000 ft of a surface water intake in the City SERP.

## 6.8 Post Spill Investigations

The City conducts Post Spill Investigations for Cat 1, 2, 3, and 4 spills as warranted per instructions in Section 11 of the 2023 SERP.

# ELEMENT 7 – PIPE BLOCKAGE CONTROL PROGRAM

The City of Belmont has identified a significant number of commercial facilities that contribute fats, oils and grease (FOG) into the City's sewer system. FOG has been a contributing factor in sanitary sewer spills and requires the City to conduct additional maintenance. Roots and disposable wipes have also been identified as pipe blocking sources.

## 7.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D 7 states:

> The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed. The procedures must include, at minimum:
>
> (a). An implementation plan and schedule for a public education outreach program that promotes proper disposal of pipe blocking substances;
>
> (b). A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
>
> (c). The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
>
> (d). Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
>
> (e). Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient staff to inspect and enforce the FOG ordinance;
>
> (f). An identification of sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
>
> Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above

## 7.2 Pipe Blockage Control Program Public Education and Outreach

The City of Belmont service area includes a variety of residential and commercial facilities. The focus of an effective Pipe Blockage Control Program includes residential customers and commercial facilities.

The City conducts outreach and educational efforts utilizing the following documents which can be found on the City website:

- FOG Program Outreach Packet which consists of the following information for commercial facilities:
  - FOG Program Description

- FOG Best Management Practices
- FOG Application
- Grease Hauling Companies

- Residential FOG Outreach regarding how to properly dispose of FOG: “Don’t Let Your Sewer Turn On You or Your Neighbors”.
- “Wipes Clog Pipes Flyer” educating all facilities on items that cause problems in the City sewer system and are prohibited from being discharged to the City sewer system
- “Don’t Let Roots Wipes and FOG Cause Sewer Problems” information on Website

Copies of educational outreach documents for food service establishments are posted and available on the City’s website https://www.belmont.gov/departments/public-works/operations-maintenance/sewer. The City refers the appropriate businesses to the available information, to assist them with FOG compliance.

## 7.3 FOG Disposal Facilities

The City does not own nor operate a FOG disposal facility; however, licensed FOG hauling contractors are identified as part of the City’s FOG Pipe Blockage Control Program, and the City provides a list of these licensed haulers to each food service establishment (FSE).

A list of grease trap and interceptor vendors, pumping and waste hauling contractors in the City service area that haul FOG to licensed facilities for disposal is available in Table 7-1 below.

**Table 7-1: FOG Pumping Contractors**

| Grease Haulers Servicing San Mateo County | |
|---|---|
| Liquid Environmental Solutions | (866) 694-7327 |
| Caccia Plumbing | (650) 294-8596 |
| Ramos Environmental | (850) 456-7745 |
| The Grease Company | (562) 999-2015 |
| A1 Tank Service | (510) 886-4455 |

## 7.4 Discharge Prohibition Legal Authority and Spill Prevention Measures

The legal authority to prohibit discharges to the collection system and identify measures to prevent FOG-caused sewer spills is found in the City’s Municipal Code, Chapter 21, Sewage and Sewage Disposal.

Table 7-1 summarizes where the City has established the legal authorities to prohibit FOG discharges and where measures are identified to prevent sewer spills and blockages caused by FOG.

**Table 0-1: City of Belmont FOG Legal Authority**

| WDR Requirement | City of Belmont Municipal Code Section |
|---|---|
| Prohibit illicit discharges to collection system | ▪ Chapter 21 Sections:<br>○ Section 21-7: Unpolluted Waste Prohibited<br>○ Prohibitions: Section 21-151 through 21-160 |
| Identify measures to prevent Spills and blockages caused by FOG | ▪ Chapter 21 Sections:<br>○ Prohibitions: Section 21-151 through 21-160<br>▪ Division 3 Enforcement<br>○ Sections 21-133 through 21-144 |

## 7.5 Requirements to Install Grease Removal Devices

The table below summarizes where the City has established the legal authorities to meet the above FOG Program requirements.

**Table 0-2: Grease Removal Device Design, Installation, and Maintenance Requirements**

| WDR Requirement | City of Belmont Municipal Code Section |
|---|---|
| FSE to Install Grease Removal Device | Division 6 – Plumbing Code |
| Grease Removal Devices – Design Standards | Division 6 – Plumbing Code |
| Authority to inspect grease producing facilities, enforcement authorities, | Chapter 21: Section 21-122 Inspection and Sampling |

## 7.6 FOG Control Program Inspection, Enforcement, and Staffing

The City recently reestablished their Fats, Oils and Grease (FOG) Control Program in 2025. The FOG Program is planned to consist of the following:

- FOG Program Database Development
- Commercial and Residential Outreach
- Commercial Food Service Establishment FOG Program Applications and Permitting
- FOG Program Inspections and Reinspection for facilities that are out of compliance with the City's FOG Program requirements

The City plans to utilize contracted and in-house inspection staff for food service facility inspection. These inspections are planned to start in the second half of 2025. The City will maintain records of inspections, permits and an ongoing database to support this program.

### 7.7 Problem Area Identification and Sewer Cleaning

Locally, grease from both residential areas and food preparation facilities have been found to be contributing factors to grease related blockages in the sanitary sewer system. System blockages are generally attributable to issues of grease, roots or an accumulation of system solids and debris.

The City has a proactive maintenance program to meet the WDR requirement to identify sections of the sewer system subject to grease blockages and establish a cleaning maintenance schedule for these locations.

The Public Works Department performs daily maintenance activities to the system. The City has developed a proactive maintenance program with the goal of performing routine maintenance five (5) days each week and High Priority List locations on a three (3) and six (6) month schedule.

The “High Priority List” referenced in Element 4 is the maintenance schedule that the City of Belmont uses for ongoing maintenance of areas that have a history of blockages, buildup or overflows. The list is a dynamic document that changes as problems in some pipeline sections and other sections are identified for additional maintenance. The list consists of both semi-annual and quarterly maintenance locations to prevent the potential for sanitary sewer spills. The criteria for being on the list varies depending on the history of grease buildup, root intrusion, hydraulic deficiencies or other causes. Each location/pipe segment has been placed on a schedule of semi-annual or quarterly cleaning based on spill history or other system problems.

Other maintenance activities include routine maintenance to sewer lines, manhole inspections, and system repairs when needed. The city also operates a pipeline inspection video truck to assist with identifying system problems.

# ELEMENT 8 SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENT PLAN

## 8.1 Regulatory Requirements

Attachment D 8 states:

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

(a). **System Evaluation & Condition Assessment**: The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;
- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
- Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

(b). **Capacity Assessment & Design Criteria**: The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;

- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.
- The capacity assessment must consider:
  - Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
  - Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
  - Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
  - Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events;
  - Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
  - Necessary redundancy in pumping and storage capacities.

(c). **Prioritization of Corrective Action**: The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

(d). **Capital Improvement Plan**: The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

## 8.2 System Evaluation & Condition Assessment

In 2024 the City completed the Sanitary Sewer Master Plan Update (SSMPU) was completed that included evaluation of the entire City sanitary sewer system. The condition assessment consisted of the following:

- Flow monitoring wet and dry weather,
- Evaluations of the City's ten (10) lift stations was conducted based on record drawings, maintenance records, prior lift station condition assessment studies, O&M staff field observations, and a previous 2017 lift station condition assessment.
- City staff observations and recommendations for sewer system repairs.
- Force Main assessments were conducted based on; record drawing, maintenance records, force main condition assessment studies, and operation staff knowledge. The most recent force main condition assessment (2015 FMCA) was conducted by Pure Engineering Services Inc. in April 2015, which included documentation of the City's force main inventory, engineering analysis, condition assessment, and

rehabilitation recommendations. The 2015 FMCA was made based on findings from various field investigation techniques including leak and gas pocket detection survey, hydrogen sulfide monitoring, pressure transient monitoring, hydraulic evaluation, pipe wall assessment for selected mains, soil corrosion, and fatigue analysis.

- The condition assessment includes CCTV data for approximately 98% of the City sewer system. Pipelines were ranked with a condition score of 1-5, with a ranking of 5 being most severe. Other criteria were also used to rank pipeline status as part of a Risk Analysis that considered; structural rating, inspection condition, service rating, pipe age, pipe material, and sewer spill history. Pipelines were also scored based on five criteria:
    - Size
    - 2043 Peak Wet Weather Flow Projections
    - Proximity to Critical Facilities
    - Proximity to Water Bodies
    - Nearest Street Type

A final gravity main rehabilitation plan was developed considering the condition assessment and risk assessment results which resulted in the development of a decision tree for final recommendations on pipeline rehabilitation and/or replacement:

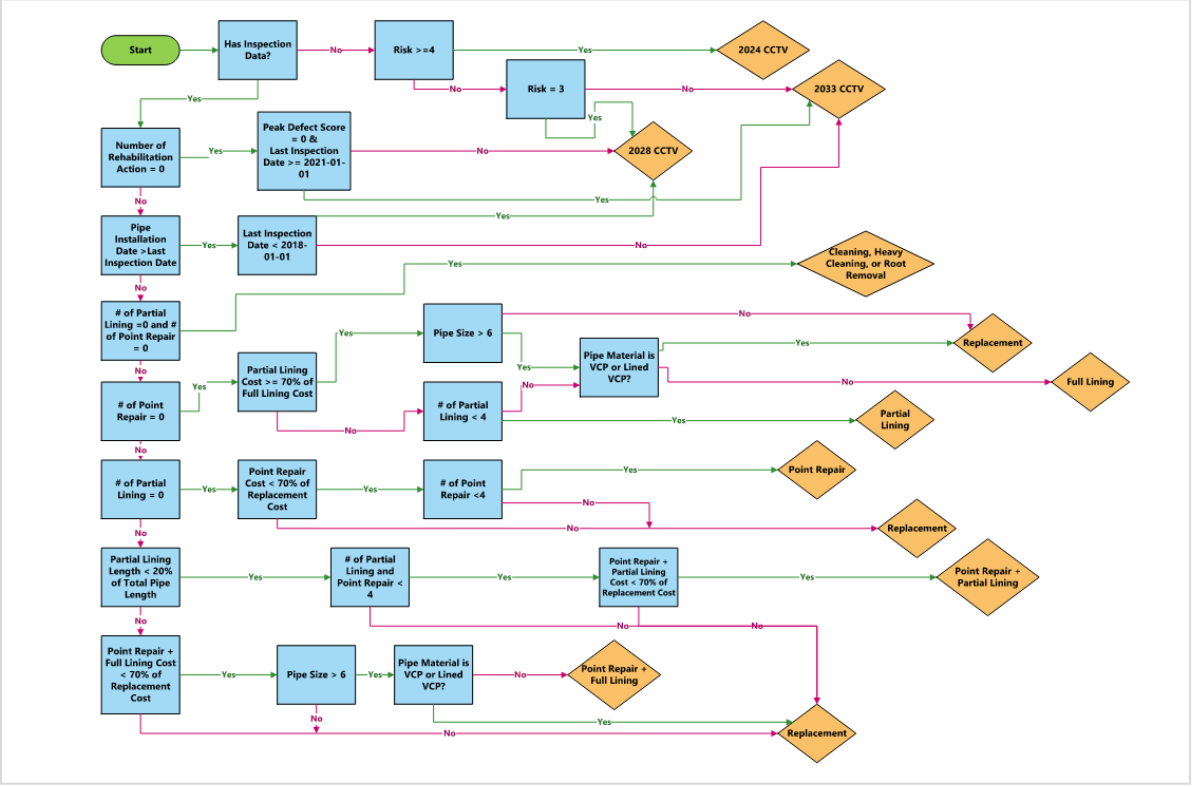



**Figure 8-1 Pipeline Rehabilitation/Replacement Decision Tree**

Manhole inspections were not conducted as part of this condition assessment; however a 30% replacement rate was assumed as part of the final CIP list. Capital improvement projects were identified as part of the condition assessment. These projects are identified in Section 8.5 of this Element.

## 8.3 Capacity Evaluation & Design Criteria

The main trunk sewer system was analyzed using the Innovyze InfoSWMM hydraulic modeling program to evaluate performance of the wastewater collection system under both existing and future flow conditions.

Design criteria, as shown in Table 8-1 below, were applied in the analysis of the trunk sewer collection model. Gravity pipe performance was analyzed based on maximum percent full depth over diameter (d/D) ratio, defines as the depth of flow in a pipe divided by the diameter of the pipe.

**Table 8-1: Hydraulic Criteria for Existing Systems**

| Standard | Criteria |
|---|---|
| Velocity | Minimum: 2.0 ft/s when flowing half full<br>Maximum: 10 fps |
| Friction Factor | Manning's n (gravity)=0.013 |
| Minimum Pipe Size | 8-inch |
| Maximum Allowable Flow Depth | Existing gravity mains 12-inch or less: d/D=0.70<br>Existing gravity mains 12-inch to 24-inch: d/D=0.85<br>New gravity mains 12-inces or less d/D=0.50<br>New gravity mains 12-inch or greater: d/D=0.75<br><br>All criteria above represent PWWF flow conditions |
| Surcharging | Allowed as long as the Hydraulic Grade Line (HGL) remains at least 5-Feet Below the rim elevation |
| Forcemain Hydraulics | Hazen-William's "C" factor of 130 is used for the hydraulic analysis of the force mains. Force mains are recommended to be sized to provide minimum velocity of at least 3 fps at Peak Dry Weather Flow (PDWF) condition and maximum velocities not exceeding 8 fps under PWWF condition |

Where improvements were recommended to the collection system, worst case d/D values were provided for reference. These d/D values represent a snapshot of the system under either;

- existing conditions, or
- proposed conditions with *all* improvements in place.

Through the digital sewer model, maximum d/D was analyzed for the system as a whole, ensuring that recommended updates did not trigger additional downstream or upstream improvements.

Inline flow monitoring was completed to capture dry and wet weather hydraulic conditions and evaluate hydraulic conditions through year 2043.

Capital improvement projects were identified as part of this hydraulic evaluation for existing and future conditions. Projects are included in Section 8.5 of this Element.

## 8.4 Prioritization of Corrective Actions

The SSMPU identified capital improvement projects which included staff O&M based projects, hydraulic deficient projects, lift station improvement projects and CCTV data. The City prioritized these projects based on the following criteria:

- Size,
- 2043 Peak Wet Weather Flow Projections,
- Proximity to Critical Facilities,
- Proximity to Water Bodies,
- Nearest Street Type.

Each of these categories was provided a weighted importance factor and each project received an overall ranking score as generated by Information Asset Planner software. The City reviews these projects to assess if rankings require adjustment regularly.

Lift Station CIP Ranking

Lift Station CIPs were ranked based on the following:

- Critical improvements on lift stations that were the most problematic and have immediate issues,
- Recommended for completion to mitigate risk and/or replace aging facilities,
- Low priority improvements that can be addressed in the long- term future phase.

## 8.5 Capital Improvement Plan

The City developed a ranked Capital Improvement List which is included in **Appendix 8A**. This CIP includes the following types of projects for gravity mains, force mains, lift stations, and manholes:

- Facilities that are Capacity Deficient (current or future),
- Facilities that require upgrade due to poor condition,
- Facilities that require additional assessments.

Funding for Projects

The City utilizes a combination of sewer user fees, sewer connection fees, sewer bonds, and developer contributions to fund sewer capital projects.

The status of these projects is shown in **Appendix 8A** with current and anticipated sources of funding. Full project descriptions are provided in the 2024 SSMPU.

The City continues to evaluate additional sources of funding for Capital Projects and will amend project information pertaining to schedules and sources of funding included in **Appendix 8A**.

## 8.6 Additional WDR Requirements

The City plans to conduct a Vulnerability Assessment to address the following WDR requirements as applicable:

- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
- Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.
- Outline how capacity assessment considers:
  - Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
  - Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
  - Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
  - Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events;
- Capital Improvement Plan that includes:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

The Vulnerability Assessment is planned for completion by 2029. Capital Projects associated with this Vulnerability Assessment will be incorporated into the Capital Projects list included in **Appendix 8A**.

# ELEMENT 9 - MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS

The City monitors the implementation of the SSMP elements in order to measure the effectiveness of the City's SSMP program in reducing sewer spills. The manner in which each SSMP element is monitored and evaluated and the schedule with which the City completes this monitoring and evaluation is described in this SSMP Element.

## 9.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 9 states:

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

(a). Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;

(b). Monitoring the implementation and measuring the effectiveness of each Plan Element;

(c). Assess the success of the preventative maintenance activities;

(d). Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and

(e). Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

## 9.2 Data Management

The City manages, schedules, and tracks preventative maintenance activities in their Outlook based Maintenance and Management System. The system covers the following:

- Sewer Line Cleaning
- High Priority Area Cleaning and Inspections
- Manhole Inspections and Maintenance
- Lift Station Inspection and Maintenance
- Customer Complaints
- Work Orders
- CCTV Inspections
- FOG Program Inspections

Triennial SSMP Audit Reports are maintained at the City's Public Works office. Corrective actions from Audit Reports are generally addressed in updates of the City's SSMP or more immediate actions are completed per the recommended corrective action schedule in each triennial audit.

## 9.3 Establishing and Prioritizing SSMP Activities

Table 9-1 outlines the relevant information maintained by the City to establish and prioritize appropriate sewer collection system activities and the title of staff in the City who are responsible for monitoring implementation and measuring the effectiveness of each element when appropriate.

**Table 9-1: SSMP Implementation Management**

| SSMP Element | SSMP Relevant Information | Responsible Party |
|---|---|---|
| 1. Goal | This SSMP Element contains the City's goals for the operation, maintenance, and management of the sanitary sewer collection system, which provide focus to reduce Spills and mitigate Sewer Spills that do occur. | Senior Civil Engineer |
| 2. Organization | A table containing names, job titles, roles, responsibilities, and contact information is contained in this SSMP Element, which identifies the person most knowledgeable for each aspect of the SSMP Program. An organization chart shows lines of authority. | Senior Civil Engineer |
| 3. Legal Authority | Web Links in this SSMP Element contain the sections of City Policies & Ordinances governing the sewer collection and conveyance system. | Senior Civil Engineer and City Legal Counsel |
| 4. Operation and Maintenance Program | Information in the SSMP Element document the sanitary sewer system operation and maintenance activities. | Senior Civil Engineer & Public Works Services Manager |
| 5. Design and Performance Provisions | City Website links in this SSMP Element include City Design Standards/Specifications and Testing requirements. | Senior Civil Engineer |
| 6. Spill Emergency Response Plan | The City updated a Spill Emergency Response Plan in 2023 which include staff contact information, mandatory Spill reporting information, and response and mitigation programs. | Senior Civil Engineer & Public Works Services Manager |
| 7. Pipe Blockage Control Program | Monitor any changes in system that may require modification to the City's program. | Senior Civil Engineer & Public Works Services Manager |
| 8. System Evaluation, Capacity Assurance, and Capital Improvements | The City will review and update this element as applicable to update project schedules, status of projects and sources of funding for associated projects. | Senior Civil Engineer |
| 9. Monitoring, Measurement, and Program Modifications | This SSMP Element will be updated annually with the data in Tables 9-2 and 9-3 in a calendar year. | Senior Civil Engineer |
| 10. SSMP Program Audits | SSMP Audit Reports are required triennially. Corrective actions should be implemented and tracked. | Senior Civil Engineer |
| 11. Communication Program | Examples of public outreach materials and pertinent City website addresses, as well as meeting agendas, pertinent Council reports and minutes are found on the City Website and City office. | Senior Civil Engineer |

## 9.3 Preventative Maintenance Program Assessment

The City's Preventative Maintenance Program includes CCTV inspection, line cleaning, visual manhole inspection, Lift Station maintenance, and High Priority Area identification and maintenance. The City will review these operation and maintenance practices annually and compare them with annual Spill records. A summary of performance metrics of monitoring and measurement to inform corrective actions for operations and maintenance will be developed annually using Table 9-2 below.

**Table 9-2: Sanitary System Performance Metrics for Monitoring and Measurement**

| | Performance Measure | Source |
|---|---|---|
| **System Statistics** | Total Miles of Gravity Sewer | Atlas Maps/Master Plan |
| | Total Miles of Pressure Sewer | Atlas Maps/Master Plan |
| | Total Number of Manholes | Atlas Maps/Master Plan |
| | Total Number of Sewer Lift Stations | Atlas Maps/Master Plan |
| **Operations and Maintenance** | Linear Feet of Sewer Line Cleaned | Work Order Requests and Staff Field Notes |
| | Linear Feet of High Priority Lines Cleaned | Work Order Requests and Staff Field Notes/Inspection Forms |
| | Number of Blockages/Backups not resulting in sewer spill | Work Order Requests and Staff Field Notes/Inspection Forms |
| | Linear Feet of CCTV | Work Order Requests, Staff Field Notes, CCTV Reports |
| | Number of Manholes Inspected | Work Order Requests and Staff Field Notes/Inspection Forms |
| | Lift Station Inspections | Field Notes/Inspection Forms |
| | FOG Inspections # of Inspections and Reinspection's | Inspection Forms & FOG Database |
| | Root Control Linear Feet | Root Control Invoices and Reports |
| **Measures Based on Sewer Spill Numbers** | Number and Percentage of dry weather vs. wet weather Spills | CIWQS |
| | Number of Spills by cause (Operational, | CIWQS |

| | Performance Measure | Source |
|---|---|---|
| | Capacity, System, Other) | |
| | Number of Spills per 100 miles per Year | CIWQS |
| | Total Volume of Spills | CIWQS |
| | Average Spill Volume | CIWQS |
| | Total volume recovered and percentage of overall total Spill Volume | CIWQS |
| | Net volume of Spills (total minus recovered) and percentage of overall total Spill volume | CIWQS |
| | Total volume reaching storm drainage channel that is not recovered or reaching surface waters and percentage of overall total Spill volume. | CIWQS |
| **Spill Response Time** | Average response time during business hours | CIWQS |
| | Average response time outside of business hours. | CIWQS |
| **Condition Assessment, Rehabilitation, and I/I Control** | Amount of CCTV inspection performed (Linear Feet) | CCTV Reports |
| | Number of manholes inspected | Field Notes/Inspection Forms |
| | Number of inflow sources detected and corrected. | Field Notes/Inspection Forms & Studies |
| **Capital Projects** | Summary of short- and long-term projects, sources of funding and status of each project. | Capital Projects Schedule |
| **Outreach** | Pipe Blockage Control Program summary of outreach efforts. | City Outreach Materials and distributions |
| **Goals** | Summary of how Goals are being met and areas of improvement where Goals have not been achieved. | Element 1 Goals and Supporting data to demonstrate performance. |
| **Training** | Summary of Training to meet Element 4 training requirements and other City training programs. | Training Records |

## 9.4 SSMP Updates

The City will use the SSMP for management, training, planning and regular maintenance of the collection system. As the document is utilized, any deficiencies or discrepancies will be corrected. Program elements will be updated based on performance evaluations, organizational, operational, and maintenance changes, new regulatory requirements, repairs, replacements, and upgrades made to the collection system.

At a minimum, the City will review and revise the SSMP annually as warranted. The Public Works Director is responsible for revising and maintaining the SSMP.

A revision record will be maintained to track changes.

## 9.5 Spill Trends

The trends in the City Sewer Spills for a three-year period utilizing the criteria in Table 9-3. The cause categories identified in Table 9-3 are the causes available for use in the Sewer Spill Report provided in California Integrated Water Quality System (CIWQS). City Staff are responsible for determining which cause category is appropriate for each Spill when the Spill is reported in CIWQS.

**Table 9-3 City of Belmont per Indicator per Year**

| Criteria | Indicator |
|---|---|
| **Spills** | No. of Spills |
| **Multiple Spills at Same Location** | # of Locations with Multiple Spills |
| **Spill Volume (gal)** | Volume |
| | Volume Recovered |
| | Volume Reached Surface Water |
| **Spill Causes** | Debris - Construction |
| | Debris – General |
| | Debris – Rags |
| | Flow Exceeded Capacity |
| | FOG |
| | Operator Error |
| | Other |

| Criteria | Indicator |
|---|---|
| | Pipe Structural Problem/Failure |
| | Pump Station Failure |
| | Rainfall Exceeded Design |
| | Root Intrusion |
| | Vandalism |
| **Comparison with Regional and State Averages** | Average Spill Volume |
| | Average # of Spills |

The City will continue to plan and adjust operation and maintenance practices so that the number of Spills experienced on an annual basis remains low.

# ELEMENT 10 - SEWER SYSTEM MANAGEMENT PLAN PROGRAM AUDITS

SSMP audits are required to identify and correct deficiencies in the most current revision of the City's SSMP and provide a schedule to correct identified deficiencies. This SSMP Element outlines the audit process and identifies staff responsible for conducting or participating in SSMP audits and generating the required SSMP Audit Report.

## 10.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 10 requires:

The Plan shall include internal audit procedures, appropriate to the size and performance of the system. Additionally, the General Order requires;

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and
- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

## 10.2 SSMP Program Audits

The Senior Civil Engineer or their designee is responsible for assuring the SSMP audit is conducted and complete based on the schedule outlined on the SWRCB lookup website which requires audits to be conducted at a three-year interval from the prior audit. Audits should be conducted with the cooperation of the City staff responsible for sewer system operations and maintenance, administrative staff, and engineering staff. When conducting the SSMP audit, City staff must evaluate the effectiveness of each SSMP Element. A comprehensive, effective review of the City's SSMP must be documented in a SSMP Audit Report.

### 10.2.1 Summary of Procedure:

1. Gather appropriate documents using the SSMP Audit Data & Records Request, which is provided in **Appendix 10A**.

2. Interview City staff responsible for the administration, operations, maintenance and engineering associated with system performance information.

3. Develop Audit Report and reference all documents reviewed and used as evidence of compliance with the WDR. Create a plan and schedule for updates to the SSMP based on changes in operational strategies or deficiencies found in the SSMP.

4. Evaluate the effectiveness of the City's SSMP and compliance with each WDR requirement using the ranking methodology outlined in Table 10-1.

**Table 10-1: SSMP Audit Ranking Criteria**

| Ranking | Ranking Basis |
|---|---|
| In Compliance | All requirements specified in the element are met. |
| Substantial Compliance | The majority of requirements in the element are met. |
| Partial Compliance | Half of the requirements in the element are met. |
| Marginal Compliance | Less than half of the requirements in the element are met. |
| Out of Compliance | None of the requirements in the element are met. |

The SSMP Audit Report must be signed and certified by the Legally Responsible Official (LRO).

The SSMP Audit Report must be certified using the language provided below:

> "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Subsequent SSMP audits must be conducted continuously on a three-year interval following the schedule outlined below which is based on the dates required by the 2022 WDR:

- SSMP Audit Period: August 2, 2024 - August 2, 2027 (Audit report due 2/2/27)
- SSMP Update: Update due 8/2/31.

Additional SSMP Audit and SSMP Update regulatory schedules required after the dates shown above should be identified in the following link:
**https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/**

To assist in the audit process, the City should consider quarterly or semiannual reviews and revisions to specific SSMP Elements and associated supporting documents. These reviews and revisions will help ensure current operational practices and procedures are reflected in the

SSMP and documentation on these activities is readily available during an audit by the Regional Water Quality Control Board, and/or State Water Resources Control Board.

SSMP Audit Reports must be kept on file and submitted to the online CIWQS Sanitary Sewer Database within six (6) months after the end of the 3-year audit period.

# ELEMENT 11 - COMMUNICATION PROGRAM

Communicating the objectives of the SSMP and the importance of sanitary sewer system management practices to the public is essential. An informed public can assist and support the City by reducing customer caused blockages, which will potentially decrease sewer spills.

## 11.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Section D 11 states:

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.

- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

## 11.2 Communication Program

The purpose of the City sanitary sewer system communication program is to educate stakeholders, which include residential and commercial users of the collection system, about the SSMP. Public awareness of different components of the SSMP is accomplished through different mediums and may reach different audiences. The following are activities that the City practices to increase awareness and education about the importance of having a properly constructed, maintained, and operated sewer collection system.

***Table 11-1: City Communication Program Overview***

| Activity | Frequency | Stakeholders |
|---|---|---|
| City Website: https://www.belmont.gov/ | Year-round | All |
| City Council Meetings | Tuesdays @ 6:00 pm | All |
| Social Media – Facebook, Instagram | Year-round | All |
| City Office | Year-round | All |

### 11.2.1 City Website

Information is posted on the City website, https://www.belmont.gov/ and includes reports, documents, maps, links, City meeting minutes, and agendas, educational material, and public service announcements. The City SSMP can be found on the City website. Sewer spill emergency contact information is also provided on the City website.

Updates and revisions to the SSMP will be posted and maintained on the City website when completed.

#### 11.2.2 City Council Meetings

City Council Meetings are generally held on second and fourth Tuesdays of each month at the City Hall. Sewer capital improvement projects, sewer studies, SSMP updates, significant revisions, audits and SSMP status reports are presented at the Council meetings to receive input.

#### 11.2.3 Social Media

The City uses social media (Facebook, Nextdoor, X, LinkedIn, Youtube, and Instagram) to post information about utility projects, public education and outreach, and highlight items on the Council agenda.

#### 11.2.4 City Public Works Office

The City Office located at 1 Twin Pines Lane, has copies of educational material, public service announcements, and staff that provide assistance and education to the public. Office hours are Monday- Friday from 8:00am to 5:00pm.

#### 11.2.5 Public Notices for Spills – Public Areas

The public is notified of spills and discharges that result in closures of public areas (including streets and surface waters) by erecting cones and barricades, and by posting warning signs in accordance with the Spill Emergency Response Plan. The necessary equipment and signage are kept in the City's emergency response vehicles.

#### 11.2.6 Public Notices for Spills – Public Areas

The City has identified one water purveyor who would be notified in the event of a sewer spill in the vicinity of a source of drinking water. This purveyor is listed below:

- Mid-Peninsula Water District
  3 Dairy Lane, Belmont CA 94002
  (650) 591-8941
  Superintendent: Michael Anderson mikea@midpeninsulawater.org

## 11.3 Satellite and Tributary Systems

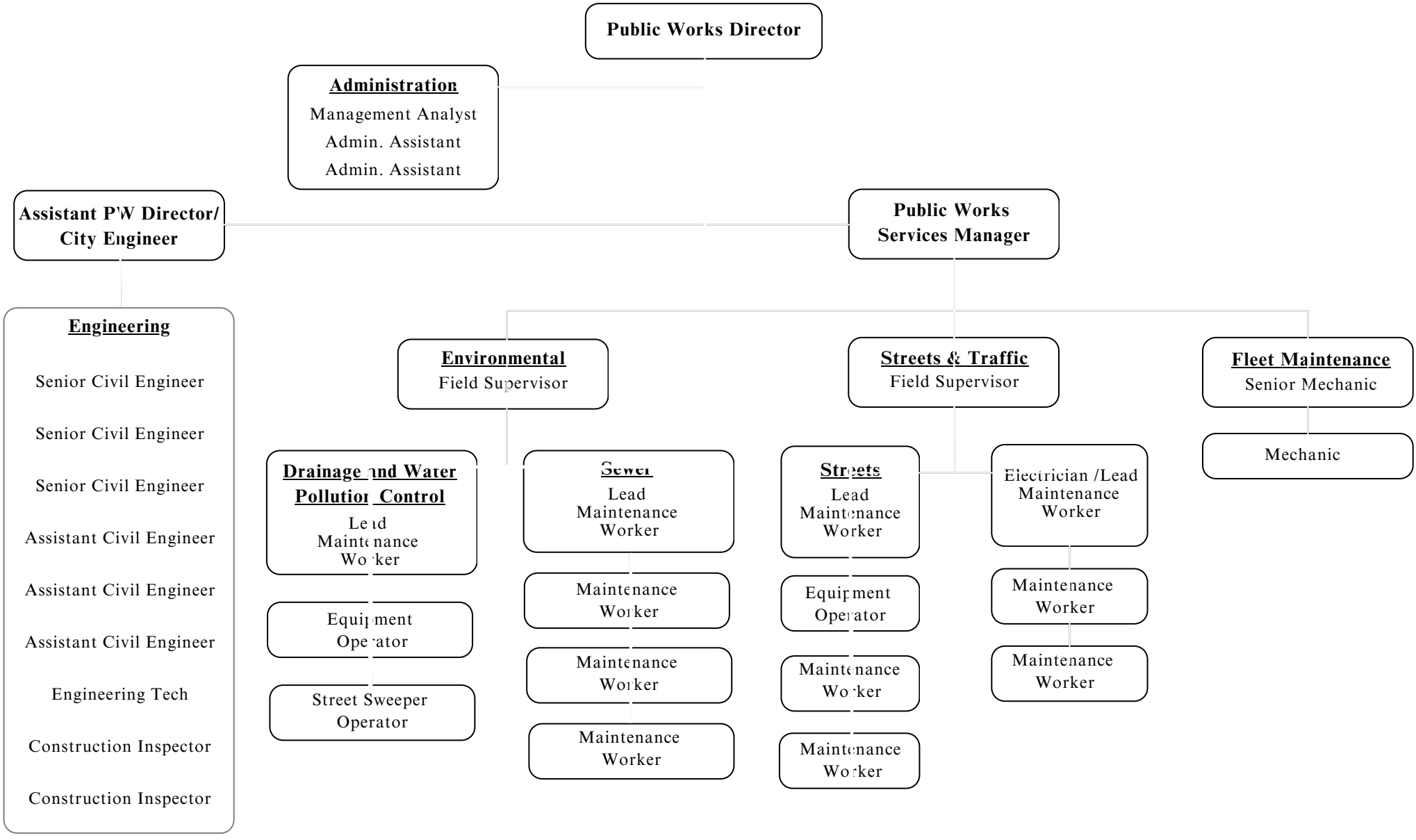
The City of San Carlos is tributary to the Belmont sanitary sewer system, and the City of Belmont is tributary to the City of San Carlos and the City of San Mateo. Communication with the San Mateo and San Carlos is conducted on an as needed basis when conditions are warranted. Typical scenarios that require communication are:

- FOG Control Programs
- Capital Improvement Projects
- Sewer Spills
- Required Sewer System Maintenance and/or Capital Projects

# APPENDIX 2

**2A** City Sewer Organization Chart

# CITY OF BELMONT
# DEPARTMENT OF PUBLIC WORKS



# APPENDIX 4

**4A** City Emergency Contact Information and Vendors

**City of Belmont Sewer System Emergency Staff Contact Information and Vendors**

| City of Belmont Public Works | |
|---|---|
| City of Belmont Corporate Yard<br>110 Sem Lane, Belmont, CA 94002 | (650) 595-7425 Monday – Friday 8am – 5pm<br>(650) 595-7400 After Hours |
| **Emergency Call Out List** | **Contact** |
| Tim Murray (Field Supervisor) | (650) 759-0422 / (650) 222-6460 (Cell) |
| Ryan Moran (Field Supervisor) | (650) 787-1418 / (650) 222-6405 (Cell) |
| Marcus Escobedo (City Electrician) | (510) 648-4655 / (650) 222-6459 (Cell) |
| Brandon Tyler ( Public Works Manager) | (650) 504-7494 / (650) 222-5240 (Cell) |
| Kuuipo Unga ( Lead Worker) | (650) 464-5288 (Cell) |
| Ryan Talavera (Lead Worker) | (650) 533-2761 / (650) 830-1562 (Cell) |
| **Vendor** | **Contact** |
| Telstar (Electrical Repairs) | (501) 693-8043 |
| All Industrial Electrical Supplies | (650) 777-0060 |
| DW/Hertz (Bypass Pumping) | (510) 566-8542 |
| Koffler Electrical/Mechanical Repairs | (510) 567-0630 |
| Shape Inc. (Flygt Pumps) | (209) 234-5909 |
| Pump Repair Service | (415) 467-2150 |
| Flo-Line Technology (ABS/Sulzer Pumps) | (530) 887-2240 |
| Electro-Motion (Emergency Generator Rentals) | (650) 321-5227 |
| A-1 Tank Service | (510) 714-8110 |
| Hertz Equipment Rentals | (408) 451-9320 |
| Royal Wholesale Electric | (650) 591-5571 |
| Consolidated Electrical Distribution | (650) 369-2954 |
| Casey Construction (Emergency Repairs) | (650) 222-4455 |
| Underground Republic (Pipe & Couplings) | (650) 455-7473 |

# APPENDIX 8

**8A** City CIP Living Project Schedule

**City of Belmont Sewer System CIP** **(See SSMPU Table 9-7 for project details)** **Updated 5/28/25**

| Project Name | CIP Type | Facility Type | Project Status | Source of Funding |
|---|---|---|---|---|
| CIP 1 | Capacity | Gravity Main and Manhole | Completed | Developers contributions and sewer bonds. |
| CIP 2 | Capacity | Gravity Main and Manhole | Completed | Developers contributions and sewer bonds. |
| CIP 3 | Capacity | Gravity Main and Manhole | Design and construction 2025/2026 | Developers contributions and sewer bonds. |
| CIP 4 | Capacity | Gravity Main and Manhole | Design and construction 2030/2031 | Developers contributions and sewer bonds. |
| CIP 5 | Capacity | Gravity Main and Manhole | Design and construction 2030/2031 | Developers contributions and sewer bonds. |
| CIP 6 | Capacity | Gravity Main and Manhole | Design and construction 2026/2027 | Developers contributions and sewer bonds. |
| CIP 7 | Capacity | Gravity Main and Manhole | Design and construction 2027/2028 | Developers contributions and sewer bonds. |
| CIP 8 | Capacity | Gravity Main and Manhole | Design and construction 2028-2030 | Developers contributions and sewer bonds. |
| CIP 9 | Capacity | Gravity Main and Manhole | Design and construction 2032/2033 | Developers contributions and sewer bonds. |
| CIP 10 | Capacity | Gravity Main and Manhole | Design and construction 2034/2035 | Developers contributions and sewer bonds. |
| CIP 11 | Capacity | Gravity Main and Manhole | Design and construction 2034/2035 | Developers contributions and sewer bonds. |
| CIP 12 | Capacity | Gravity Main and Manhole | Design and construction 2033/2034 | Developers contributions and sewer bonds. |
| CIP 13 | Capacity | Gravity Main and Manhole | Design and construction 2035/2036 | Developers contributions and sewer bonds. |
| CIP 14 | Capacity | Gravity Main and Manhole | Design and construction 2036/2037 | Developers contributions and sewer bonds. |
| CIP 15 | Capacity | Gravity Main and Manhole | Design and construction 2037/2038 | Developers contributions and sewer bonds. |
| CIP 16 | Capacity | Gravity Main and Manhole | Design and construction 2038/2039 | Developers contributions and sewer bonds. |
| San Juan Lift Station | Capacity | Lift Station | Design started 2024, Construction to happen in 2026/27 | Developers contributions and sewer bonds. |
| Rehabilitation Batch 1 | Condition | Gravity Main and Manhole | Construction in 2025 | Sewer rates and bonds |
| Rehabilitation Batch 2 | Condition | Gravity Main and Manhole | Design and Construction 2025-2026 | Sewer rates and bonds |
| Rehabilitation Batch 3 | Condition | Gravity Main and Manhole | Design and Construction 2026-2027 | Sewer rates and bonds |

| | | | | |
|---|---|---|---|---|
| Rehabilitation Batch 4 | Condition | Gravity Main and Manhole | Design and Construction 2027-2028 | Sewer rates and bonds |
| Rehabilitation Batch 5 | Condition | Gravity Main and Manhole | Design and Construction 2028-2029 | Sewer rates and bonds |
| Rehabilitation Batch 6 | Condition | Gravity Main and Manhole | Design and Construction 2029-2030 | Sewer rates and bonds |
| Rehabilitation Batch 7 | Condition | Gravity Main and Manhole | Design and Construction 2030-2031 | Sewer rates and bonds |
| Hiller Lift Station | Condition | Lift Station | Construction 2024/2025 | Developers contributions and sewer bonds. |
| Island Park Lift Station | Condition | Lift Station | Design 2026, Construction 2028 | Developers contributions and sewer bonds. |
| Ralston Lift Station | Condition | Lift Station | Design 2029, Construction 2030 | Sewer rates and bonds |
| Sports Complex Force Main | Condition | Force Main | Design 2026, Construction 2028 | Sewer rates and bonds |
| Island Park Force Main | Condition | Force Main | Design 2026, Construction 2028 | Developers contributions and sewer bonds. |
| San Juan Force Main | Condition | Force Main | Design started 2024, Construction to happen in 2026/27 | Developers contributions and sewer bonds. |
| Hiller Force Main Condition Assessment | Condition | Others | Design in 2028 | Sewer rates and bonds |

# APPENDIX 10

**10A** Audit Data and Records Request

# SSMP AUDIT DATA & RECORDS REQUEST

| A. SSMP ADMINISTRATIVE | | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|---|
| A1 | a. | Has your agency enrolled in the State-wide GWDR and designated the responsible or authorized representative (LRO)? | | | | | |
| | b. | Provide a copy of the SSMP Certification in CIWQS. | | | | | |
| | c. | Provide a copy of the CIWQS print-out for all LROs and Data Submitters. | | | | | |
| | d. | Provide a copy of your Operational Report(s) from CIWQS. | | | | | |
| | e. | Does the SSMP include a narrative that discusses; summary of plan and associated schedules, sewer system asset overview, updated maps? | | | | | |
| A2 | a. | Has your agency adopted a SSMP? | | | | | |
| | b. | Provide a copy of the SSMP. | | | | | |
| | c. | Provide a copy of the Meeting Minutes for the agency governing body's meeting during which the SSMP was adopted. | | | | | |
| A3 | a. | Does your agency have a copy of the GWDRs available to agency staff? Where is it kept? | | | | | |
| A4 | a. | How does agency ensure revenues and expenditures related to sanitary sewer system are available to; comply with General Order, fully implement the SSMP, conduct O&M and necessary repairs, ensure proper spill response? | | | | | |

# SSMP AUDIT DATA & RECORDS REQUEST

| B. GOALS | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|
| B1 a. | Has your agency developed SSMP and Spill reduction goals? | | | | | |
| b. | Provide documentation that your agency has made progress toward meeting these goals. | | | | | |
| **C. ORGANIZATION** | | **YES** | **LOCATED WHERE?** | **NO** | **N/A** | **COMMENTS** |
| C1 a. | Does your SSMP clearly identify the names and job titles the LROs? | | | | | |
| C2 a. | Does your SSMP have an organizational chart or table showing individual roles and responsibilities for implementation of the SSMP? | | | | | |
| b. | Are names, titles, and telephone numbers provided in this chart or table? | | | | | |
| C3 a. | Is the chain of communication for reporting Spills included in the SSMP? | | | | | |
| b. | Are names, titles, and telephone numbers provided in this chain of communication? | | | | | |

# SSMP AUDIT DATA & RECORDS REQUEST

| D. LEGAL AUTHORITY | | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|---|
| D1 | a. | Provide the sanitary sewer system use ordinances, service agreements, or other legally binding procedures or documents, which demonstrates the agency's legal authority: | | | | | |
| | b. | Prohibit illicit discharges | | | | | |
| | c. | Collaborate w/ Stormwater Agencies for sewer spill response and prevent cross connections of sanitary sewer and storm sewer infrastructure. | | | | | |
| | c. | Require that sewers and connections be properly designed and constructed | | | | | |
| | d. | Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency | | | | | |
| | e. | Enforce any violation of its sewer ordinances | | | | | |
| | f. | Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable. | | | | | |

| E. OPERATIONS AND MAINTENANCE (O&M) | | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|---|
| E1 | a. | Provide the following documents: | | | | | |
| | b. | An updated map of the agency's sanitary sewer system and storm drain system. | | | | | |
| | c. | A schedule for maintenance and cleaning of the sanitary sewer system. | | | | | |

| SSMP AUDIT DATA & RECORDS REQUEST | | | | | | |
|---|---|---|---|---|---|---|
| d. | How do O&M and R&R schedules enhance System Resilience? | | | | | |
| e. | Documentation for maintenance and cleaning of the sanitary sewer system. | | | | | |
| f. | Documentation for scheduled and conducted activities, such as work orders and/or reports and invoices from contractors. | | | | | |
| g. | The O&M contract if the agency's collection system is operated and maintained by a contract operations firm. | | | | | |
| h. | The agency's Rehabilitation and Replacement Plan | | | | | |
| i. | » Summary of the agency's CCTV program and schedule. Include samples of inspections and summary of findings. | | | | | |
| j. | » List of current and planned projects | | | | | |
| k. | » Time schedule for planned projects | | | | | |
| l. | » Schedule for developing the funds needed for rehabilitation and replacement projects | | | | | |
| m. | Standard Operating Procedures for Sewer System Operations and Maintenance activities. | | | | | |
| n. | Training records for staff operations and maintenance activities and contractor operations and maintenance activities. Training records for CIWQS reporting, Spill volume estimation, Spill response training. | | | | | |

| SSMP AUDIT DATA & RECORDS REQUEST | | | | | | |
|---|---|---|---|---|---|---|
| o. | » All applicable licenses and certifications required for agency or contract staff. Provide documents stating this requirement. | | | | | |
| p. | Assessment of O&M Staff "Core Competencies" (Skills, Knowledge and Abilities) | | | | | |
| q. | Equipment and replacement part inventories, including identification of critical replacement parts. | | | | | |
| r. | » If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers). | | | | | |
| s. | » If critical replacement parts are not kept in stock, provide applicable mutual aid agreements. | | | | | |


| | | | | | | |
|---|---|---|---|---|---|---|
| q. | Equipment and replacement part inventories, including identification of critical replacement parts. | | | | | |
| r. | » If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers). | | | | | |
| s. | » If critical replacement parts are not kept in stock, provide applicable mutual aid agreements. | | | | | |


| F. DESIGN & PERFORMANCE PROVISIONS | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|
| F1 | a. Provide the following documents: | | | | | |
| | b. Design and construction standards and specifications for: | | | | | |
| | c. » the installation of new sanitary sewer systems | | | | | |

| SSMP AUDIT DATA & RECORDS REQUEST | | | | | | |
|---|---|---|---|---|---|---|
| d. | » pump stations and other appurtenances specific to the agency's collection and conveyance system | | | | | |
| e. | » the rehabilitation and repair of existing sanitary sewer systems | | | | | |
| f. | Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances specific to the agency's collection and conveyance system and for rehabilitation and repair projects. | | | | | |

## SSMP AUDIT DATA & RECORDS REQUEST

| G. SPILL EMERGENCY RESPONSE PLAN | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|
| G1 | a. Provide the agency's Spill Emergency Response Plan | | | | | |
| | b. Notification procedures ensuring that the primary responders, regulatory agencies, and potentially affected entities are informed of all Spills in accordance with the Monitoring and Reporting Program, Order No. 2022-0103. | | | | | |
| | c. A program to ensure an appropriate response to all spills. | | | | | |
| | d. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Spill Emergency Response Plan and are appropriately trained. | | | | | |
| | e. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities. | | | | | |
| | f. Procedures to address spill volume estimation. | | | | | |
| | g. A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States. | | | | | |
| | h. A program to ensure that all reasonable steps are taken to minimize or correct any adverse impact on the environment resulting from the Spills, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge. | | | | | |
| | i. Plan to coordinate with storm drain agencies and other impacted utilities in the event of a Spill. Plan to conduct Post Spill Assessments. | | | | | |

## SSMP AUDIT DATA & RECORDS REQUEST

| H. SEWER PIPE BLOCKAGE CONTROL PROGRAM | | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|---|
| H1 | a. | Public Education and Outreach Program for pipe blocking substances. | | | | | |
| | b. | Disposal facilities for pipe blocking substances. | | | | | |
| | c. | Ordinance demonstrating the agency's legal authority to prohibit discharges to the sewer system and prevent spills and blockages. | | | | | |
| | d. | Requirements to install grease removal devices, design standards for these devices, maintenance requirements, BMPs, recordkeeping and reporting requirements. | | | | | |
| | e. | Ordinance demonstrating the agency's legal authority to prohibit FOG discharges to the system and inspect FOG producing facilities. | | | | | |
| | f. | Evidence of FOG Control Program inspection and enforcement activities. | | | | | |
| | g. | Documentation of hot spots in the collection system, which are caused by FOG. | | | | | |
| **I. SYSTEM EVALUATION, CAPACITY ASSURANCE, AND CIP** | | | **YES** | **LOCATED WHERE?** | **NO** | **N/A** | **COMMENTS** |
| I1 | a. | Provide procedures to evaluate the sanitary sewer system assets. | | | | | |
| | b. | Percentage of system assessed annually and rationale for this frequency. | | | | | |

| SSMP AUDIT DATA & RECORDS REQUEST | | | | | | |
|---|---|---|---|---|---|---|
| c. | Provide information that demonstrates condition assessment prioritizes areas that: 1) Have high level of environmental consequences if vulnerable to failure or are deficient for any reason; 2) Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas; 3) Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List | | | | | |
| d. | Provide information demonstrating system is assessed using visual observations, video surveillance and/or other comparable system inspection methods. | | | | | |
| e. | Provide information demonstrating corrective actions for areas that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State. | | | | | |
| f. | Provide information that demonstrates you have identified system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions | | | | | |
| g. | Provide analysis and procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:<br>• Dry-weather peak flow conditions that cause or contributes to spill events;<br>• The appropriate design storm(s) or wet weather events that causes or contributes to spill events;<br>• The capacity of key system components; and<br>• Identify the major sources that contribute to the peak flows associated with sewer spills. | | | | | |

| SSMP AUDIT DATA & RECORDS REQUEST | | | | | | |
|---|---|---|---|---|---|---|
| h. | Information that demonstrates the capacity assessment considers: • Data from existing system condition assessments, system inspections, system audits, spill history, and other available information; · Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions; · Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change; · Increases of erosive forces in canyons and streams near underground and above- ground system components due to larger and/or higher-intensity storm events; · Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and · Necessary redundancy in pumping and storage capacities. | | | | | |
| i. | Demonstrate how corrective actions are prioritized based on these condition assessments based on the severity of the consequences of potential spills. | | | | | |
| j. | Capital Improvement Plans: based on the results of these condition assessments provide the following: 1) project schedules, including completion dates for all rehabilitation and replacement projects or CIP; 2) Internal and External project funding sources for each project; 3) Information demonstrating coordination between operations and maintenance staff, engineering staff, and consultants during the planning, design and construction of CIP. If other utility agencies are impacted, document coordination efforts. | | | | | |

# SSMP AUDIT DATA & RECORDS REQUEST

| J. MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|
| J1 a. | Adaptive Management strategies | | | | | |
| b. | · Provide relevant information, including audit findings, to establish and prioritize appropriate Plan activities; | | | | | |
| c. | · Provide relevant information demonstrating the implementation and measuring the effectiveness of each Plan Element; | | | | | |
| d. | · Provide relevant information demonstrating the success of the preventive operation and maintenance activities; | | | | | |
| e. | · Provide relevant information demonstrating update of plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; | | | | | |
| f. | Identification of SSO trends. | | | | | |

| K. SSMP PROGRAM AUDITS | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|
| K1 a. | Provide historical SSMP Program Audit Reports. | | | | | |

| L. COMMUNICATION PROGRAM | | YES | LOCATED WHERE? | NO | N/A | COMMENTS |
|---|---|---|---|---|---|---|
| L1 a. | Provide the agency's Communication Program and evidence of its implementation. | | | | | |

# 2024 Sanitary Sewer Master Plan Executive Summary

This Sanitary Sewer Master Plan Update (Master Plan) presents an evaluation of the City of Belmont (City)'s wastewater collection system under existing and future conditions, and recommendations for a 16-year Capital Improvement Program (CIP) based on findings from capacity evaluation and condition assessment studies. This Master Plan is a tool to help the City proactively make decisions on implementing and budgeting for CIP projects to provide reliable and resilient sewer services to its existing and future customers. This Master Plan has a 20-year planning horizon till year 2043.

## Existing Wastewater Collection System

The City's sewer service area encompasses approximately 4.6 square miles (sq. mi.) serving a population of approximately 28,335.[1] The City's wastewater collection system is divided into 15 sewer basins with approximately 80 miles of gravity mains, 10 lift stations, and approximately 3.4 miles of force mains. Under current condition, the majority of the City's wastewater flows are carried by two parallel trunk sewer lines along Ralston Ave, herein referred to as "Ralston Trunk Lines", and discharged into the Belmont Pump Station (BPS) that is owned and operated by Silicon Valley Clean Water (SVCW), and subsequently treated at the SVCW Wastewater Treatment Plant (WWTP). A small portion of wastewater flows are discharged into the wastewater collection systems of the City of San Mateo (San Mateo) and a small portion of wastewater flows are flowing from and to the City of San Carlos (San Carlos). SVCW recently completed the construction of Belmont Gravity Pipeline (BGP) project and is planning to demolish the BPS. The City's wastewater will be discharged into BGP and carried to the San Carlos Pump Station by gravity once BGP is in service.

The City has also planned to annex a small collection system south of the City limit called the Harbor Industrial Sewer Maintenance District (HISMD) that is in the unincorporated part of San Mateo County, and is currently owned and operated by the County.

## Wastewater Flows

Based on the historical BPS influent data, water consumption data, and temporary flow monitoring data, the City's existing average dry weather flow (ADWF) is estimated to be 1.44 million gallons per day (mgd) with 1.38 mgd discharged into the BPS, 0.017 mgd discharged into San Mateo's wastewater collection system, and 0.036 mgd discharged into San Carlos's wastewater collection system. The City's maximum dry day flow (MDDF) between 2016 and 2021 was 1.91 mgd, approximately 1.38 times the ADWF. With anticipated future developments and population growth, the City's ADWF is projected to increase to 2.65 mgd by 2043.

The City is subject to high rainfall dependent infiltration and inflow (RDII) during storm events. A temporary flow monitoring study was performed between November 2021 and April 2022 as part of the Master Plan. During the rain event that occurred between December 12, 2021 and December 17, 2021,

[1] Source: U.S. Census Bureau, 2020 Census of Population and Housing (https://www.census.gov/quickfacts/fact/table/belmontcitycalifornia/POP010220)

observed peak flow at BPS influent was 10.92 mgd which occured on December 13, 2021, and was approximately 7.9 times the existing ADWF. Details on the City's wastewater flow characteristics are provided in **Section 5**.

## Capacity Evaluation

The City's wastewater collection Geographic Information System (GIS) database has been updated as part of the Master Plan project. In addition, a field survey of approximately 200 manholes was performed as part of the Master Plan. Based on the updated GIS database, survey data, flow monitoring data, and other supporting information, the City's hydraulic model was updated and re-calibrated to reflect current flow characteristics observed in the system. System RDII responses to storm events were analyzed by sewer basin using the RTK method described in **Section 6**. Based on the calibrated results, Sewer Basins 8,12, and 14 have the highest RDII responses and Sewer Basin 9 has the lowest RDII responses. These RDII responses may change with the City's on-going rehabilitation and maintenance program as rehabilitating and replacing aged and defective pipes and manholes can reduce RDII into the collection system. Therefore, a temporary flow monitoring study is recommended to be performed every three to five years as part of future model updates.

Capacity evaluation was performed using the calibrated model under existing (2023), near-term future (2028), and long-term future (2043) Peak Wet Weather Flow (PWWF) conditions. The PWWF scenarios account for a 10-year recurrence frequency, 24-hour duration storm event with a total precipitation of 3.64 inches based on the National Oceanic and Atmospheric Administration (NOAA) Atlas 14 Volume 6 Version 2 Point Precipitation Frequency Estimates at the San Mateo Station with Site ID 04-7864. Temporal distribution of the 10-year 24-hour design storm was derived based on the storm event that occurred on March 5, 2016. The design storm has a peak intensity of 0.97 inches per hour. The existing PWWF was estimated to be approximately 11.3 mgd at BPS inlet, the 2028 PWWF was estimated to be approximately 13.2 mgd discharging into BGP, and the 2043 PWWF was estimated to be approximately 16.3 mgd discharging into BGP. System capacity evaluation details are provided in **Section 7**.

Model results were checked against the established planning criteria. Most of the deficient pipelines identified under the 2043 PWWF condition are deficient under 2023 PWWF condition. There are 16 capacity-related gravity main improvement projects identified based on the capacity evaluation results.

Capacity-related Improvement CCIP_8 is considered a vital improvement for the City as it is an improvement proposed at the most downstream segments of the trunk lines that collect almost the entire system's wastewater flows. CCIP_8 proposed upsizing of existing 21-inch line in Karen Rd to 27-inch, upsizing the downstream 27-inch line in Harbor Blvd to 30-inch, adding a new 27-inch parallel line crossing Hwy 101 connecting to the existing 18-inch line in Shoreway, and upsizing the 18-inch line in Shoreway bewteen the new 27-inch parallel line and the exisitng 27-inch line.

This proposed improvement will eliminate capacity deificiencies of the existing trunk lines and will accommodate wastewater flows from HISMD, so it is recommended be completed before the annexation of the HISMD wastewater collection system and is phased in the near-term (2024-2029) CIP.

San Juan Lift Station is also identified to be upsized to meet the recommended lift station capacity criteria. Proposed capacity-related projects have been prioritized into three phases: near-term (2024-2029), intermediate-term (2029-2033), and long-term (2034-2038).

## Condition Assessments

A desktop gravity main condition assessment was performed with the closed-circuit television (CCTV) inspection data provided by the City using InfoAsset Planner (by Autodesk). According to the inspection data, vitrified clay pipes (VCP) and lined VCP were observed to have higher structural defect scores and rating indexes than polyvinyl chloride (PVC) pipes and high-density polyethylene (HDPE) pipes. Structural defect scores and rating indexes generally increase as pipes age. Rehabilitation actions were assigned to observed defects based on the type of defects.

In addition to evaluating the physical conditions of the pipes, a risk analysis was performed on the gravity mains based on Likelihood of Failure (LOF) criteria such as pipe structural condition, pipe age, pipe material, etc., and Consequence of Failure (COF) criteria such as pipe sizes, carried PWWF, proximity to water bodies, etc. A risk score was assigned to each pipe segment on a scale of 1 to 5.

The final rehabilitation method of a gravity main segment was determined based on a customized decision tree with additional considerations. For example, 6-inch pipelines are not good candidates for lining as it will reduce the inner diameter of the pipes and can lead to future maintenance issues. Thus, 6-inch pipelines which were determined to be fully lined based on defects were recommended to be replaced instead. Proposed rehabilitation methods for the gravity mains include CCTV inspection, cleaning/heavy cleaning/root removal, point repair, partial lining, point repair plus partial lining, investigation, and replacement. The City can perform CCTV inspection, cleaning, and heavy cleaning in-house. The City has also contracted out root removal service to some local vendors. Thus, pipelines proposed with these rehabilitation methods are not included in the CIP cost estimations. Condition-related improvement projects are grouped by rehabilitation methods. Pipelines with risk scores of 3 and above are included in the 16-year CIP. The City concurrently developed a pavement plan for street improvements throughout 2029 (2024-2029 Pavement Plan). This Master Plan proposed gravity main rehabilitation to align with the proposed pavement plan. Rehabilitation of pipelines in the streets proposed in the pavement plan between 2025 and 2029 are phased as near-term CIP and the remaining ones are phased as intermediate-term CIP and long-term CIP based on risk scores and locations.

Manhole assessments were not performed as part of this project scope. For CIP budgeting purposes, 30% of the manholes connected to the pipelines which are proposed to be repaired or replaced are assumed to be rehabilitated as well. Lift station (LS) and force main (FM) rehabilitation projects were identified based on previous condition assessment studies as well as interviews with City staff. Hiller LS, San Juan FM, Island Park LS and its force main, as well as the Sports Complex FM are proposed to be rehabilitated in 2024-2028, and Ralston Ranch LS is proposed to be rehabilitated in 2030-2034. Condition assessment results are discussed in **Section 8**.

## Capital Improvement Program (CIP)

Based on the findings from capacity evaluation and condition assessment and discussions with City staff, a recommended CIP was developed for a 16-year planning horizon that is phased in near-term CIP(2024 – 2029), intermediate-term CIP (2030-2034), and long-term CIP (2035-2039), as presented in **Table ES-1**. Costs estimations presented in Tables ES-1 were estimated based on unit costs developed from recent local bid results between 2018 and 2023 and the City's adopted budget plans for 2020 to 2022 and are presented in the 2023 U.S. Dollars. Total CIP costs for near-term CIP,

intermediate-term CIP, and long-term CIP are $35.9 Million Dollars, $21.5 Million Dollars, and $11.4 Million Dollars, respectively. CIP cost and phasing details are provided in **Section 9**.

**Table ES-1. Capital Improvement Cost Estimates Summary**

| Phase | Improvement Type | Facility Type | Capital Cost ($) | Total Baseline Capital Costs ($) |
|---|---|---|---|---|
| 2024-2029 | Capacity-Related | Gravity Main & Manhole | 6,803,460 | 35,948,000 |
| | | Lift Station | 5,000,000 | |
| | Condition-Related | Gravity Main & Manhole | 14,574,504 | |
| | | Lift Station | 4,590,000 | |
| | | Force Main | 4,779,980 | |
| | | Others | 200,000 | |
| 2030-2034 | Capacity-Related | Gravity Main & Manhole | 5,448,771 | 21,526,000 |
| | Condition-Related | Gravity Main & Manhole | 14,757,457 | |
| | | Lift Station | 1,320,000 | |
| 2035-2039 | Capacity-Related | Gravity Main & Manhole | 2,247,400 | 11,381,000 |
| | Condition-Related | Gravity Main & Manhole | 9,133,505 | |
| **Total ($)** | | | | **68,855,000** |

Notes:

1. Costs are rounded to the nearest thousands.