CITY OF BELMONT
CITY COUNCIL

www.belmont.gov

CITY COUNCIL SPECIAL MEETING AGENDA
Thursday, March 6, 2025
9:00 AM
Belmont Library, Taube Room
1110 Alameda de las Pulgas, Belmont, California

MEETING ATTENDANCE and PUBLIC COMMENT:

1. The public may attend the meeting at the Belmont Library, 1110 Alameda de Las Pulgas, and have an opportunity to provide comments on items on this agenda.

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

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

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

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

1. CALL TO ORDER

2. ROLL CALL

3. ITEMS OF BUSINESS
Persons wishing to orally address the Council on the items of business listed below will be given an opportunity to do so before or during the Councils consideration of the item.

4. GENERAL BUSINESS

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

A. **FY 2025-26 Strategic Planning Workshop and Council Recess Dates**

Recommendation: Discuss and provide direction on the information presented at the workshop, identify any key projects or priorities, and updates related to the items presented for the upcoming year(s), and clarify if there are any new priorities that should be considered for fiscal year 2025-2026, and beyond

Attachment(s):

- Staff Report
- FY 2025 Strategic Plan Presentation
- Mission, Vision and Values Statement
- Belmont 2023 Strategic Plan Update
- Dashboard of Key Strategic Objectives and Supporting Initiatives Deliverables
- 2025 City Calendar Mtgs and Events
- City Council Protocols
- Code of Ethics and Conduct

5. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7414. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board or Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

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

STAFF REPORT

Meeting Date:	March 6, 2025
Agency:	City of Belmont
Staff Contact:	Afshin Oskoui, City manager, 650-595-7408, city_manager@belmont.gov
Agenda Title:	FY 2025-26 Strategic Planning Workshop and Council Recess Dates
Agenda Action:	Discussion & Direction

Recommendation

Discuss and provide direction on the information presented at the workshop, identify any key projects or priorities, and updates related to the items presented for the upcoming year(s), and clarify if there are any new priorities that should be considered for fiscal year 2025-2026, and beyond.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On March 27, 2024, the City Council and staff participated in Belmont's Annual Strategic Planning Workshop. This working session is the fourth follow up to the City Council's March 11, 2020, community visioning and strategic planning workshop, facilitated by a consulting firm specializing in leadership and organizational performance. At the March meeting the City Council reviewed the updated five-year plan and progress made to date on the various focus areas, and reaffirmed and updated those priorities that will move the organization and community forward through 2027. There are key themes across a wide range of topics including City's organizational readiness structure; priorities for near and long-term; communication and collaboration; organizational culture and belonging; City finances; climate adaptation and resiliency; housing and economic development; and public safety.

The implementation of the Strategic Plan had been included in the Fiscal Year (FY) 2024/25 Budget. City departments, that support the focus areas, incorporated the Strategic Plan objectives into their annual workplans to ensure the highest priority outcomes are proposed. Staff intends that the updates to the Strategic Plan coincide with the City's annual budget to ensure that the action items accurately reflect those that are funded through the budget process. These goals help staff work to realize the Belmont Community Vision, and to reaffirm core community values important to City's future. The current strategic plan includes the following five City Council focus areas with supportive goals as its roadmap for action over the next several years.

The purpose of a strategic plan is to address both the current and anticipated needs for the City. Successful organizations have a clear vision of where they are going and how they intend to achieve their mission. The City's budget is directly linked to the principles and goals of the City priorities to show residents how city resources are allocated to meet the community's vision and goals.

The Strategic Planning Session process is further intended to assist the City Council in developing a future focus, discuss issues and opportunities facing the community, set strategic directions and determine specific priorities. The Council's strategic focus also provides a clear message to City staff as to what the Council aims to accomplish in the upcoming planning period. Additionally, this plan can provide valuable direction for development of the annual budget and capital improvements program, allocation of staff resources, and other important city functions.



Infrastructure & Mobility | Economic Development & Housing | Fiscal & Organizational Sustainability | Public Safety | Quality of Life

The organization has achieved many accomplishments since the inception of the strategic planning process in 2020 for which it can be proud. Major progress has also been made in achieving the City Council's priorities, despite numerous national, state, and local emergencies that have occurred over the few years. City staff remain dedicated to facing the financial challenges ahead and building the foundation for a sustainable future for our community. Much of the progress reported as part of this exercise will showcase our diligence to find and implement cost-savings, build organizational efficiency, and continue the pursuit of economic development initiatives.

The updated plan reflects completed objectives, new pursuits, and adjustments based on Council and staff feedback. The Details on those initiatives are captured in Belmont 2023 Strategic Plan Update document, Attachment C. The Strategic Plan Performance Dashboard, Attachment D, provides the city's formal performance management report of the initiatives in the 2023-2027 Strategic Plan Mid-Cycle Update, as approved by the City Council in October 2023. The report is set up as a Dashboard of Key Strategic Objectives & Supporting Initiatives identifying short term (1-2 year) objectives and supporting initiatives for each of the strategic focus area. Additionally, it identifies timeframe for completion of each action step.

In the past five years, we have moved the needle of our housing element with the development of transit-oriented housing and the approval of more in the next few years. We have increased mobility on our roads by improving our Pavement Condition Index, pedestrian and bicycle safety, installing real-time signal technology to unclog our regular commutes, and built important partnerships with our neighboring cities on shared multi-modal corridor projects that affect neighbors in and outside our city boundaries.

We have been focused on pursuing climate change adaptation and resilient infrastructure programs and services. We've prioritized our community's enjoyment of Belmont's outdoors and invested in the maintenance of our parks, open spaces, and community facilities. We've earned recognition for our award-

winning budget and shown decisive caretaking of our assets and earned the citizenry's approval of tax ballot measures. We've designed roles and added staff to our team who are dedicated to community engagement and external communication, and we've continued to build community goodwill with our efforts toward public safety, neighborhood connections and outdoor activities open to all.

We have continued to provide regular updates to the Council and community on each focus area and initiatives through each fiscal year. We look ahead now to the continued advancement of the plans set in 2020 and updated in 2023, but with an eye toward the years that follow and the renewed goals we will set. Our City Council, our Executive Leadership, and every member of staff take great pride in their stewardship of Belmont, and it is my pleasure to witness these achievements come to life every day.

Analysis

The City of Belmont is a dynamic and evolving community known for its well-maintained neighborhoods, strong public schools, rich cultural resources, and an engaged community. To ensure the City continues to uphold these high standards while proactively addressing challenges such as federal and state regulatory changes, evolving economic conditions, aging infrastructure, and workforce shifts, the City continues to rely on its strategic planning effort as a roadmap to navigate these challenges. This process continues to help prioritize key goals and guide decision-making to sustain and enhance the community's quality of life.

While the proposed 5-Year Strategic Plan is both ambitious and aspirational, it has also been reviewed by city staff to ensure it is realistically achievable assuming current staffing and resourcing levels.

Process

A "typical" Council Strategic Planning Workshop should include the following components:

- Review of recent major accomplishments
- Identification and discussion of issues, concerns, trends, and opportunities that may affect future city services, programs, policies, finances or operations.
- Identification of on-going priorities.
- Identification and discussion of significant programs, policies, projects, or initiatives that the city should consider in the next few years
- Review of goals and objectives for upcoming 12 to 24-month period
- Implementation planning

Some topics the City Council may wish to consider as we discuss the Strategic Focus Areas for the upcoming planning horizon include:

- What significant policy issues might be facing the City over the next year?
- Accomplishments during the last year.
- Challenges facing the City.
- What does the Council hope will be achieved within the next 3 years?
- What is the Council's vision for the community?

- ❖ What top goals and actions do you think the City should focus on in the coming 2-years?

The purpose of this plan is threefold:

1. Establish a common vision that will help align city policies, day-to-day operations, and resources with the community's most important values, needs and aspirations.
2. Build momentum for major goals by maintaining a focused effort over multiple years.
3. Identify agreed upon priorities, timelines and performance measures.

As any responsive organization can attest, things are constantly changing because we keep finding ways to improve, to create efficiencies, to become more sustainable, to be more equitable and inclusive, and in doing all these things, to find the most elegant method of adapting while still pushing forward. One of this planning process goals was to align ourselves with existing policies and priorities. Throughout this endeavor, our team continuously coordinates with our concurrent focus area efforts, and this year's planning session is intended to provide an update on the status and benchmarks regarding these priorities, along with a status update on key actions on specific goals and actions to complete the strategic plan objectives, and to affirm our continual workplan for the next couple of years.

Considering feasibility, fiscal impacts, organizational impacts and staffing, alignment with vision, and cost of inaction the Council identified several key initiatives for the upcoming fiscal years in all five Strategic Focus Areas in addition to the ongoing initiatives and projects are already underway. However, with growing economic uncertainty driven by continued rising inflation, State take aways related to VLF funding, ongoing federal and state regulatory framework and impacts, and other factors outside the city's control, the city's progress on the various goals, objectives, projects, and services outlined in the strategic plan will be subject to the actual amount of funds available and appropriations authorized by the City Council each year in the annual budget.

Recommendation

It is recommended that the City Council discuss the information presented at the workshop, identify any key projects or priorities for the upcoming year, and clarify if there are any new priorities that should be considered. Upon conclusion of the workshop, city staff will carry out a comprehensive review of the City's strategic plan to ensure that the new priorities and any relevant revisions are made to the plan. Also, staff will utilize the plan in the Budget Process for the coming fiscal year. During the Budget Process, departments will identify the Priorities (projects/initiatives) that they will be able to accomplish, given the capacity of staffing, and additional needs or organizational changes will be identified for consideration by the Council.

Review and Confirm the City of Belmont's Mission, Vision & Values Statements

The City has a long-standing Vision and Value Statement that has helped guide the development of the Council Priorities, General Plan and the City Budget. As we have discussed during previous Priority Setting Workshops with the Council, it is important that the City's Vision Statement, Priority Setting Process and ultimately the City's Budget are connected. In 2017 the Council modified the Vision Statement because of the priority process. The text of the current Mission, Vision and Values Statement in Attachment B is provided to help guide the discussion of the SFAs.

Recommendation
It is recommended that the City Council either confirm the Mission, Vision and Values Statements or identify specific modifications that can be incorporated into a revised version of the document(s).

Council Meeting Schedule (Summer, and December)
The City Council has traditionally canceled at least one or two meetings for a summer recess in either July or August. Staff recommends that the City Council consider canceling one or more of the following meeting dates in July and August:

- July 22nd
- August 12th
- August 26th

Also, November 11 is Veteran's Day and a Council meeting night; Staff recommends canceling this meeting and the December 23rd meeting which falls during the annual holiday closure of city offices. Additionally, should Council consider cancelling their meeting of April 15th in observance of Passover which begins on April 12 and ends on April 20th.

Recommendation
It is recommended that the City Council by motion determine which, if any, meetings they would like to cancel in 2025.

Annual Review of Council Protocols, and Code of Conduct
The City Council Protocols were originally adopted in August 2016, amended in April 2020, and most recently updated in February 2024 and June 2025. Staff recommends further amending the document to formalize a change in the term length for Parks and Recreation Commission appointments from two years to up to three years.

Currently, Belmont City Code Section 2-166(b)(2) establishes a default two-year term for these appointments unless the Council specifies otherwise. During the 2024 appointment cycle, the Council discussed extending Parks and Recreation Commission terms to three years. In the 2025 cycle, the Council proceeded with three appointments for three-year terms.

To align the City Code with this approach, staff will draft an ordinance amending BCC 2-166(b)(2) to reflect a standard three-year term, subject to Council approval at a future meeting.

The Code of Ethics and Conduct for Elected and Appointed Officials was amended by the Council in February of 2017, and then again in Nov/Dec 2022, March 2023 in light of the City moving to by-district elections, and most recently updated the Boards and Commission Ordinance including augmenting the description of the role of and appointment process for advisory bodies and nature of appointments among other modifications on March 12, 2024. No revisions are being proposed by staff for Council consideration, unless otherwise directed by the City Council.

Alternatives

1. Take No Action
2. Refer to staff for further information

Attachments and Links

A. Power Point Presentation
B. Mission, Vision and Values Statement
C. Belmont 2023 Strategic Plan Update
D. Dashboard of Key Strategic Objectives and Supporting Initiatives Deliverables
E. Council Calendar (Summer Break, December Holiday and City Events)
F. City Council Protocols
G. Code of Ethics and Conduct

Fiscal Impact

☒ No Fiscal Impact

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



FY 2025 Strategic Planning Workshop
Advancing Our Vision into 2035

March 6, 2025

Agenda

- Economic Overview & Budgetary Forecast
- Strategic Focus Areas
  - Discussion & Next Steps
- Other Matters
  - Review of Mission, Vision and Values
  - Calendar
  - Protocols

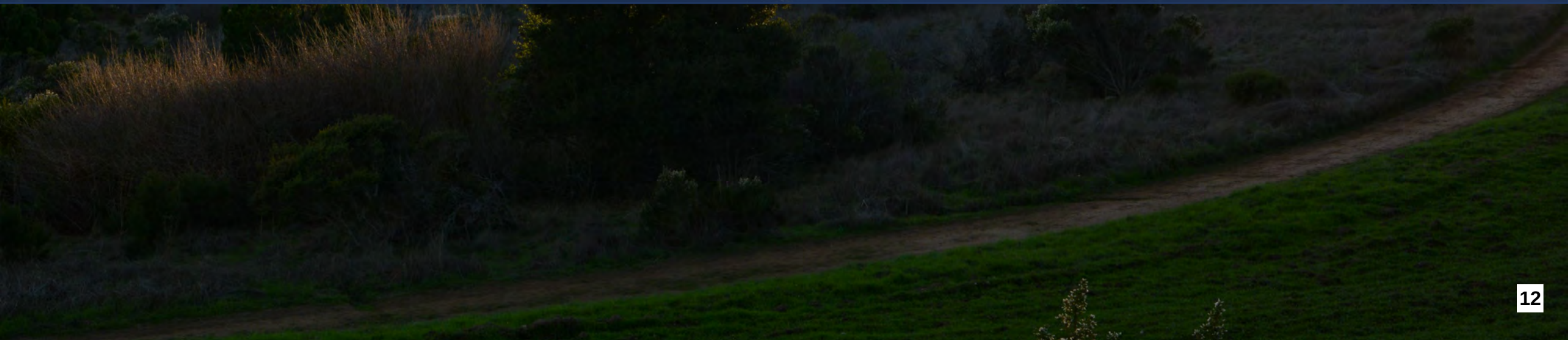


Our Journey & Legacy
Building on our Blueprint to 2035

- Reflecting on Our Journey (2015–2025)
- Key Accomplishments & Milestones
- Navigating Challenges
- Our People & Culture
- One Belmont – Our Shared Vision



Economic Overview & Budgetary Forecast



Economist's Update

Uncertainties underlie economy ahead of new administration

- Economists expect tariffs will be passed on in the form of higher prices, temporarily raising inflation in 2025
- Inflation expected to be just above 3% and increasing consumer prices by 0.9%

Shadow of uncertainty cast on California's employment picture

- Immigration policy likely to result in drastic withdrawal of millions from labor force
- New emphasis on growth in technology may benefit California's tech industry
- Real personal income is forecast to grow by 2.3% in 2025 and 2.6% in 2026

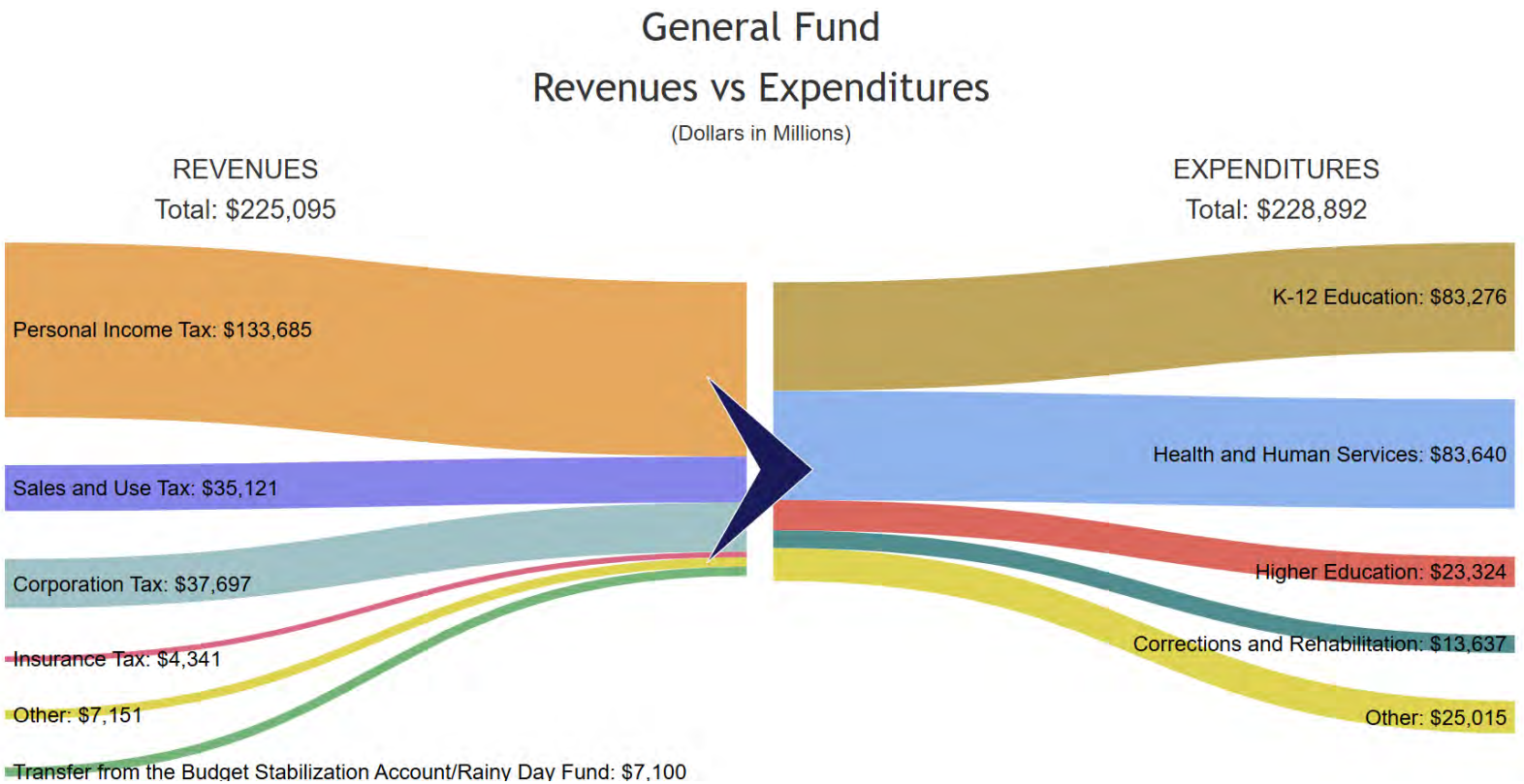
CA housing market showing signs of recovery

- Despite high interest rates, continued demand for housing
- With state policies that induce new homebuilding, this should result in beginning of recovery, followed by a slow, but solid growth in new home production thereafter

Source: UCLA Anderson Forecast

Governor's Proposed FY 2025-26 Budget

- **$322.3B – Investing in California's Values**
  - Legislative Analyst's Office: Underlying condition of state budget is "roughly balanced"
    - $228.9 billion from the General Fund, $86.8 billion from special funds, and $6.5 billion from bond funds
  - Proposed budget developed prior to LA wildfires; uncertainties ahead



Demographic Factors



Population: 26,931 and ↓

Source: State DoF

Inflation: 2.4% and ↓ for Region

Source: BLS

Office vacancy: 17.4% and ↑

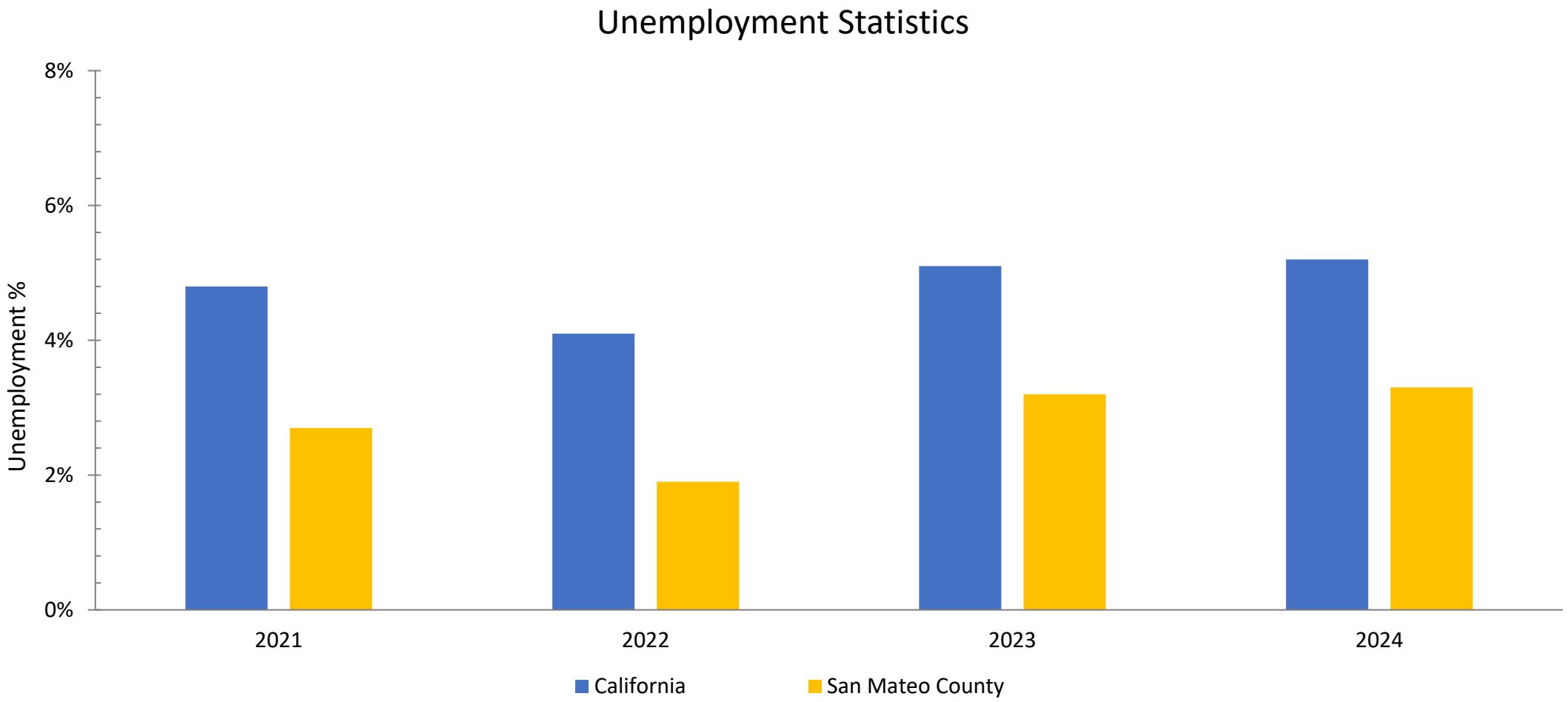
- Square footage asking prices (Class A) $5.53 and ↓

Source: Colliers

Interest rates: 4.43% and ↓

Source: LAIF State Treasurer

Demographic Factors



Source: California Employment Development Department

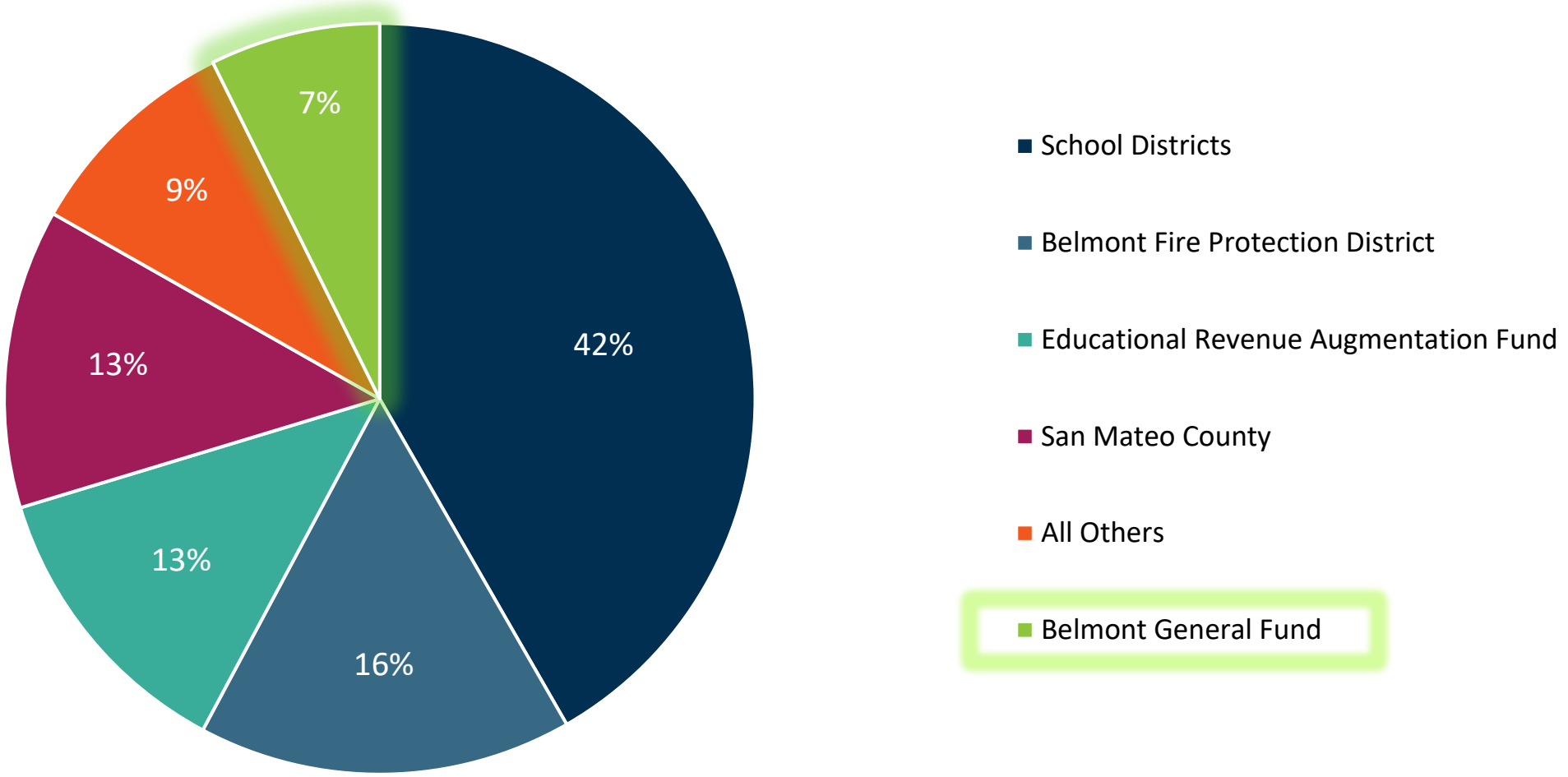
Belmont Assessed Valuation

Cities	2025			2024			2023		
Tax Account Desc	Parcel Ct	Land and Imps	Chg	Parcel Ct	Land and Imps	Chg	Parcel Ct	Land and Imps	Chg
GENERAL TAX RATE	222,484	$ 326,954,248,618	3.22%	222,593	$ 316,742,566,318	5.66%	222,532	$ 299,764,563,193	6.52%
CITY OF ATHERTON	2,615	$ 17,462,484,089	4.08%	2,620	$ 16,777,918,447	6.31%	2,614	$ 15,781,671,493	8.05%
CITY OF BELMONT	8,366	$ 10,844,496,964	4.96%	8,352	$ 10,331,827,848	5.99%	8,353	$ 9,748,221,934	5.72%
CITY OF BRISBANE	2,240	$ 3,967,060,859	1.91%	2,246	$ 3,892,726,051	11.92%	2,243	$ 3,478,087,964	17.65%
CITY OF BURLINGAME	8,759	$ 17,885,318,121	3.05%	8,759	$ 17,355,318,038	8.35%	8,757	$ 16,017,694,703	7.13%
TOWN OF COLMA	557	$ 1,173,894,928	1.47%	561	$ 1,156,845,735	2.46%	558	$ 1,129,109,168	4.30%
CITY OF DALY CITY	24,509	$ 18,208,543,952	3.47%	24,511	$ 17,597,461,980	7.63%	24,510	$ 16,350,043,353	4.98%

10-Year Average = 6.7%

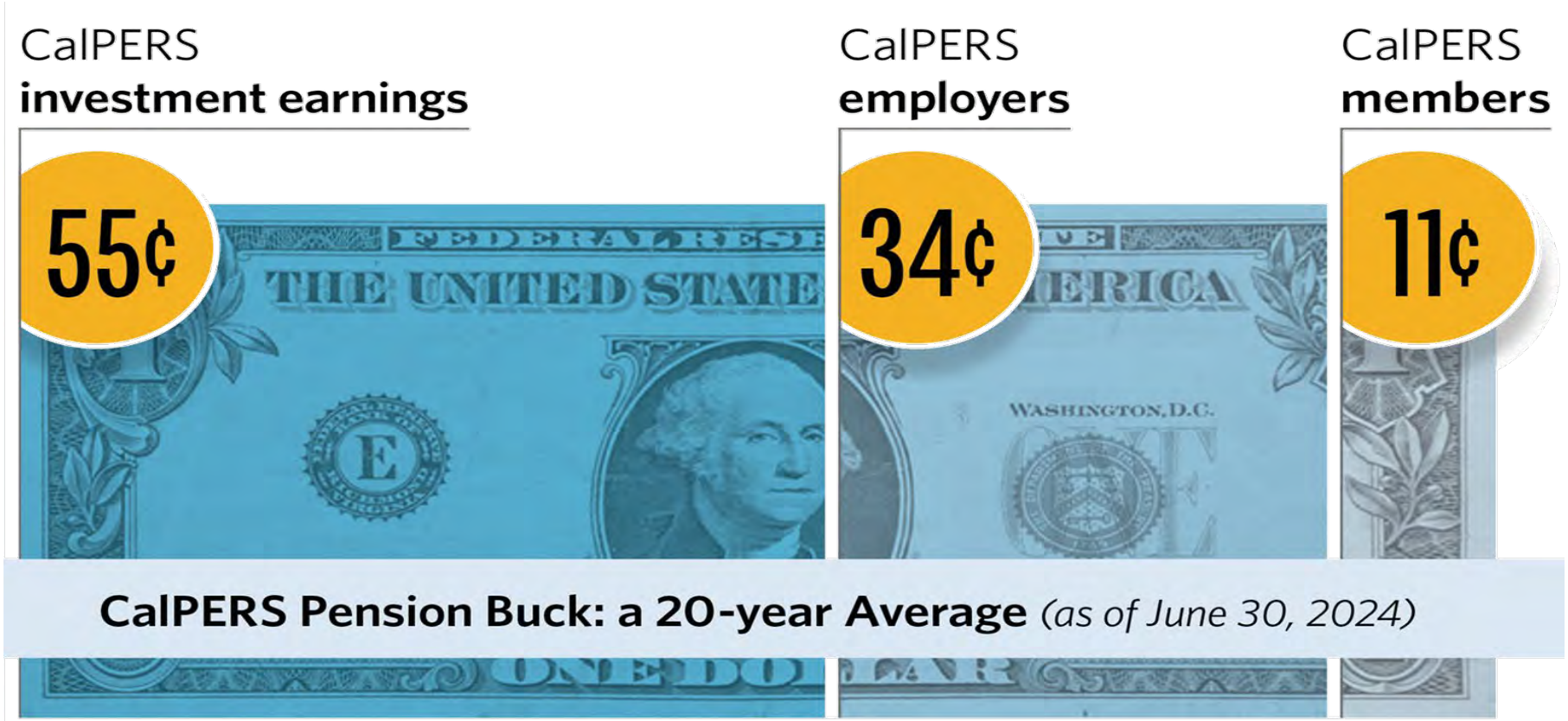
Source: San Mateo County

Where Does the 1% Property Tax Go?



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

CalPERS Pension Buck

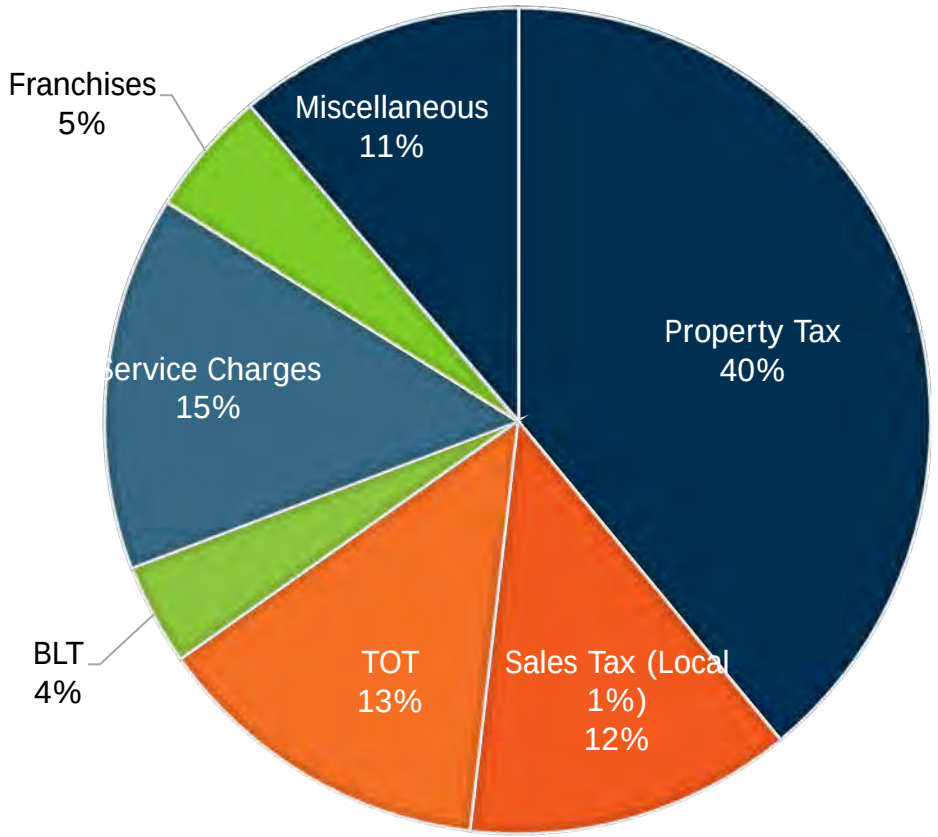


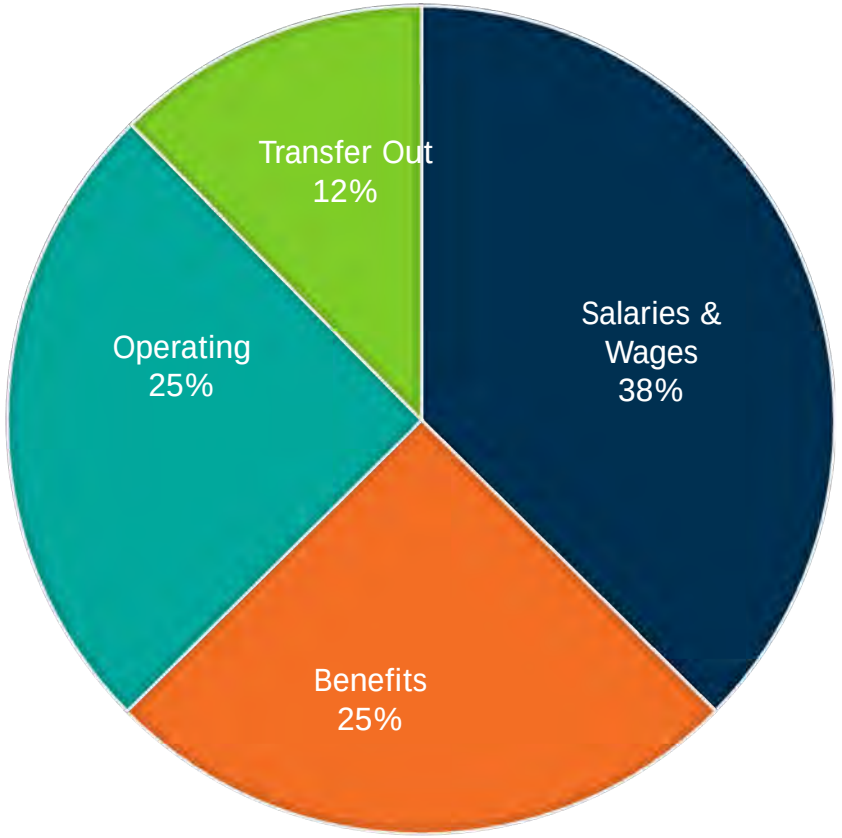
Investment returns

- 9.5% as of 6/30/2024
- Outpaced target of 6.8%
- 6.1% last year

Source: CalPERS June 30, 2024

General Fund Summary

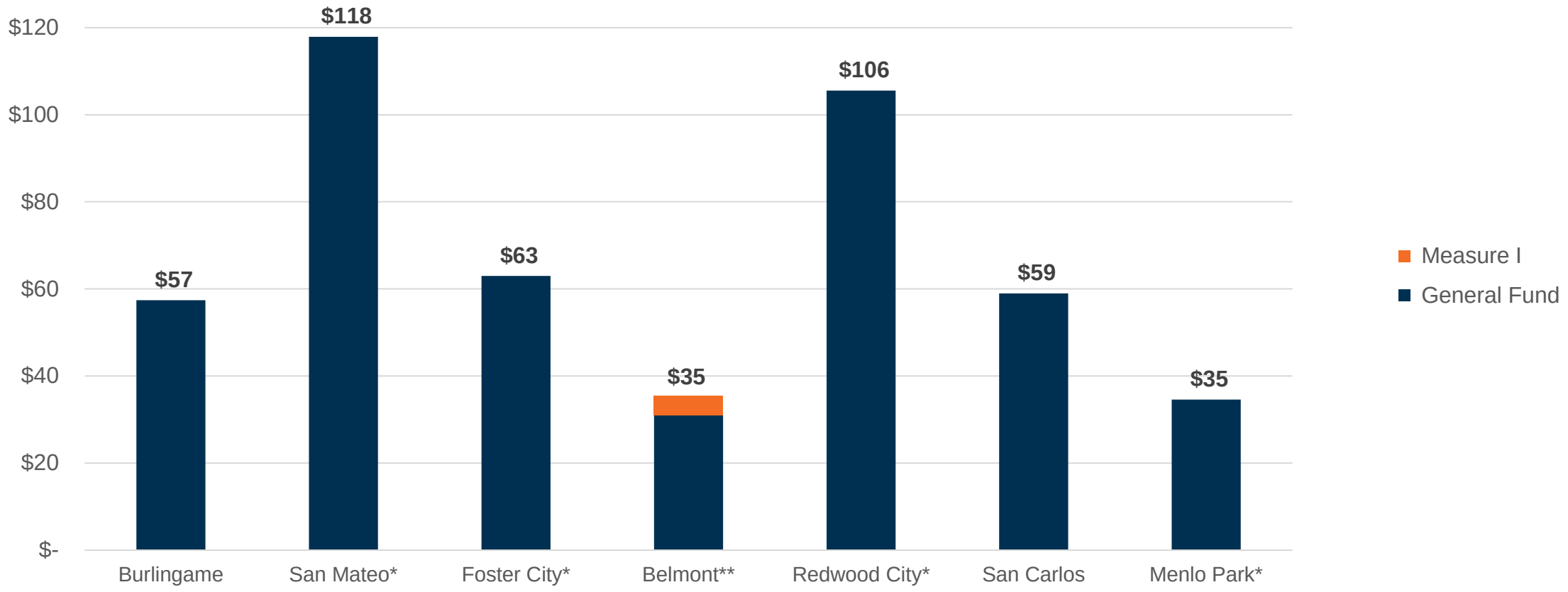




Source: FY 2023-24 Actuals

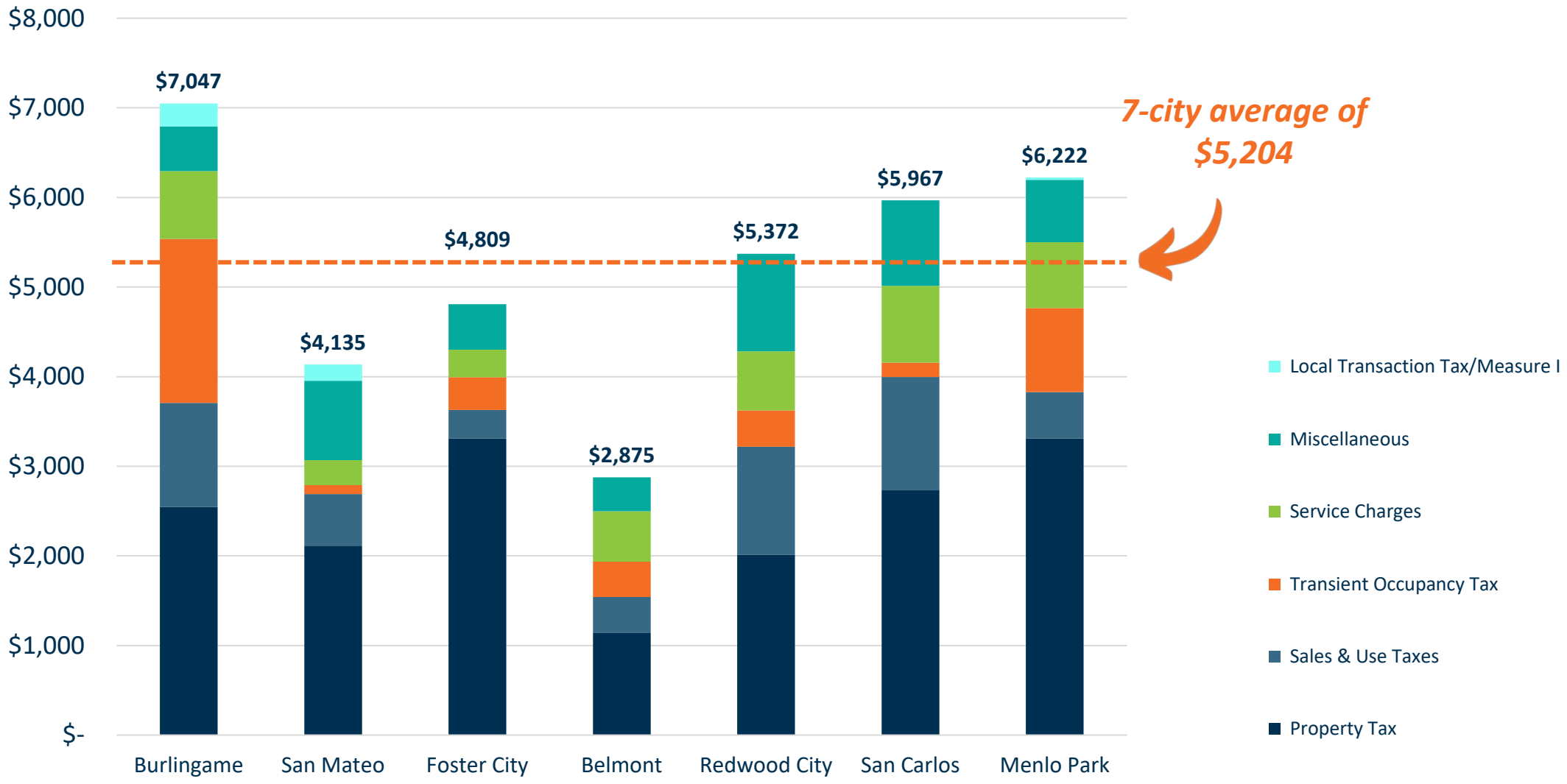
General Fund

Comparison of General Fund Balance as of June 30, 2024 (in millions)



**June 30, 2024 data not currently available, the amounts shown are as of June 30, 2023*
***Belmont's General Fund balance as of June 30, 2024 was $3M; Measure I Fund balance was $4.5M*

Available Revenues



"Miscellaneous" includes Licensing Fees, Real Estate Transfer Tax, Licenses and Permits, Intergovernmental Sources, Fines and Forfeitures, Interest and Rent Income, and other.

Next Steps

- Focus on operational efficiencies and value-added services
- Continue to engage the community to identify community service priorities
- Focus on diversification of locally-controlled revenues, long-term fiscal sustainability; prevent cuts to critical services
- Explore new/enhanced revenue sources to ensure community resiliency



Strategic Focus Areas

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



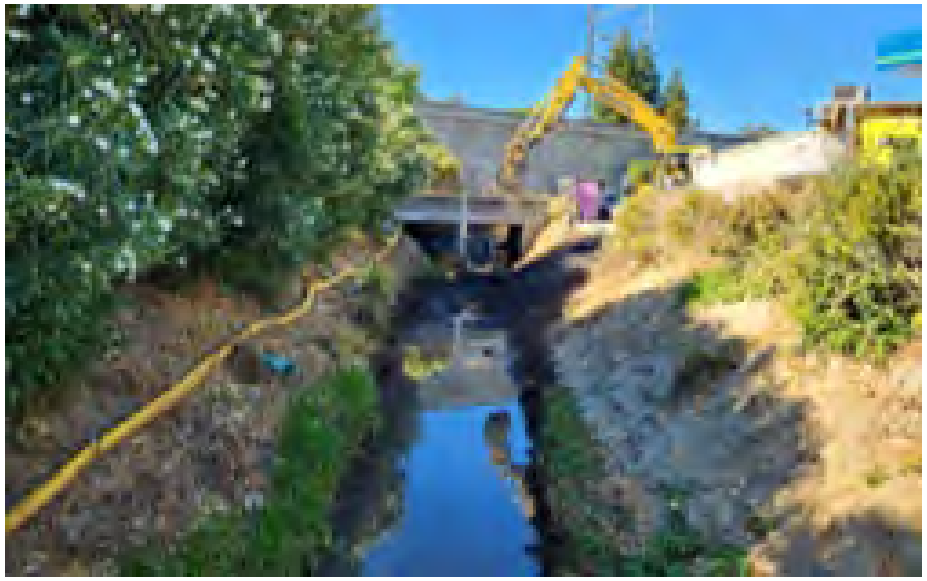
Infrastructure & Mobility



American Public Works Association Accreditation

Infrastructure and Mobility Projects Completed









Completed construction project this Fiscal Year:

- San Juan Boulevard Sanitary Sewer Capacity Improvements Project
- 2023 Pavement Rehabilitation Project
- 2024 Slurry Seal Project
- Belmont Creek Dredging Project
- Manor Roof Replacement

Infrastructure and Mobility Projects 2025 Goals









Major projects and programs for this annual year:

- 2025 Pavement Rehabilitation Project
- San Juan Blvd Pump Station and Forcemain Design
- Hiller Pump Station and Other Major Sanitary Sewer projects
- Stormwater Master Plan and Funding
- Twin Pines Park Belmont Creek Restoration Project
- Twin Pines Park Detention Basin

Twin Pines Park Belmont Creek Restoration Project

- This project will restore over 450 linear feet of creek bank in Twin Pines Park to reduce erosion and downstream flooding, improve water quality, and enhance the Park experience.
- The removal of 52 hazardous and non-native trees is nearing completion.
- Creek Restoration is expected to begin around June 15th and be completed in the Fall.
- The project is funded in part by a $1,000,000 grant from the California Department of Water Resources.



Twin Pines Park Storm Water Detention Basin Project





- The Twin Pines Park Storm Water Detention Basin Project will construct a 9-acre-foot underground storage facility beneath the current City Hall Parking Lot and other areas of Twin Pines Park to reduce downstream flooding.
- Design is complete and can be advertised for construction bids as soon as the project is fully funded
- Staff is currently seeking construction funding opportunities to address the budget shortfall and performing cultural resources investigation.

Parks & Recreation



17 Consecutive years designated as Tree City USA



PARKS | RECREATION | OPEN SPACE MASTER PLAN

BELMONT, CALIFORNIA

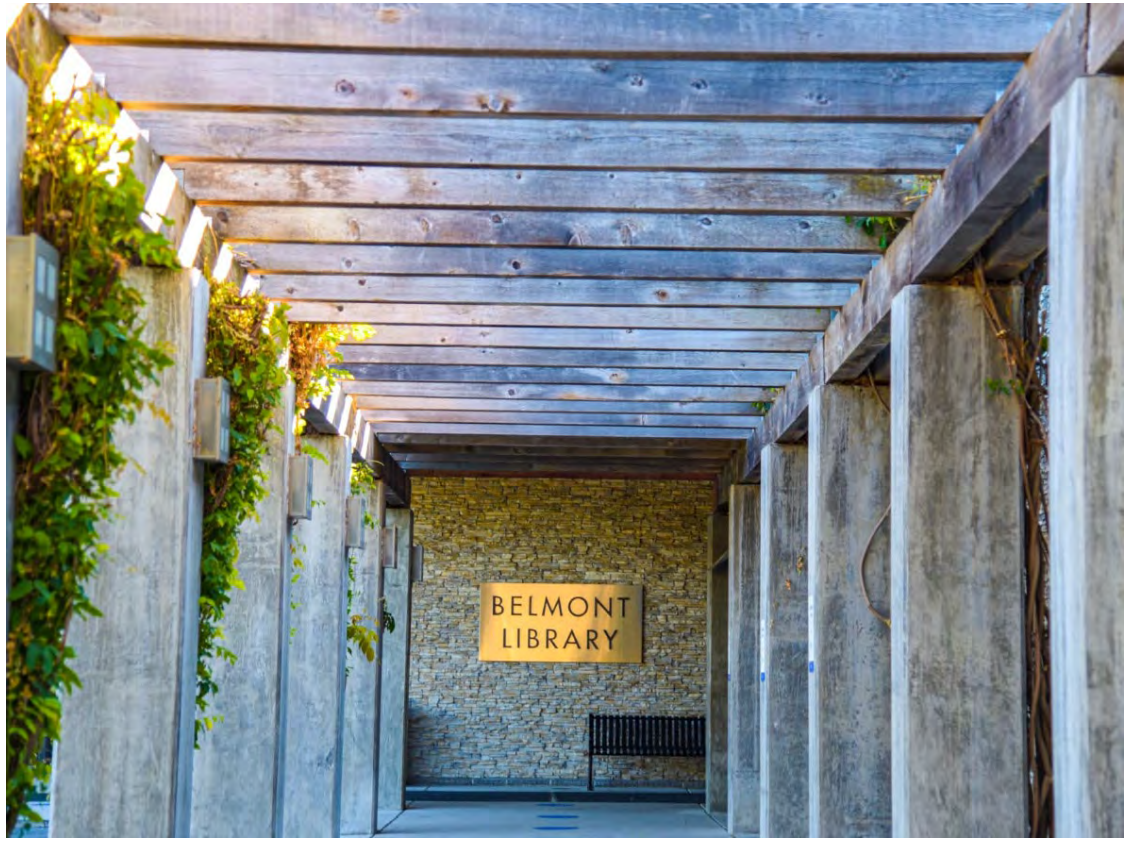


The Community Center Conversation

- Held multiple community outreach events in 2024
- Will host targeted meetings with residents in 2025
- Will re-engage Group 4 to refine conceptual design and update cost
- Will collaborate with Belmont Community Foundation on outreach and events

City Facilities Improvement Projects

- EV chargers to be installed at City facilities using $380K PCE Member Agency Grant
- Library interior and exterior improvements and electrical repairs
- Corp Yard netting installation
- Upgrades to Twin Pines Park after Creek Restoration Project is completed
- Oak Knoll play amenity



Housing & Economic Development





Certified Housing Element

- Certification of the 2023-2031 Housing Element completed in October 2024
- Implementation will include:
  - Housing protection and preservation policy evaluation
  - Zoning code amendments related to State law compliance
  - ADU streamlining
  - Inclusionary policy update

2024 Completed Housing Projects

- Artisan Crossing – 250 Apartment units
- The Hayden – 177 Apartment units
- Village Walk – 15 Townhomes

442 total units completed, including 65 affordable units







Upcoming Housing Projects

- Two 100% affordable housing projects in construction pipeline: ROEM and LINC – 162 units
- Two 100% affordable projects entitled and seeking construction financing: 678 Ralston and 951 Old County Road – 128 units
- 580 Masonic Ave in entitlement process – 139 units
- 800 Laurel Ave townhomes applying for building permits – 16 units
- 608 Harbor project entitled, but on hold – 108 units

Total pipeline – 551 units, including 416 affordable







Commercial Development

- Two projects proceeding with entitlements:
  - **1301 Shoreway**–550,000 sq. Ft., 7-8 story building with anticipated public hearing dates fall 2025
  - **Beam Reach**–800,000 sq. Ft., 7 story building. This project is dependent on the HIA Plan Adoption & Annexation.
- No new construction anticipated for the next 3-5 years
- 601 Harbor Blvd, 300-400 Island Pkwy, and 2 Davis Dr projects have been put on pause or withdrawn







Harbor Industrial Area Specific Plan

- The Specific Plan process will provide the groundwork for annexation and integration of the HIA into the City of Belmont.
- Primarily anticipated to be commercial office/biotech uses – employment center
- Mobile home park to remain and multifamily housing anticipated along North Old County Road & Elmer Street
- Plan adoption anticipated in early 2026
- Annexation completion targeted for late 2026
- Redevelopment of area anticipated to occur over 20 to 30 years

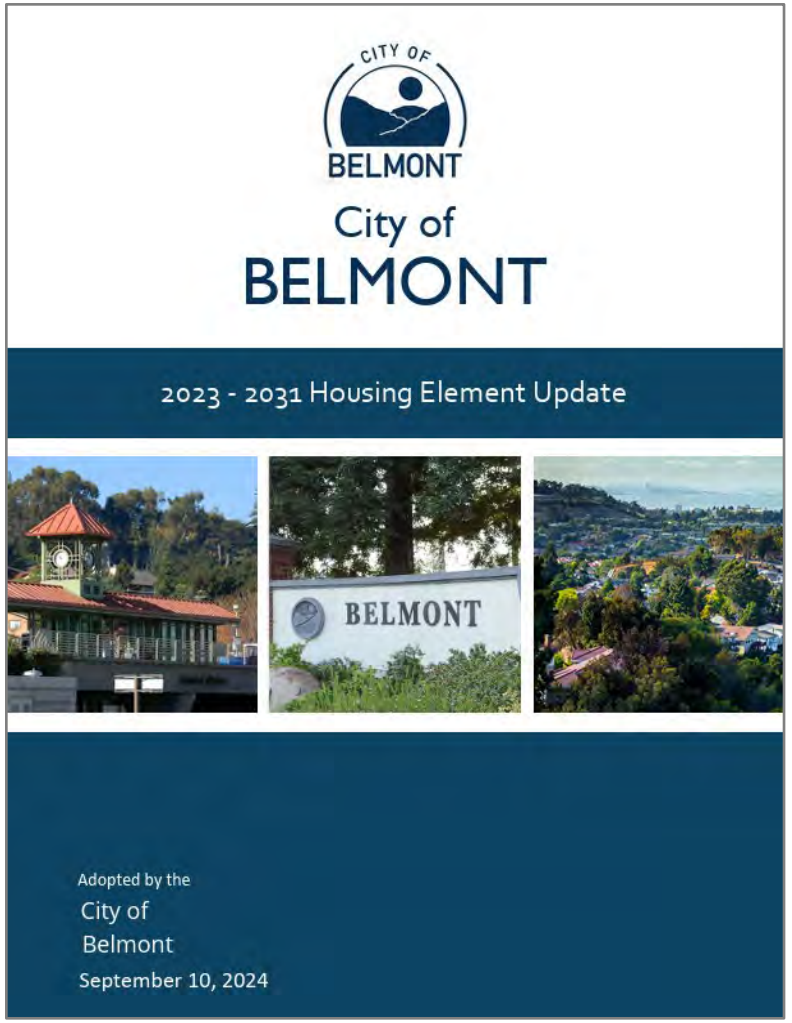
Next Steps - Housing and Economic Development

Next Steps Housing and Economic Development:

- Housing Element Implementation
  - Zoning Code updates
  - Housing policies evaluation
- HIA Specific Plan adoption
- RC Zoning Text Amendments and related California Environmental Quality Act (CEQA) analysis
- Development Fees review and updates
- Continued processing of major development applications

Other Major Planning Efforts Underway:

- Safety Element Update
- Climate Action and Adaptation Plan Update



Fiscal & Organizational Sustainability



Fiscal & Organizational Sustainability

- Measure DD was supported by 85% of Belmont voters and will modernize Belmont's business license tax structure by making it more simplified and equitable
- Received budget awards from the national and state finance organizations for the FY 2024-25 Budget
- Received financial reporting award for the FY 2022-23 Annual Comprehensive Financial Report







Next Steps - Fiscal Sustainability

- Evaluate and update fees to ensure appropriate level of cost recovery: development fees, parks and recreation impact fees
- Review sewer treatment facility charge
- Analyzing cost recovery status and long-term financial sustainability of programs, services, and events
- Explore funding options for Belmont Community Center
- Reviewing repair and replacement costs and timelines for aging infrastructure at City facilities



Fiscal & Organizational Sustainability

20

NEW FULL-TIME EMPLOYEES

70

PART-TIME EMPLOYEES HIRED FOR SUMMER PROGRAMS & COMMUNITY EVENTS

ENHANCED ONBOARDING PROGRAM & CORE COMPETENCIES TRAINING FOR ALL EMPLOYEES

COUNCIL CHAMBERS AV PROJECT COMPLETED

Next Steps Employment Engagement

Implementing Employee Training and Development programs utilizing "Know and Grow" series and Countywide Leadership programs

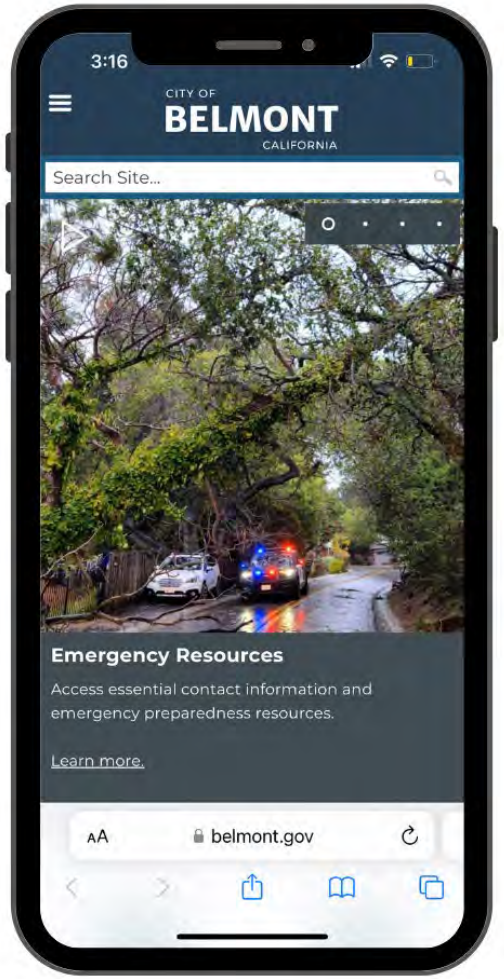
Complete labor negotiations with all bargaining units and implement new performance evaluation system and employee mentoring initiative

Launch the new, all-staff training - ***Belmont BOLD*** (Belonging, Opportunity, Leadership and Diversity) to support a culture of belonging



Next Steps Technology Improvements

- Refresh of content and branding the City's website to create City "front door" access
- Implementation of enhanced cybersecurity strategies
- Preliminary discussions with user groups about a process to select new software for finance transactions (Enterprise Resource Planning - ERP)
- Explore options for replacing the existing VOIP (Voice Over Internet Protocol) phone system and implement new citywide solution



Public Safety





Belmont Police Department

- Completed the 5th Annual Community Police Academy
- Acquired grand funding from the Office of Traffic Safety (OTS)
- Demonstrated a strong commitment to outreach and transparency through community events and public information
- In 2024, BPD responded to over 17,400 calls, made 454 arrests, and completed 7,500 hours of training.

San Mateo Consolidated Fire

- Over 3,000 calls to service in 2024
- 20 Deployments accounting for 25,535 personnel hours in 2024
- Continue community Risk Reduction & Fire Prevention through inspections, plan reviews, and planning application assessments





Next Steps - Public Safety



Community Engagement - continue to explore new avenues for stakeholder dialogue.

Technology Advancements - utilize technology to enhance staff productivity and efficiency

Succession Planning – fostering a culture of growth and readiness to maintain organizational and community stability.

Quality of life



Launch of the MyBelmont 311 App

- Launch of 311 App: Enhancing community engagement and service requests with a user-friendly mobile app for reporting issues, accessing city services, and staying informed.

- Since the MyBelmont app launch in September, we had 174 new users and 564 devices use the app in 2024.



MYBELMONT
City of Belmont

Community Events



Egg Adventure Hunt



Earth Day



Pride Flag Raising



Veterans Day Ceremony



National Night Out



Lunar New Year

Adaptive Recreation

- Expanded Inclusion Camp (part of Camp SOAR) and youth scholarship program
- Host the annual Adaptive EGGventure Hunt
- New for those with disabilities:
  - Adaptive Yoga
  - Sensory Santa at the Firehouse
  - Sensory space for use at all events
  - Superstar Dance
  - Buddy Program



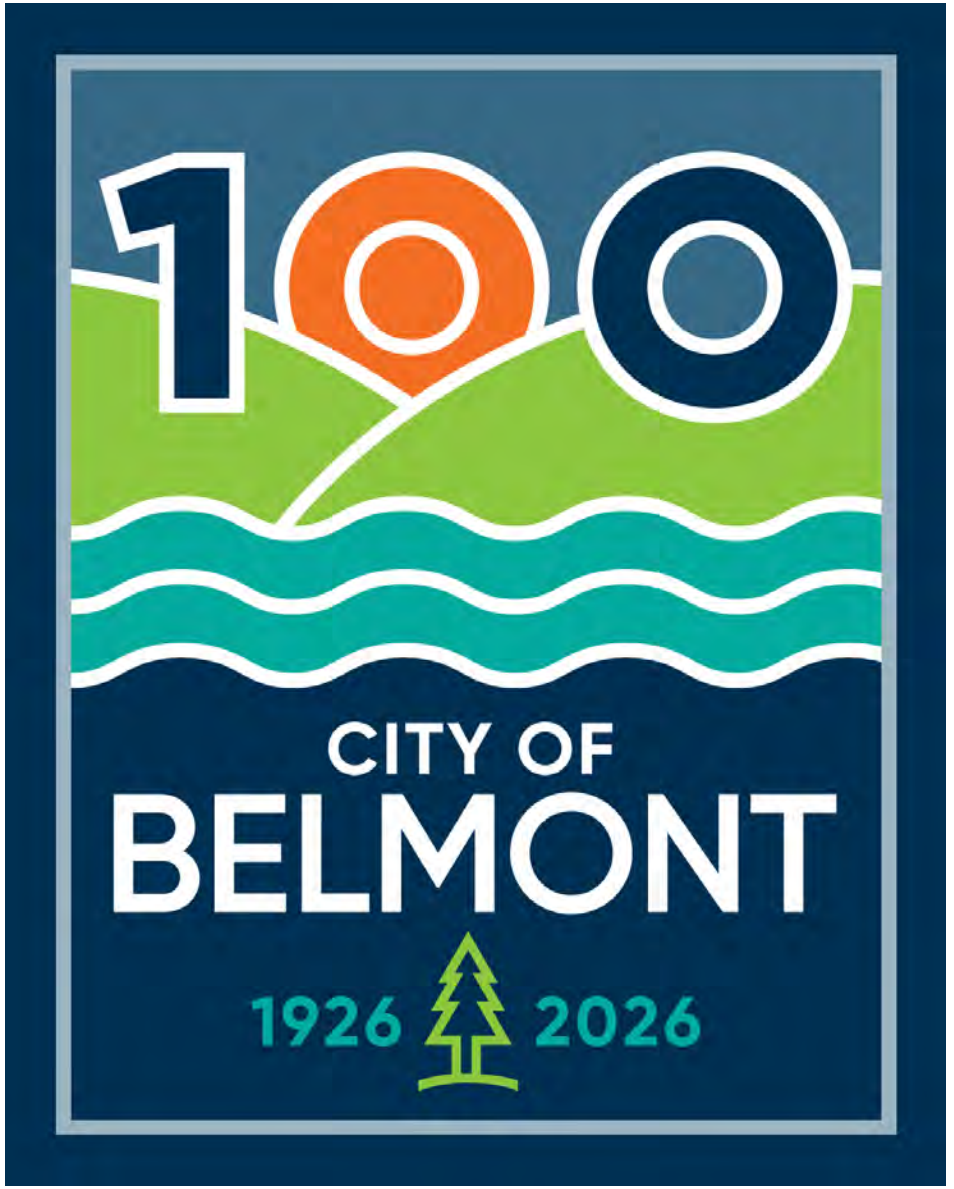
Next Steps - Quality of Life



- Arts and Cultural Celebrations
- Youth & Teen Scholarship Program
- Teen Wellness Retreat
- Belmont Blooms
- Mobile Rec
- Community Hikes
- Fair Play in Community Sports
- Ongoing programs for all ages!
- Continue to engage the community at events

Centennial Celebration

- We have begun our planning for our Centennial Celebration. Our hope is to involve the community and have already sent out a survey asking for volunteers and ideas of how they want to celebrate!
- Visit www.belmont.gov/100years for more info.



Working Together for Success & Bringing Our Plans to Life

Reaffirm 2025/26 Strategic Priorities and Focus

- Assess and Maintain Infrastructure
- Strengthen Economic Development
- Focus on Fiscal Transparency and Sustainability
- Attract and Retain a High-Skilled Workforce
- Improve Technology Resources
- Enhance Public Safety
- Ensure Excellence in Community Recreation & Programming
- Improve Community Communications



Next Steps & Discussion

- Gather input from Council and stakeholders
- Prioritize key initiatives and funding strategies
- Update budget & implementation timeline
- Continue engaging the public
- Carry out review of the City's Strategic Plan in alignment with budget and implementation timeline with available resources
- Present FY25/26 Budget

Other Matters



Mission, Vision, & Values Review



CITY OF **BELMONT**

2020 STRATEGIC PLAN SUMMARY

2023 UPDATE

MISSION

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

VISION

We are celebrated for enhancing:

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

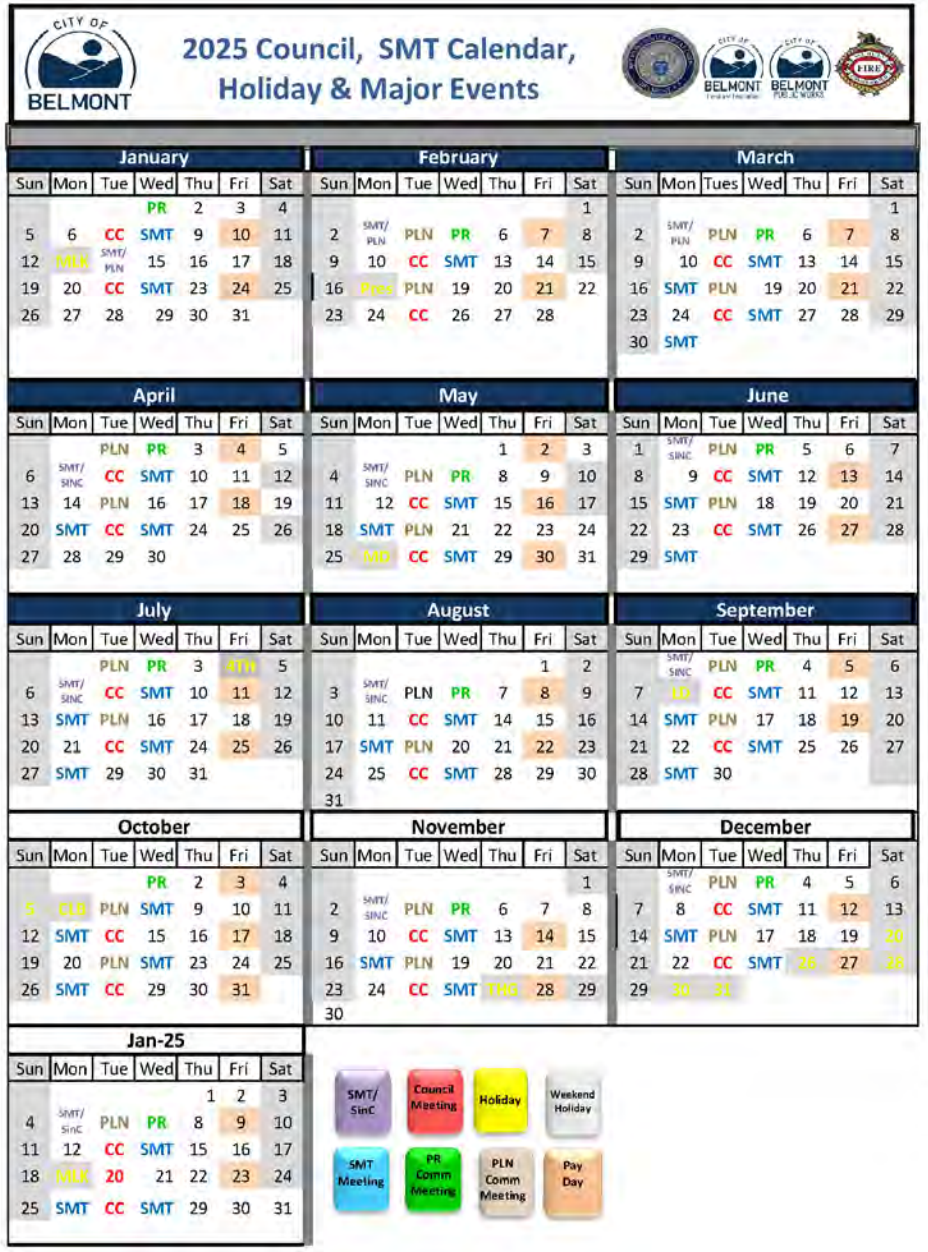
VALUES

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

CITY OF BELMONT

2025 City Council Meeting Calendar

- Council Recess (Consider canceling one or any combination of below summer meetings):
  - July 22
  - August 12
  - August 26
- Cancel November 11, 2025 (Veterans Day)
- Cancel Dec. 23, 2025, meeting
- Proposed Holiday Closure:
  - December 25, 2025 – January 1, 2026



Annual Events

January	MLK Poetry and Essay contest
February	Black History Month
February	Lunar New Year
February (Friday b4 VD)	Superstar and Sweetheart Dance
March	Women's History Month
April 18 and 19	Adaptive Eggventure/Egg Hunt
April	Autism Awareness Month
April 5, 2025	Shred/E-Waste
April 13, 2025	Wedding Fair in the Park
April 6-12	Dispatcher Appreciation Week
April 22, 2025	Earth Day
May	Bike Safety Day
May	Mental Health Awareness Month
May 1st week	City Clerk Week
May 13-17	Public Safety Week
May 20-24, 2024	Nat'l Public Works Week
May 22, 2024	PW Open House
May 31, 2025	Belmont Blooms
June 15-July 13	Summer Consert Series
July	Parks Make Life Beter Month
August 5, 2025	National Night Out
Agust/Sept	Movies in the Park
Sept. 20, 2025	CA Cosastal Cleanup Day
Sept. 27, 2025	Water Dog Run
October	Domestic Violence Awareness Month
Oct. 4, 2024	Movies in the Park #3
Oct. 12, 2024	Belmont WaterDog Run
Oct. 30, 2024	City Halloween Bash
Nov. 4, 2025	Election
Nov. 11, 2025	Veterans Day Celebrtion
Nov. 22, 2025	Craft Faire
Dec. 6, 2025	Winter Wonderland
Dec. 11, 2024	Santa at the Firehouse
TBD	Santa Parade

City Council Protocols



Refer to Supplemental Materials

Affirm Protocols


Thank you!
belmont.gov

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



VISION STATEMENT

DISTINCTIVE COMMUNITY CHARACTER

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

EASY MOBILITY

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

NATURAL BEAUTY

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

THRIVING CULTURE

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

THRIVING ECONOMY

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

March 28, 2017



STATEMENT OF VALUES

We believe local government exists because of our Citizen-customer and seek to understand and meet their needs within the resources available to us.

We are dedicated to the highest standards of honesty, integrity and ethics in all that we do.

We believe that employees are our most important resource and the cornerstone of the City's success. We are dedicated to providing our employees with the tools, training and incentives necessary to accomplish our mission.

We are dedicated to an open government process which encourages citizen involvement in all aspects of municipal activities.

We are dedicated to the fair and respectful treatment of all people, and we recognize and value the strengths derived from our diversity.

We are dedicated to responsible fiscal management, the development of a sound local economy and long-term fiscal stability.

We are dedicated to providing quality services and continuously improving our service delivery through relevant, reliable, and consistent processes.

We believe that teamwork, partnership and interagency cooperation synergizes work and improves the quality and consistency of outcomes by strengthening and refining ideas, objectives and work products.





CITY OF BELMONT

2020 STRATEGIC PLAN

2023 UPDATE

CITY OF BELMONT

To the Belmont Community

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

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

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



Infrastructure & Mobility



Economic Development & Housing



Fiscal & Organizational Sustainability



Public Safety



Quality of Life

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

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

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

Respectfully Yours,

Afshin Oskoui, P.E., PWLF
City Manager



Definitions

MISSION	Purpose or reason for being
VISION	Aspirations; picture of our desired future
VALUES	Fundamental beliefs or guiding principles that drive our behaviors
STRATEGIC FOCUS AREAS	Broad, most critical areas of focus for the continuing success and sustainability of the city
GOALS	Desired result or endpoint needed to support each Strategic Focus Area
OBJECTIVES	Specific and measurable actions to achieve the goal





MISSION

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VISION

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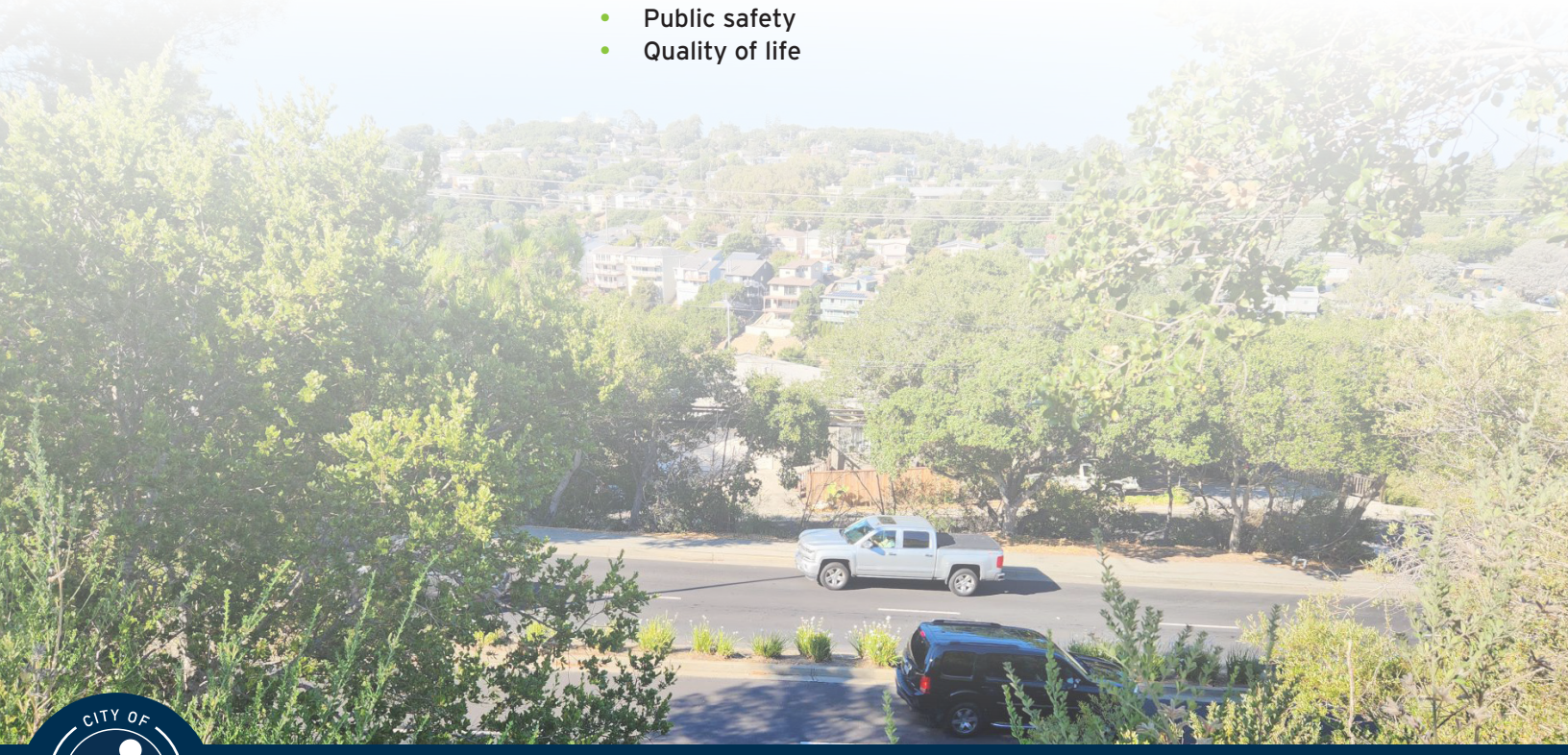
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- Thriving economy

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- Teamwork and partnerships

STRATEGIC FOCUS AREAS

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





STRATEGIC FOCUS AREA

INFRASTRUCTURE & MOBILITY

GOALS

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

OBJECTIVES

Enhance multi-modal transportation

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



Advance pavement and street improvements

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

OBJECTIVES

Advance sewer and storm system improvements

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

Advance improvements at parks, athletic fields, and buildings

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



Advance climate action and adaptation goals

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



STRATEGIC FOCUS AREA

ECONOMIC DEVELOPMENT & HOUSING

GOALS

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

OBJECTIVES

Support local economic development strategies

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

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



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



STRATEGIC FOCUS AREA

FISCAL & ORGANIZATIONAL SUSTAINABILITY

GOALS

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

OBJECTIVES

Ensure fiscal and revenue sustainability

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



Strengthen organizational development

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

OBJECTIVES

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





STRATEGIC FOCUS AREA

PUBLIC SAFETY

GOALS

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

OBJECTIVES

Ensure seamless public safety services – Police and Fire

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



Strengthen emergency preparedness

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



STRATEGIC FOCUS AREA

QUALITY OF LIFE

GOALS

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

OBJECTIVES

Improve Parks & Recreation facilities and programs

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

Create diverse and unique community spaces

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



Foster meaningful community dialogue

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

VISION STATEMENT

Distinctive community character

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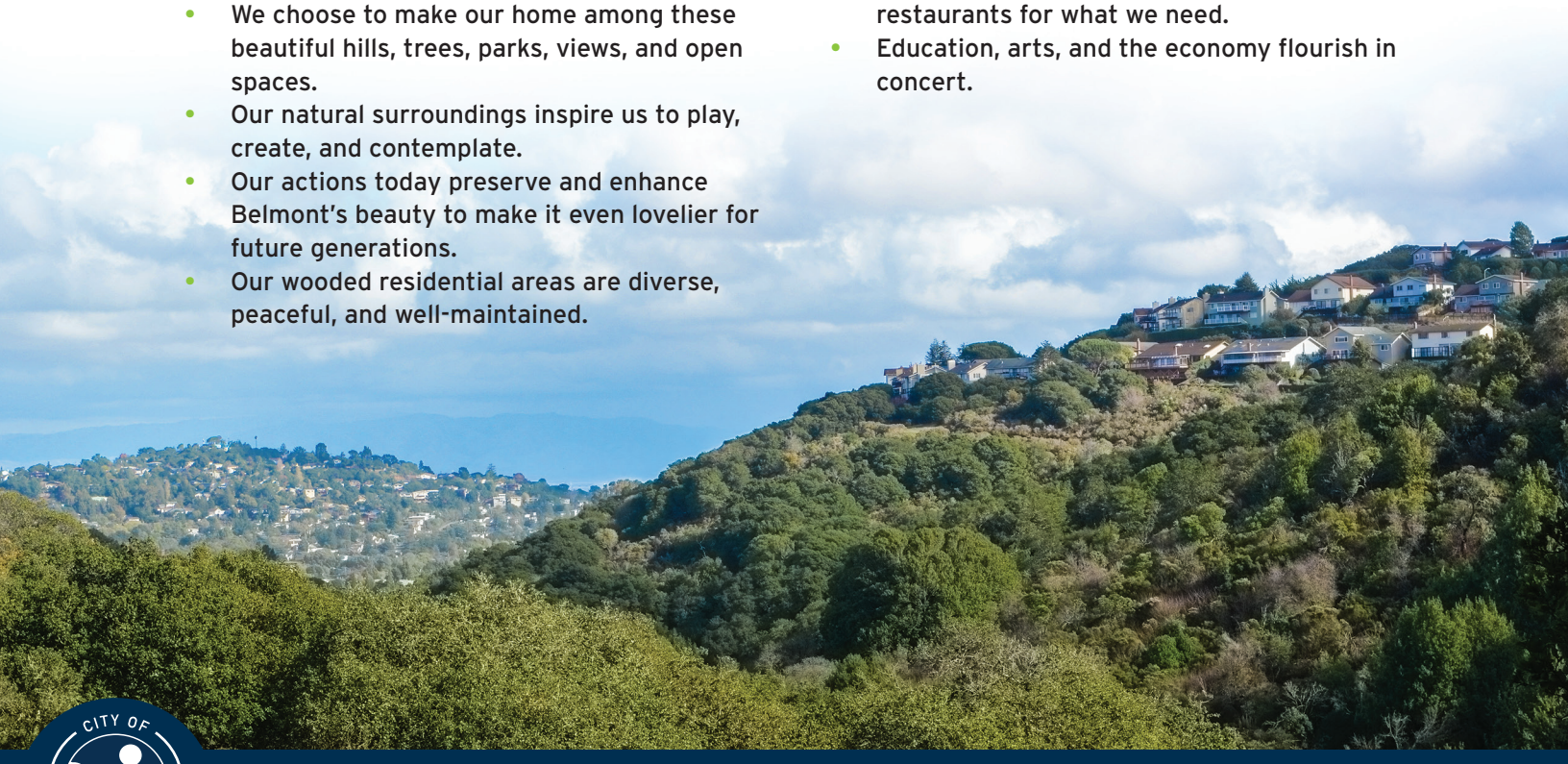
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Plan Adoption (2020)

Mayor and City Council

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

Executive Leadership

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

Staff

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

Facilitator

Michele Tamayo, Tamayo Group, Inc.

Graphic Design
JPW Communications

Plan Updates (2023)

Mayor and City Council

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

Executive Leadership

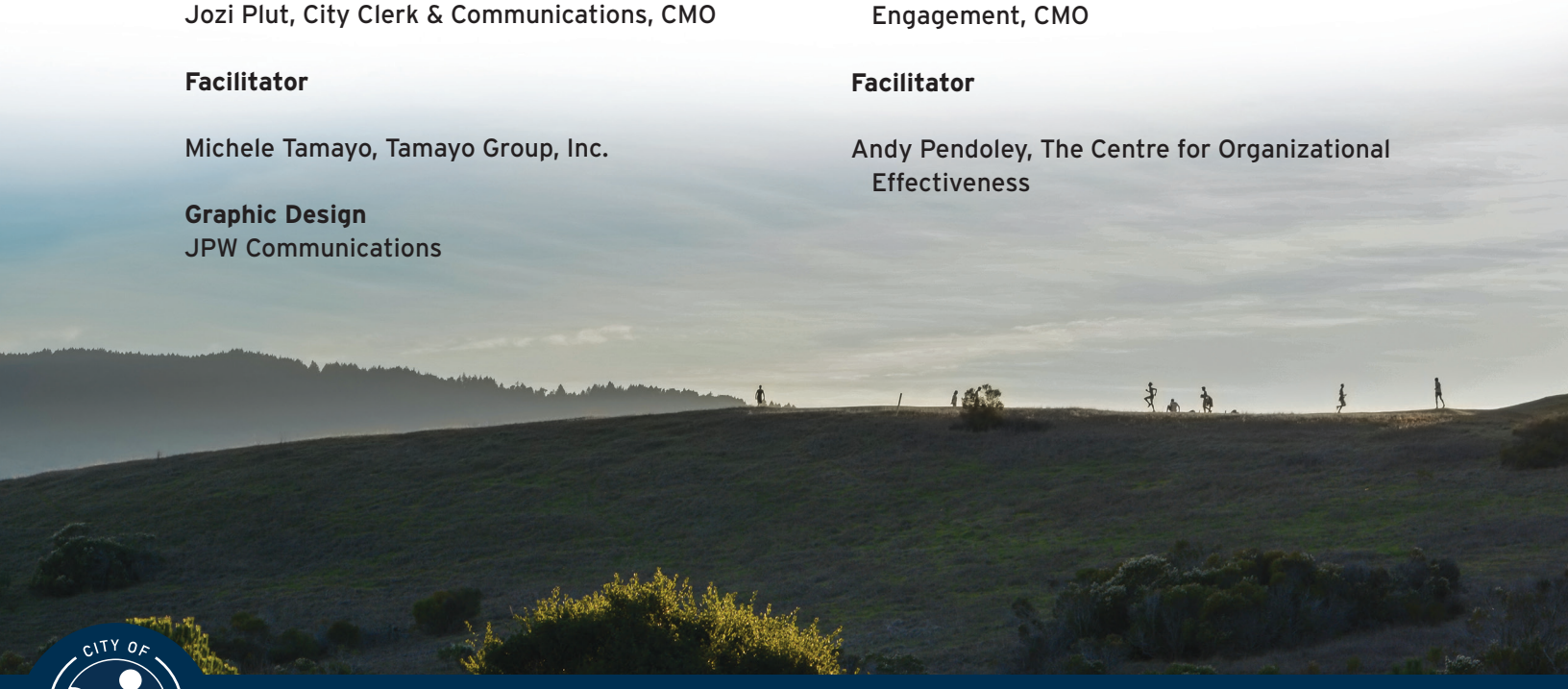
Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Grace Castaneda, Finance Director
Carlos de Melo, Community Development Director
Brigitte Shearer, Parks & Recreation Director, DEI Officer
Peter Brown, Public Works Director
Kenneth Stenquist, Police Chief
Kent Thrasher, Fire Chief, San Mateo Consolidated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

Staff

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

Facilitator

Andy Pendoley, The Centre for Organizational Effectiveness



Contact Information

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Davina Hurt, Vice Mayor
dhurt@belmont.gov

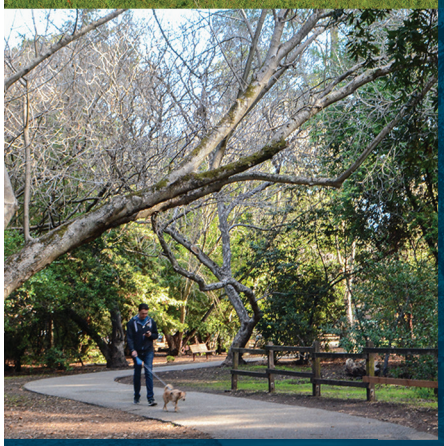
Tom McCune, Councilmember
tmccune@belmont.gov

Gina Latimerlo, Councilmember
glatimerlo@belmont.gov

Robin Pang-Maganaris, Councilmember
rmaganaris@belmont.gov

Afshin Oskoui, City Manager
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CITY OF BELMONT

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

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

Citywide Strategic Plan (2020-2027)

STRATEGIC FOCUS AREAS	GOALS	OBJECTIVES	Initiative Projects	Project Start	Project End	Status	Date Last Updated	Lead Department	Notes
Infrastructure & Mobility	A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demand and climate action goals.	ENHANCE MULTI-MODAL TRANSPORTATION	Construct Ralston Corridor Plan Phase 3	7/1/2020	9/29/2023	Completed	2/26/2024	Public Works	Ralston Phase 3 pedestrian improvements were completed in the 2022 and pavement/striping improvements in 2023.
			Complete Design Ralston Corridor Plan Phase 4	4/1/2024	12/31/2025	Delayed	2/26/2024	Public Works	Grant funds being sought to fully fund Phase 4 design (ADLP to Hwy 92), $80k budgeted, $300k needed
			Implement Alameda de las Pulgas Corridor Plan	7/1/2020	10/31/2026	On Target	8/26/2024	Public Works	ADLP from Ralston to Cranfield Avenue is at the 65% design phase, and construction is less than 50% funded. Grant funds being sought for phase II of construction and phase I planned for construction summer 2025
			Continue to identify and address trends to inform traffic management approach and solutions through PTSC process (3Es) and Mobility/Capital Plans.	7/1/2020	6/30/2027	On Target	2/26/2024	Public Works	This initiative involves a coordinated effort between Public Works and PD to address community related requests, mobility and safety related operational improvements, enforcement, and educational efforts. Staff will provide annual mobility updates to the City Council.
			Develop a Transportation Master Plan that addresses how significant new development, mobility, traffic congestion, and infrastructure can be managed for all modes of transportation.	7/1/2023	6/30/2026	Delayed	8/26/2024	Public Works	Masterplan RFP released and qualified respondents have been evaluated. First and second grant application was not funded by Caltrans. PW will submit a new grant application to the same Caltrans program this fall. Masterplan to start in 2025 and be completed in 2026 or 2027 pending grant results.
			Develop a residential Traffic Calming Policy, update Speed Cushion Policy, and update the Sidewalk Installation Policy	7/1/2023	7/9/2024	Completed	8/26/2024	Public Works	Includes developing a draft policy for residential traffic calming for City Council approval. Staff presented to the BPAC in summer 2023 and received input from PTSC. It has been revised based on input. Speed Cushion Policy to was reviewed by PTSC fall of 2023. Traffic Calming Policy adopted by City Council on [illegible]
		ADVANCE PAVEMENT & STREET IMPROVEMENTS	Continue maintaining and repairing the City's 140 lane miles of roads through the rolling 5-year community-wide street pavement maintenance program through the judicious use of funds while seeking additional funding opportunities.	7/1/2020	6/30/2028	On Target	2/26/2024	Public Works	The 2023 Reconstruction & 2024 Slurry projects will be constructed in 2024. The 2025 & 2026 list of streets to be rehabbed are in the design phase. New 5-year pavement plan is completed, based on latest PCI report. The next biannual PCI update will occur in 2024/2025.
			Update the 2024 Citywide Pavement Condition Assessment (PCI report)	2/1/2024	11/30/2024	On Target	2/26/2024	Public Works	The PCI report update will be completed in 2024./2025.
			Five-year Pavement Preservation Plan	7/1/2023	2/27/2024	Completed	8/26/2024	Public Works	Pavement Engineering Incorporated (PEI) have updated the 5-year Plan. A comprehensive list of streets to be improved between 2024-2028 was be included. It was presented to the City Council on 2/27/24.
			Complete construction on the 2023 Pavement Reconstruction Project	7/1/2022	10/1/2024	Delayed	8/26/2024	Public Works	The City conducted a bid opening in December with bids coming in over engineer's estimate. In January 2024 staff requested additional budget to award the project to the low bidder, Ghilotti Bros., Inc. The project started on 3/1/24 and be completed by 10/1/24.
			Complete construction of the 2024 Slurry Seal Project	7/1/2023	9/30/2024	On Target	8/26/2024	Public Works	Project construction started on 8/6/24 and involves dig outs and light rehabilitation (slurry sealing) of street pavement. The project is complete with the exception of striping. Total project completion is expected by mid to late September.
			Complete construction of the 2025 Pavement Rehabilitation Project	7/1/2023	9/1/2025	On Target	8/26/2024	Public Works	The City is in contract with PEI, Pavement Engineering Incorporated, to design the firm. The project is expected to bid in early winter, start construction in the spring, and complete construction in late summer 2025.
			Complete construction of the 2026 Pavement Rehabilitation Project	7/1/2024	9/1/2026	On Target	8/26/2024	Public Works	
		ADVANCE SEWER & STORM SYSTEM IMPROVEMENTS	Complete updates to Sewer and Stormwater Master Plans	6/30/2021	12/31/2024	Delayed	45530	Public Works	The Storm Drain Master Plan is 95% complete. The Sewer Master Plan is 95% complete. Public outreach for Storm Property related fee is scheduled for late 2024. Sewer and storm master plans are to be finalized in fall 2024. Storm MP involves a financial feasibility and outreach components.
			North Road Pump Station & Force Main Rehabilitation Project, Reconstruct Hiller Pump Station	7/1/2020	12/30/2026	Delayed	8/26/2024	Public Works	North Rd PS and Force Main completed in March 2021. Hiller PS upgrades partially funded by development activities and is expected to be complete in 2026. The Hiller Pump Station project was delayed to due to time to secure materials and equipment.
			El Camino Capacity Improvement Project	10/1/2020	3/31/2021	Completed	8/26/2024	Public Works	Project included design and construction. The project is completed.
			Develop point of sale sewer lateral inspection ordinance and other related sewer system policy updates	7/1/2023	7/1/2025	Delayed	8/26/2024	Public Works	Development of the draft point of sale ordinance is planned to start in a couple months.
			Advance priority stormwater repair and climate resiliency priority projects and repairs (Partially Measure I funded).	7/1/2024	12/31/2026	On Target	5/15/2023	Public Works	Stormwater Master Plan CIP is nearly complete and a potential funding mechanism may be considered to move CIP and maintenance repairs forward for the storm drain system.
			Belmont Creek Restoration & Detention Basin Projects	1/1/2020	6/1/2026	On Target	8/26/2024	Public Works	MOU with San Carlos, County Public Works; total of three grants now secured Creek Restoration ($1m), Detention Basin Design ($914k), Detention Basin CON ($6m). Both projects are at 60% design and 50% CEQA. Creek Restoration will have an MND and Detention Basin will have an EIR.

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Citywide Strategic Plan (2020-2027)

CITY OF BELMONT

STRATEGIC FOCUS AREAS	GOALS	OBJECTIVES	Initiative Projects	Project Start	Project End	Status	Date Last Updated	Lead Department	Notes
Infrastructure & Mobility	A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demand and climate action goals.	ADVANCE IMPROVEMENTS AT PARKS, ATHLETIC FIELDS, AND BUILDINGS	Continue progress with the Belmont Community Center facility replacement project	7/1/2020	11/1/2026	On Target	2/11/2025	Parks & Recreation	Conducting with community outreach regarding the facility condition, age, and needs via Community Conversation events, tabling at City events, and presentations to stakeholder and interest groups.
			Examine the City's long-term facilities and infrastructure condition and needs	3/1/2023	7/1/2025	Delayed	2/11/2025	Parks & Recreation	Begin broader facilities assessments.- delayed due to resource constraints
			Continue progress in addressing Fire Station #15 funding and replacement needs.	7/1/2022	6/30/2027	On Target	2/6/2025	Com Dev/Fire/Finance	Capital funding is being put aside and site selection is dependent on a proposed development project or potentially evaluating the existing site for reconstruction.
		ADVANCE CLIMATE ACTION AND ADAPTATION GOALS	Complete evaluation of the progress with 2017 Climate Action Plan and prepare an update to the plan	8/1/2024	6/30/2026	Delayed	2/10/2025	City Manager	Initiation of Climate Action Plan Update delayed to early 2025. 2023 GHG Inventory underway, RFP in process to hire consultant team to prepare a joint Climate Action and Adaptation Plan, working with PCE to use Member Agency Grants to fund EV charging at City facilities.
			Continue with urban forestry, fire, and hazard mitigation projects	7/1/2022	6/30/2025	On Target	2/11/2025	Parks & Recreation	Environmental review and treatment plan completed; Chipping program scheduled for March - serving nearly 4000 parcels in Belmont; Development of educational materials and RFP for open space fuel reduction is underway
			Complete the City's Safety Element Update	8/1/2023	6/30/2025	On Target	2/10/2025	ComDev	The General Plan was comprehensively updated by City Council in Nov 2017. The Safety Element is being refreshed to address City's strong sustainability focus and provide local policies to address public safety, hazard assessments, and climate resiliency objectives. First project phase has been completed - initial research and community outreach. Policy development is underway.
			Continue to address the City's fleet renewal plan to meet climate action goals	7/1/2020	6/30/2027	On Target	9/1/2023	Public Works	Continue with evaluation of alternatives to City's fleet needs and Conversion as part of routine equipment replacement program. Ensure the at light duty vehicles are converted by required state deadlines.
Economic Development & Housing	Local business and land use policies that promote economic development, vibrant mixed-use centers, and diversity of housing choices.	SUPPORT LOCAL ECONOMIC DEVELOPMENT STRATEGIES	Reevaluate the City's economic development plan which includes strategies and policies that increase the quality of life for residents	2/1/2024	6/1/2025	Delayed	2/10/2025	City Manager	New Housing and Economic Development Manager hired in May 2024. Economic Development strategy under review as part of analysis of shifting market conditions for commercial development throughout Bay Area,
			Collaborate with community partners, including Chamber San Mateo County, SAMCEDA, government and educational institutions, and business community leaders to support economic development	8/1/2023	6/30/2027	On Target	2/10/2025	City Manager	Work is ongoing as led by the Assistant City Manager and Housing and Economic Development Manager.
			Revisit the scope and approach to commercial cannabis implementation	7/1/2023	4/40/2025	On Target	2/10/2025	ComDev/City Manager	Established Cannabis Overlay Zone and entitlement process; evaluated cannabis proposals and recommended two operators to apply for entitlements, entitlement applications currently under review and will go before PC for recommendation in March 2025.
		IMPLEMENT A BALANCED LAND USE VISION INCORPORATING ECONOMIC OPPORTUNITIES, HOUSING GOALS, AND PROGRAMS	Ensure land use policies and practices support a diversity of housing choices, leverage existing affordable housing assets, and increase options for affordable housing	1/1/2024	1/1/2025	On Target	2/10/2025	ComDev	2023-2031 Housing Element (HE) adopted in September 2024 and certified by State in October 2024, Zoning Text Amendments adopted in January 2024.
			Review the General Plan and zoning and ensure alignment with our housing & economic development plans/vision and evaluate Economic Activity Hubs	3/1/2023	1/1/2026	On Target	2/10/2025	ComDev	Work is ongoing and is connected to HE Implementation and HIA Specific Plan formulation/adoption.
			Engage in long range/advanced planning projects to facilitate TOD related housing, economic development, and establish a specific Plan Area for the Unincorporated Harbor Industrial Association (HIA)	10/1/2022	12/1/2026	Delayed	2/10/2025	ComDev	HIA Specific Plan commenced Feb 2023; Land Use Alternatives reviewed by CC in Jan 2024; currently developing design and public realm standards and CEQA review of plan build out; community outreach anticipated Spring 2025, Plan adoption anticipated late 2025.
			Study and recommend changes related to Island Park Development and Regional Commercial Zoning Amendments	1/1/2023	6/30/2024	Delayed	2/10/2025	ComDev	CC conferred Project scope in June 2023. Draft framework of ZTA prepared; CC study session on draft and CEQA path planned for Spring 2025.
			Prepare and implement the 2023-2031 Housing Element in compliance with new housing laws.	1/1/2021	11/1/2024	Completed	8/15/2024	ComDev/City Manager	HCD deemed Housing Element substantially compliant on July 26, 2024. Housing Element readopted on September 10, 2024. HCD certified HE on October 10, 2024. Implementation underway.
			Coordinate multi-department/stakeholder team to address timely major development applications (e.g. CD, PW, CA, ED&H)	6/1/2023	6/1/2025	On Target	2/10/2025	ComDev/Public Works/City Manager	Continual enhancements underway to improve Development Review process. Currently, revising the Design Review Team (DRT) meetings to increase efficiency for all attendees. Weekly PW/CD meeting created to enhance timely coordination on major projects.

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CITY OF BELMONT

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Fiscal & Organizational Stability	Ensure financial stability, quality city services delivered through our employees, and investment in our organizational development.	ENSURE FISCAL AND REVENUE SUSTAINABILITY	Maximize and update existing sources of revenue and efficiencies, identify new revenue sources to maintain financial stability, conduct routine evaluation of city fees, and update as needed	7/1/2023	6/30/2027	On Target	2/6/2025	Finance	BLT measure passed in the Nov24 ballot that simplifies the structure and bases tax on business receipts, allowing the City to capture revenue on higher-earning businesses and new business category in cannabis retail. Explore update to ComDev and P&R fees to achieve appropriate cost recovery level.
			Prioritize implementation of economic opportunities initiatives such as new development related community benefits	2/1/2022	6/1/2025	On Target	2/10/2025	ComDev/City Manager	Working on goals and guiding principles strategies relating to community benefits as part of the new development. CC Study Session on Community Benefit Program Implementation planned for Feb. 2025.
			Invest in systems and process to promote innovation, effectiveness, and financial stewardship	7/1/2024	6/30/2027	On Target	2/27/2024	Admin Services	Information Business System Analysts are working with each department to assess, improve and enhance the use of software and effectively utilize organization-wide systems as outlined in the IT Strategic Plan.
			Secure ongoing funding for sewer, storm, streets, facilities, and parks to address deferred maintenance and future capital needs along with a plan to support critical public services	7/1/2023	6/30/2027	On Target	2/6/2025	All departments as needed	Efforts are underway in the Sewer Master Plan to ensure sufficient funding for sewer and stormwater improvements. Conduct review of the sewer treatment facility charge that is a flat charge to ensure sufficient funding for sewer treatment improvements.
			Use Measure I/SB1 and leverage outside funding opportunities to advance infrastructure projects	7/1/2023	6/30/2027	On Target	2/6/2025	Finance/Public Works	Enhanced funding for streets and storm water infrastructure improvements gets incorporated in the annual budget development process.
			Study the benefits and opportunity to update the City's business license tax for voter consideration	7/1/2023	7/1/2024	Completed	2/6/2025	Finance/City Manager	An updated tax structure for the business license tax was passed on the Nov 2024 ballot that simplified the rate categories and moved from a flat tax structure to rates based on gross receipts.
			Secure funding to address future annexation of the Harbor Industrial Area (HIA)	7/1/2023	12/31/2025	On Target	2/6/2025	Finance/ComDev	Continue discussions and collaborate with the County to explore future annexation of the HIA. Identify infrastructure needs and evaluate potential financing mechanisms.
			Evaluate General Fund reserve policy	2/1/2024	7/1/2024	Completed	2/6/2025	Finance	Council adopted updated policy to eliminate the static $5 million target in the General Fund and keep the 33% reserve target, as a percentage policy will keep pace and grow as the City's General Fund grows, while the $5 million minimum does not.
		STRENGTHEN ORGANIZATIONAL DEVELOPMENT	Develop recommendations and implementation work plan to address talent management, succession planning, workforce planning, and employee/career development	9/1/2023	4/30/2024	On Target	2/12/2025	HR	HR offers career support and training. Internal trainings sessions on core competencies in technology, project management and leadership are complimented with County wide trainings. Hosted a retreat, summer youth intern program and new employee support program.
			Review and update as needed the City's personnel policies to ensure they reflect best practices in diversity and inclusion	9/20/2023	7/1/2025	On Target	2/12/2025	HR	The HR staff are reviewing personnel policies to encompass changes that support a vibrant and diverse workforce. Recommendations will be reviewed for legal compliance prior to adoption in 2025. The City's Personnel Rules and Regulations will be reviewed in 2025.
			Lead on DEI efforts within City government and in the community	7/1/2021	Ongoing	On Target	2/11/2025	HR/Parks & Recreation	Working Committee continues to operationalize DEI. Department specific programs and community engaged through cultural events and DEI discussions. DEI Working Committee 3.0 and city staff training activates will occur during FY25 and a quarterly newsletter provides employee education/support.
			Provide equipment, technology, and resources to employees to ensure high level of service delivery to our community through IT Strategic Plan	7/1/2021	6/30/2026	On Target	2/27/2024	IT	The ITSP was presented to CC in Apr'22 and the initiatives and projects have been incorporated into the 2024 IT work plan. The IT staff are now focused on the 5-year ITSP and effectively managing the day to day IT functions.
			Create a culture that assures employees are valued, that leadership promotes innovation, creative problem solving, outstanding customer service, and encourages employee engagement	6/1/2023	7/1/2025	On Target	2/27/2024	HR	Programs and events are being offered that focus on training, team building, communication, and employee recognition. Human Resources will continue to support a culture of excellence, belonging and commitment to public service.
			Develop and capture institutional knowledge documenting processes and procedures in anticipation of retirements and turnover to ensure continuity of services to the community, and opportunity to improve those processes and procedures	6/1/2023	7/1/2025	On Target	2/12/2025	HR	The "Know and Grow" program is focused on sharing information about City programs and projects across departments to all employees and provides background and institutional knowledge for participants. Departments are utilizing cross training and restructuring as a tool for succession planning.
Public Safety	Forward-thinking public safety services aligned with community needs through civic engagement, partnerships, and public education.	ENSURE SEAMLESS PUBLIC SAFETY SERVICES - POLICE AND FIRE	Maintain strong community outreach and align public safety services that are reflective of community culture and priorities	7/1/2023	6/30/2027	On Target	3/5/2024	PD	Implemented C.A.R.E program related to mental health response calls for service. Developed a Community Academy. Staff City Council's Public Safety Committee for provide a direct community engagement opportunity. Initiated and continue to provide an annual mental health symposium.
			Focus on improved Public Safety by delivering quality programs and services	7/1/2023	6/30/2027	On Target	3/5/2024	PD/SMC Fire	Coordinate with SMC Fire on disaster-related exercises to evaluate the City's response capabilities to a disaster including emergency preparedness.
			Strengthen and align problem-oriented policing services to focus on youth, mental health, and unhoused with focus on compassionate care	7/1/2020	6/30/2027	On Target	3/5/2024	PD	Implemented C.A.R.E program related to mental health response calls for service. Developed a Community Academy. Staff City Council's Public Safety Committee for provide a direct community engagement opportunity. Initiated and continue to provide an annual mental health symposium.
		STRENGTHEN EMERGENCY PREPAREDNESS	Strengthen emergency response through continued coordination with the San Mateo Consolidated Fire Department	7/1/2020	7/1/2027	On Target	3/5/2024	PD/SMC Fire	Deployment of Zonehaven completed, Departments remain active, and forward thinking on emergency messaging tools that would benefit the community.
			Fully implement community risk reduction software platforms. Leverage technology to enhance communication through web based software and communication devices	7/1/2020	7/1/2027	On Target	3/5/2024	PD/SMC Fire	Implemented Zonehaven, rolled out the new SMC Alert platforms, and continue with the community education and outreach. PD communication infrastructure aligned with DOJ set for 2024 compliance, with upgrades to radios and internal PD communication tools near completion.
			Collaborate with the San Mateo Consolidated Fire Department to reduce risk in areas susceptible to wildland fires, establish abatement standards, and implement enforcement tools along with educational outreach	7/1/2020	7/1/2027	On Target	3/21/2024	PD/SMC Fire	Wildland Mitigation Plan underway. Pilot wood chipping completed. Executed a Mutual Threat Zone (MTZ) Agreement with Cal Fire in 5/23. MTZ augments dispatch by Cal Fire to any fires SMC Fire responds in the zone (all areas west of the Alameda).

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CITY OF BELMONT

STRATEGIC FOCUS AREAS	GOALS	OBJECTIVES	Initiative Projects	Project Start	Project End	Status	Date Last Updated	Lead Department	Notes
Quality of Life	Engage the community in maintaining and enhancing Belmont's character and quality of life.	IMPROVE PARKS & RECREATION FACILITIES AND PROGRAMS	Refresh Belmont Community Center Master Plan	1/1/2024	6/30/2026	On Target	2/11/2025	Parks & Recreation	Conducting with community outreach regarding the facility condition, age, and needs via Community Conversation events, tabling at City events, and presentations to stakeholder and interest groups; Re-engage consultant for conceptual design refinement
			Complete Parks, Recreation, and Open Space Master Plan	1/1/2021	6/30/2024	On Target	2/11/2025	Parks & Recreation	Final PROS plan, including Open Space Management Plan and General Plan EIR Addendum were adopted on 3/12/24; implementation workplan is being developed.
			Deliver accessible, inclusive, services, programs, and facilities for all ages in our community	5/1/2020	5/1/2027	On Target	2/11/2025	Parks & Recreation	Providing community centric services and programs. Perpetually evolving to meet community's needs. Implemented scholarship programs, adaptive special events, and expanded cultural celebrations. Beginning planning for 2026 centennial celebration and events.
		CREATE DIVERSE AND UNIQUE COMMUNITY SPACES	Promote an environment that encourages arts; consider art in public places and within new development	7/1/2021	6/30/2027	On Target	2/11/2025	Parks & Recreation/CD	Completed the City's Art Masterplan, in lieu art fee program, new development art requirement; completed an art project as part of Firehouse Square and Artisan Crossing developments. Other opportunities will be explored as part of new development and in-lieu fees.
			Explore funding and creative solutions for place-making within public spaces for all ages	7/1/2021	6/30/2027	On Target	2/11/2025	Parks & Recreation	Completed art projects as part of Firehouse Square & Artisan Crossing projects. Other connected placemaking opportunities will be explored as funding is secured.
			Design and implement a city branding effort, inclusive of community signage/wayfinding, and gateway features in line with GP/BVSP objectives	7/1/2023	12/1/2024	Completed	2/10/2024	ComDev	Signage/Wayfinding completion to focus on new Belmont logo/colors, historic/places/activity imagery on backside of signs, refinement of signage locations. Reviewed byPC/PR 9/17/24 and approved by CC in Dec 3, 2024.
			Develop public streetscape design standards to enhance place-making in Belmont Village Specific Plan	7/1/2020	7/1/2023	Completed	8/26/2024	ComDev	BVSP Streetscape Design Standards adopted Nov 2022; under implementation.
		FOSTER MEANINGFUL COMMUNITY DIALOGUE	Continue progress with the City's comprehensive public information and engagement strategy	7/1/2020	7/1/2022	Completed	8/15/2024	CMO/OCS	Communication Work Plan approved by City Council on Jan 26, 2021. 2023 new logo/branding launched. Hired new Communications Officer to support public information. Created new branding templates that have increased social media following and community engaging
			Provide timely, accurate information that is easy to access and understand, and facilitate public participation in open meetings	5/1/2022	7/1/2024	Completed	8/15/2024	CMO/OCS	Continue comms meeting monthly; audit website to improve content; unite social media messaging by archiving PW pages and creating new branding that is cohesive across all divisions and increased public outreach to engage the public in initiatives
			Provide opportunity for resident leadership and participation, such as through commissions and advisory/ad hoc groups	7/1/2020	6/30/2027	On Target	5/31/2023	CMO/OCS	Completed multiple Police Community Academies, and using Commission and Youth Advisory as community leadership opportunities.
			Maximize use of available tools to reach our community and foster goodwill on digital platforms, through printed messaging and meeting our community where it is receiving its news	5/1/2022	6/30/2027	On Target	2/5/2025	CMO/OCS	Revamped City communication tools by use of social media to tell our story, using our Hwy 101 Digital billboard, City Hall Lobby slideshow screen, Channel 27 slideshow, parks and recreation billboards, mailed flyers, etc. Implemented translation services and social media management platform
			Conduct outreach and community education about city services, areas of cost, and financial resources	7/1/2020	7/1/2027	On Target	2/26/2024	CMO/OCS	DEI committee is identifying underrepresented communities that would benefit from additional outreach about City services

Citywide Strategic Plan (2020-2027)

		Completed	On Target	Delayed	Future Project
		Initiative Projects Status Overview			
Infrastructure & Mobility	ENHANCE MULTI-MODAL TRANSPORTATION	33%	33%	33%	
	ADVANCE PAVEMENT & STREET IMPROVEMENTS	14%	71%	14%	
	ADVANCE SEWER & STORM SYSTEM IMPROVEMENTS	17%	33%	50%	
	ADVANCE IMPROVEMENTS AT PARKS, ATHLETIC FIELDS, AND BUILDINGS		67%	33%	
	ADVANCE CLIMATE ACTION AND ADAPTATION GOALS		75%	25%	
Economic Development & Housing	SUPPORT LOCAL ECONOMIC DEVELOPMENT STRATEGIES		67%	33%	
	IMPLEMENT A BALANCED LAND USE VISION INCORPORATING ECONOMIC OPPORTUNITIES, HOUSING GOALS, AND PROGRAMS	17%	50%	33%	
Fiscal & Organizational Stability	ENSURE FISCAL AND REVENUE SUSTAINABILITY	29%	71%		
	STRENGTHEN ORGANIZATIONAL DEVELOPMENT		100%		
	*				
Public Safety	ENSURE SEAMLESS PUBLIC SAFETY SERVICES - POLICE AND FIRE		100%		
	STRENGTHEN EMERGENCY PREPAREDNESS		100%		
Quality of Life	IMPROVE PARKS & RECREATION FACILITIES AND PROGRAMS		100%		
	CREATE DIVERSE AND UNIQUE COMMUNITY SPACES	50%	50%		
	FOSTER MEANINGFUL COMMUNITY DIALOGUE	40%	60%		

Last Update 2/12/2025
Report Generated 3/4/2025

2025 Council, SMT Calendar, Holiday & Major Events

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			PR	2	3	4
5	6	CC	SMT	9	10	11
12	MLK	SMT/ PLN	15	16	17	18
19	20	CC	SMT	23	24	25
26	27	28	29	30	31	

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	SMT/ PLN	PLN	PR	6	7	8
9	10	CC	SMT	13	14	15
16	Pres	PLN	19	20	21	22
23	24	CC	26	27	28	

March

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	SMT/ PLN	PLN	PR	6	7	8
9	10	CC	SMT	13	14	15
16	SMT	PLN	19	20	21	22
23	24	CC	SMT	27	28	29
30	SMT					

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		PLN	PR	3	4	5
6	SMT/ SINC	CC	SMT	10	11	12
13	14	PLN	16	17	18	19
20	SMT	CC	SMT	24	25	26
27	28	29	30			

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	SMT/ SINC	PLN	PR	8	9	10
11	12	CC	SMT	15	16	17
18	SMT	PLN	21	22	23	24
25	MD	CC	SMT	29	30	31

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	SMT/ SINC	PLN	PR	5	6	7
8	9	CC	SMT	12	13	14
15	SMT	PLN	18	19	20	21
22	23	CC	SMT	26	27	28
29	SMT					

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		PLN	PR	3	4TH	5
6	SMT/ SINC	CC	SMT	10	11	12
13	SMT	PLN	16	17	18	19
20	21	CC	SMT	24	25	26
27	SMT	29	30	31		

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	SMT/ SINC	PLN	PR	7	8	9
10	11	CC	SMT	14	15	16
17	SMT	PLN	20	21	22	23
24	25	CC	SMT	28	29	30
31						

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	SMT/ SINC	PLN	PR	4	5	6
7	LD	CC	SMT	11	12	13
14	SMT	PLN	17	18	19	20
21	22	CC	SMT	25	26	27
28	SMT	30				

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			PR	2	3	4
5	CLB	PLN	SMT	9	10	11
12	SMT	CC	15	16	17	18
19	20	PLN	SMT	23	24	25
26	SMT	CC	29	30	31	

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	SMT/ SINC	PLN	PR	6	7	8
9	10	CC	SMT	13	14	15
16	SMT	PLN	19	20	21	22
23	24	CC	SMT	THG	28	29
30						

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	SMT/ SINC	PLN	PR	4	5	6
7	8	CC	SMT	11	12	13
14	SMT	PLN	17	18	19	20
21	22	CC	SMT	26	27	28
29	30	31				

Jan-26

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	SMT/ SinC	PLN	PR	8	9	10
11	12	CC	SMT	15	16	17
18	MLK	20	21	22	23	24
25	SMT	CC	SMT	29	30	31

SMT/ SinC | Council Meeting | Holiday | Weekend Holiday

SMT Meeting | PR Comm Meeting | PLN Comm Meeting | Pay Day

Annual Events

January	MLK Poetry and Essay contest
February	Black History Month
February	Lunar New Year
February (Friday b4 VD)	Superstar and Sweetheart Dance
March	Women's History Month
April 18 and 19	Adaptive Eggventure/Egg Hunt
April	Autism Awareness Month
April 5, 2025	Shred/E-Waste
April 13, 2025	Wedding Fair in the Park
April 6-12	Dispatcher Appreciation Week
April 22, 2025	Earth Day
May	Bike Safety Day
May	Mental Health Awareness Month
May 1st week	City Clerk Week
May 13-17	Public Safety Week
May 20-24, 2024	Nat'l Public Works Week
May 22, 2024	PW Open House
May 31, 2025	Belmont Blooms
June 15-July 13	Summer Consert Series
July	Parks Make Life Beter Month
August 5, 2025	National Night Out
Agust/Sept	Movies in the Park
Sept. 20, 2025	CA Cosastal Cleanup Day
Sept. 27, 2025	Water Dog Run
October	Domestic Violence Awareness Month
Oct. 4, 2024	Movies in the Park #3
Oct. 12, 2024	Belmont WaterDog Run
Oct. 30, 2024	City Halloween Bash
Nov. 4, 2025	Election
Nov. 11, 2025	Veterans Day Celebrtion
Nov. 22, 2025	Craft Faire
Dec. 6, 2025	Winter Wonderland
Dec. 11, 2024	Santa at the Firehouse
TBD	Santa Parade

City Council Protocols

Adopted June 25, 2024

I. PURPOSE

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

II. COUNCIL MEETINGS

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

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

1. Other Locations - The Council may, from time to time, elect to meet at other locations within the city. Notice of a change of location or time will be posted at the front entrance of city hall and entrance to the council chambers and will be shown on the council agenda if known when initially posted.

2. Location During Local Emergency - If, by reason of fire, flood or other emergency, it is unsafe to meet in the council chambers, the meetings may be held for the duration of the emergency at such other place as may be designated by the mayor or, if the mayor does not so designate, by the vice mayor or the city manager.

3. Canceled Meetings – When the date for any regular meeting falls on a legal holiday, the regular meeting for that day shall be deemed canceled unless it is rescheduled to an alternate date.

Amended by Council Resolution 2024- 51, June 25,2024

B. Special Meeting & Emergency Meetings - Special meetings and emergency meetings of the Council may be called from time to time in accordance with the procedures set forth in the Ralph M. Brown Act. (Government Code Section 54950, et. seq.)

C. Adjourned Meetings – The Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment in accordance with the procedures set forth in the Ralph M. Brown Act. (Government Code Section 54950, et. seq.)

D. Closed Sessions – The Council may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter that is authorized by state law to be heard or considered in closed session.

1. Attendance at a closed session is limited to those persons actually necessary to advise or take direction from the Council or otherwise have an essential role to play given the specifically permitted purpose of the session.

2. The matter under consideration will be shown on the Council's agenda in accordance with the Ralph M. Brown Act.

3. Councilmembers may not reveal the nature of discussion or the decision from a closed session unless required by law or unless a majority of the Council agrees in closed session to disclose confidential closed session information, except that the Council must unanimously agree to divulge any confidential closed session information that is attorney/client privileged communications.

E. Cancellation of Regular Meetings – Any meeting of the Council may be canceled in advance by a majority vote of the Councilmembers.

F. Quorum - A majority of the councilmembers is sufficient to do business, and motions may be passed 2–1 if only three attend. There are some actions such as ordinances, resolutions, granting franchises and payment of money that may require at least three affirmative votes. When there is no quorum, the mayor, vice mayor or any councilmember will adjourn the meeting, or if no councilmember is present, the city clerk will adjourn the meeting.

G. Teleconferencing by Council Members – Teleconferencing by councilmembers is permitted, subject to the applicable requirements of the Brown Act. When posting of the agenda is required at the teleconference location, the agenda and information describing the particular location where the teleconference will take place should be posted at or near the main entrance of the facility containing the teleconferenced location as soon as feasible but not less than six hours before commencement of the meeting.

H. Chairperson - The mayor presides at meetings and has authority to enforce the Council's protocols as provided herein and to determine the order of business under the Council's rules.

1. Absence of Mayor - The ice mayor shall act as mayor in the absence or disability of the Mayor.

2. Mayor and Vice Mayor Absence – When the mayor and the vice mayor are absent from any meeting of the Council, the members present may choose another member to act as mayor pro tem, and that person shall, for the time being, have the powers of the mayor.

I. Attendance by the Public - Except as specifically provided by law for closed sessions, all meetings of the Council are open to the public in accordance with the Ralph M. Brown Act. (Government Code Section 54950, et. seq.)

J. Minutes - Minutes of Council meetings will be brief summary minutes. Summary minutes will include final motions with votes. The minutes will also reflect the names of public speakers (if provided) and a brief summary of comment from the public, staff and Council. The city clerk has exclusive responsibility for preparation of the minutes and directions for corrections to the minutes and adoption of minutes will be made only by majority action of the Council.

1. Timing of Council Approval of Minutes – Minutes of meetings are generally submitted to the Council within two meetings for approval. Any councilmember who was absent from the prior meeting may participate and vote on the approval of the minutes and need not abstain on the approval of the minutes for that meeting.

2. Recordings of Meetings – Meetings held in the council chambers should be digitally recorded and the recordings maintained by the city clerk for the period set forth on the city's retention schedule.

K. Council Agenda - The following rules for the preparation of the meeting agenda are based on the premise that it is in the interest of good government that the Council be fully informed on all matters upon which it is called upon to act. The Council relies upon city staff to perform research, conduct investigations, furnish technical information and recommend solutions to various problems of city government, and recognizes that proper and thorough research and investigation requires time.

The following persons may place matters on the agenda:

1. The city manager, and in the city manager's absence the person designated as acting city manager,

2. The city attorney and in the city attorney's absence, the deputy city attorney.

3. Agenda requests by Councilmembers (Including Mayor) - Any councilmember may place on the agenda under "Matters of Council Interest" a request to have any city policy or program reviewed or a new issue examined. The agenda item should state the topic to be reviewed or analyzed and the name of the councilmember(s) submitting the request. The councilmember submitting the request should submit a memo or report summarizing his/her position on the matter (included as Appendix

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

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

III. ORDER OF BUSINESS

A. General Order - Business at regular meetings will generally be conducted in accordance with the order of business as outlined on the current agenda template as amended by the city manager from time to time.

B. Action Agenda Items - In accordance with the Ralph M. Brown Act, the body may not take action on any item that did not appear on the posted regular meeting agenda 72 hours before the meeting unless an exception is permitted under Government Code §54950 et. seq.

C. Special Presentations/Proclamations –

1. All special presentations will be calendared and coordinated through the city manager.

2. Honorary Proclamations and Resolutions - All requests should be given to the mayor, through the City Clerk’s Office, for consideration. The subject should be Belmont-related, and it is up to the mayor's discretion whether to prepare such a document or place it on the agenda. Proclamations may also be issued by the mayor “off-line” (i.e., without being placed on the agenda), when deemed by the mayor to be appropriate.

D. Member Announcements – Member announcements will be brief and limited to notification of community events, functions or comments on city operations or projects. Concerns or matters of current, pending or future deliberation by the body are not considered announcements. Individual member announcements should be limited to 3 minutes.

E. Consent Calendar - Agenda items considered routine and non-controversial in nature are calendared on the agenda as “Consent Business.”

1. These items are considered as one item and approved, adopted, accepted, etc. by one motion.

2. Members may comment on consent business items or ask for minor clarifications without removing the item for separate consideration.

3. A member may vote “no” or “abstain” on any consent item without removing it from the consent business.

4. Items requiring deliberation may be removed by a member for separate consideration after consideration of the remaining consent business.

5. The public may comment on the remaining consent business and on removed items before consideration by the body.

F. General Public Comments – A portion of each regular meeting agenda will set aside a period for the public to address the body on items within the body’s subject matter jurisdiction that are not listed on the agenda. This public comment period is limited to 15 minutes. Speakers who requested but did not receive an opportunity to speak during this initial comment period will be given an opportunity to address the body later on the agenda.

G. Standard Adjournment - The general hour of adjournment is 10:30 p.m. If items remain on the agenda after the 10:30 p.m. adjournment time, a majority vote of the body can extend the meeting, or a special meeting may be scheduled, or the items deferred to the next meeting. Meeting extension shall be in increments of 30 minutes.

IV. RULES OF DISCUSSION

A. General Procedure - The Council follows Rosenberg’s Rules of Order. Consistent with any applicable city ordinance, statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing not otherwise provided for herein may be determined by the chair. A ruling of the chair may be appealed by a member upon a seconded motion and is reversed if the motion passes by a majority vote.

B. Role of the Chair – The role of the chair is to preside at the meeting, facilitate discussion, maintain order, and ensure the body’s business is conducted efficiently and effectively.. In the role as facilitator, the chair will assist the members to focus on their agenda, discussion and deliberations. The chair has authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the body by ruling any such matter out of order. In so ruling, the chair should be courteous and fair and should presume that the moving party is acting in good faith.

C. Member Deliberation & Order of Speakers - The chair is responsible to control the debate and the order of speakers. Speakers will generally be called in the order the requests to speak were received by the Secretary.

D. Questions Addressed to Another Member - With the concurrence of the chair, a member holding the floor may address a question to another member; that member may respond while the floor is still held by the member asking the question. A member may opt not to answer a question while another member has the floor.

E. Limit Deliberations to Item at Hand - Members will limit their comments to the subject matter, item or motion currently being considered by the body.

F. Length of Members Comments - Members will govern themselves as to the length of their comments or presentation. The chair will assist members by signaling when the member has been speaking for over five minutes.

G. Obtaining the Floor - Any member wishing to speak must first obtain the floor by being recognized by the chair. The chair must recognize any member who seeks the floor when appropriately entitled to do so.

H. Motions - Motions may be made by any member, including the chair, providing that before a motion is offered by the chair, the opportunity for making a motion should be offered to other members. Any member, other than the person offering the motion, may second a motion.

I. Ordinances - Motions introducing ordinances are deemed to include waiver of full reading of the ordinance after reading of the title in accordance with Government Code Section 36934 unless otherwise specifically stated.

J. Voting - Any member present at a meeting when a question comes up for a vote should vote for or against the measure unless he/she is disqualified (recused) from voting and abstains because of such disqualification. If a member is recused, he or she should state the reason for the recusal for the record, and should leave the room. A vote, including a roll call vote, may be registered by the members by answering “yes” or “aye” for an affirmative vote or “no” or “nay” for a negative vote. Regardless of the manner of voting, the results reflecting all "ayes" and "noes" must be clearly set forth for the record by the secretary.

K. Abstention - An abstention does not count as a vote for or against a matter. If a member abstains, he/she is counted as present for quorum purposes but is not deemed to be “voting” for purposes of determining whether there has been a “majority vote of those members present and voting.”

L. Tie Votes - A tie vote results in a lost motion. In such an instance, any member may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal, and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

M. Non-Observance of Rule - Rules adopted to expedite and facilitate the transaction of the business of the body in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the body.

N. Code of Ethics and Conduct – The Council has adopted the Code of Ethics and Conduct for Elected Appointed Officials which expresses standards of ethical conduct expected

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

V. ADDRESSING THE BODY

A. Public Comments.

1. Opportunity to Comment - Any person wishing to address the body on an item that is scheduled on the agenda will be given the opportunity to make those comments when that item is being considered.

2. Time Limits – Public comments are limited to three minutes each. The chair may adjust the time limit per speaker as he or she determines is reasonably necessary for the orderly and efficient conduct of the body's business. Time limits are for each individual speaker submitting a card, and time cannot be "donated" to other speakers.

3. Group Comments – In order to expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Whenever any group of persons wishes to address the body on the same subject matter, those persons are encouraged to designate a spokesperson to address the body. The chair may extend the time allocation for a designated spokesperson.

4. Use of AV Technology by the Public – Members of the public may not use any technology to play amplify sound or project or display still or moving images during public comment or other portions of the meeting. These restrictions do not apply to presentations by project applicants and appellants relevant to an application or appeal.

5. Repetitious or Dilatory Comments – Speakers may not present the same or substantially same items or arguments to the body repeatedly or be repetitious or dilatory in presenting their oral comments. If a matter has been presented orally before the body, whether the body has taken action, or determined to take no action, the same or substantially same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes submission of comments to the body in writing for such action or non-action as the body, in its discretion, may deem appropriate.

6. Comments in Writing Encouraged - Members of the public may submit, and are encouraged to submit, comments in writing to the body relating to any items of the bodies business, whether on the agenda or otherwise. Such written comments will be distributed to the members and considered and acted upon, or not acted upon, as the body in its judgment may deem appropriate.

7. Rules for Public Comment

   a. Speakers are requested to be succinct and not repeat themselves. When recognized to speak on an agenda item, focus your remarks to that item.

- Speakers who have become repetitious may be interrupted by the chair and asked to offer any additional points on the matter not previously made and if none to conclude their remarks.

- If a speaker continues to repeat themselves, the chair may rule the speaker out of order and not allow the speaker to offer further comment on that agenda item.

b. A speaker's comments must be relevant to the agenda item on which they have requested to speak.

- Speakers whose comments are not relevant to the agenda item may be interrupted by the chair and asked to limit their comments to that agenda item.

- If a speaker continues to address topics not relevant to the agenda item, the chair rule may rule the speaker out of order and not allow the speaker to offer further comment on that agenda item.

c. Speakers who are interrupted by the chair must cease speaking.

- Speakers who continue speaking or speak over the chair may be ruled out of order and not allowed to speaker further at the meeting.

B. Audience Decorum

1. Rules for Participation

a. Audience members may attend, observe and record meetings in a matter that respects the rights of others and the orderly conduct of the body's business.

b. Audience members may not engage in behavior that disrupts a meeting. "Disrupting a meeting" means behavior that substantially impairs the ability of the body to orderly and efficiently conduct the meeting, or substantially interferes with the rights of other audience members. Disruptive behavior includes the following. This list is not all inclusive:

- Shouting from the audience.

- Interrupting or speaking over a person at the podium who has been recognized to speak by the chair.

- Clapping, booing, or other expressions of support or opposition to a speaker or to the body's discussion or decision.

- Verbally harassing or physically confronting audience members.

- Interrupting staff while engaged with the body.

- Interrupting the body while it is considering a matter.
- Continuing to speak at the podium once the chair has announced the person's time is up.

C. Enforcement Protocol. The goal of enforcement is restoring order, not punishment for failure to follow the rules and should be guided as follows.

1. The chair is bound to enforce the rules of audience decorum and public comment fairly and without regard to viewpoint of the speaker; that is, without regard to whether the person is for or against a particular matter coming before the body, and without regard to whether the chair agrees or disagrees with the speaker or likes or dislikes the speaker's message.

2. When enforcing the rules, the chair should provide education before warnings, and warnings before curtailing a person's participation rights, unless the circumstances clearly justify otherwise. The chair should consider calling a recess whenever doing so may help de-escalate a situation.

3. Removal from the meeting.

   a. The chair may eject a person from a meeting only if the person willfully disrupts the meeting and only as necessary to restore order.

   b. A warning must be given before ejecting a person unless the person is engaging in behavior that constitutes use of force or a true threat of force.

   c. The warning must inform the person that their behavior is disrupting the meeting and that the failure of the person to cease their behavior may result in their removal. A person who does not promptly cease their disruptive behavior may then be removed.

   d. "Willfully disrupting a meeting" means conduct that actually disrupts a meeting when: (1) the person has knowledge of these rules or (2) engages in conduct with the purpose of disrupting the meeting or (3) has been warned by the chair not to engage in disruptive behavior.

   e. "True threat of force" means a threat that has sufficient indicia of intent and seriousness that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

   f. An ejection may be for part or all of the meeting and should be for only as long as necessary to restore order.

   g. If order cannot be stored by ejecting disruptive individuals, the Chair may order the room cleared with the exception of news media who have not participated in the disturbance. Other persons who did not participate in the disturbance may be allowed to re-enter the room.

D. Criticism not Prohibited. These rules do not prohibit public criticism of policies programs or services, or of the body, city employees, or the city.

E. Presentation of Agenda Items. The procedure for considering agenda items other than quasi-adjudicative items is as follows:

1. Staff – The staff presents its report. Members may ask questions of staff if they so desire but should refrain from discussing the substance of the matter at this point.

2. Public Comments – Before acting on the merits of the issue being heard, the chair will inquire if any persons are present who desire to provide public comment regarding the matter.

3. Consideration – The opportunity for public comment is closed and member discussion and consideration occurs. In this connection, there may be further questions of or comments by staff or consultants, or questions by the members of others as deemed necessary or appropriate without reopening the public input portion.

4. Decision occurs via motion.

F. Presentation of Quasi-Adjudicative Agenda Items. The procedure for considering agenda items for discretionary permits, entitlements, and other decisions requiring quasi-judicial decision making is as follows:

1. Staff – The staff presents its report. Members may ask questions of staff if they so desire but should refrain from discussing the substance of the matter at this point.

2. Project Applicants and Appellants (if applicable) – A project applicant, followed by a project appellant if any and different from the applicant, or other person or entity with a substantial, direct property interest in an agenda item, or any duly designated representative of such a person or entity, will have the opportunity to present their comments, testimony, or argument. Applicants and appellants are encouraged to be succinct in their presentations.

3. Public Comments – Before acting on the merits of the issue being heard, the chair will inquire if any persons are present who desire to speak or to present evidence regarding the matter.

4. Rebuttal – Following public comment, project applicant and project appellant (if any, and if different from the project applicant) will each be given an opportunity to provide rebuttal or clarification of any issues raised. The chair may determine the appropriate time limit for rebuttal. Applicants and appellants are encouraged to be succinct in their presentations.

5. Consideration – Member discussion and consideration occurs after public comment and any rebuttal. In this connection, there may be further questions of or comments

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

6. Decision occurs via motion.

7. The chair or secretary announces the final decision.

G. Presentations Submitted in Writing – All persons interested in an agenda item may submit written evidence or remarks, as well as other graphic evidence (including paper copies of electronic presentations). Persons (including project applicants or appellants) who anticipate lengthy presentations are encouraged to submit comments in writing, in advance, to the secretary, for prior distribution to the members and other interested parties, whenever possible, by the Thursday morning preceding the Tuesday meeting at which the item will be considered, and if that is not possible, at the earliest feasible time before the meeting. In addition, submission of comments in writing is encouraged in lieu of possible lengthy oral presentations that may not be permitted. All such written material is a public record.

H. Due Process – The chair will conduct the meeting in such a manner as to afford due process.

I. Germane Comments – No person will be permitted during the hearing to speak about matters or present evidence that is not germane to the matter being considered. The chair determines whether a comment is relevant unless a member requests that the Council determine relevance.

J. Continuance of Hearings – Any hearing may be continued or re-continued to any subsequent meeting by order or a notice of continuance.

K. Communications and Petitions – Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the chair. Written communications will be read in full if requested by a member.

L. Admissible Evidence – Hearings need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence may be considered if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs.

M. Waiver of Rules – Any of the foregoing rules may be waived by majority vote of the members present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

N. Non Exclusive Rules – These rules are not exclusive and do not limit the inherent power and general legal authority of the body, or the chair, to govern the conduct of its meetings as it considers appropriate from for the orderly and effective conduct of business.

VI. VICE MAYOR

A. Selection –

1. The member holding the office of vice mayor rotates annually.

2. The Council will choose a vice mayor by a majority vote at the first regular meeting in December in non-election years, and at the meeting certifying the election of new councilmembers in election years.

3. In order to provide the maximum opportunity for each member to serve as vice mayor the Council should nominate the member with the longest contiguous tenure of more than one year on the Council without serving as vice mayor. If a tie, the tie-breaker is as follows:

   a. Nominate the member who has served fewest times as vice mayor.

   b. If there is a tie, nominate the member based on the alphabetical order of their last name; if there is still a tie, the tie-breaker should be based on the alphabetical order of their first name.

B. Mayoral Duties –

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

VII. COUNCIL MEMBER ADMINISTRATIVE SUPPORT

A. Incoming Correspondence.

1. Correspondence addressed to the Council, and correspondence addressed to the Mayor requiring a response from staff, are copied to all councilmembers.

2. Correspondence addressed to an individual councilmember will not be copied to the other councilmembers.

3. The group Council email address shall also include the city clerk to ensure that the communication is retained for the record and so the city clerk may coordinate a response if one is deemed necessary.

4. All correspondence, including email, addressed to the City Council will be retained by the City in accordance with its retention schedule.

B. Outgoing Correspondence.

1. All Councilmember correspondence using city resources (letterhead, typing, staff support, postage, etc.) will reflect the position of the full Council not an individual councilmember position.

2. Staff responses to correspondence addressed to Council will be copied to the full Council and city clerk along with the original community correspondence.

C. Personal Correspondence - Councilmembers should use only personal stationery for communications reflecting their personal positions. These communications will be prepared and sent at the expense of individual Councilmembers.

D. Master Calendar - A master calendar of City Council events, functions or meetings will be provided to the full City Council. Functions, events or meetings to be attended by individual councilmembers will not be included on the master calendar.

E. Requests for Research or Information - Councilmembers may request information or research from the city manager or department heads on a given topic directly when it is anticipated that the request can be completed by staff in less than an hour. Councilmember requests for research or information that is anticipated to take staff more than one hour to complete should be directed to the city manager. Requests for new information or policy direction can be brought to the full Council at a regular meeting for consideration under "Matters of Council Interest". All written products will be copied to the full City Council.

F. Council Notification of Significant Incidents - In conjunction with the City Manager's Office, the Police Department and the Fire Department will coordinate the notification to City Council of major crime, fire or other incidents.

G. Reimbursements - Consistent with AB 1234, reimbursement of councilmember expenses shall conform to City Council Resolution No. 9749 and any authorized amendments thereto.

H. Compensation - The City Council will be compensated in accordance with Ordinance 896 or any future updates.

VIII. INTERGOVERNMENTAL ASSIGNMENTS

A. The Council will review intergovernmental assignments at least annually.

B. The mayor may make temporary intergovernmental assignments with the consent of the person assigned whenever there is a vacancy in both the primary and any alternate seat.

IX. CITY ADVISORY BODY APPOINTMENTS

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

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

A. Whenever a membership vacancy occurs or will soon occur, the city clerk will post a notice of the vacancy notifying the public of the vacancy.

B. All persons interested in being considered for service on the body must file with the city clerk an application indicating an interest in serving.

C. In order to expedite the process should a vacancy occur within one year of interviews, staff is authorized to contact applicants who were not selected to see if she/he is still interested in serving.

D. The names of those applicants interested in being appointed will be brought directly to Council at a meeting for consideration to be interviewed or for alternative direction.

E. The whole Council will interview the selected applicants..

F. The Council will consider whether or not to appoint one or more or none of the applicants to an available seat. The Council will discuss the candidates and deliberate on potential appointments as the body determines.

    1. Discussion and deliberation may be predicated on a nomination process in which the mayor calls for nominations for a seat or seats and each member may offer nominations for each seat. A nomination requires a second. Discussion and deliberation regarding the nominees then follows.

    2. Discussion and deliberation may include members informally ranking their preference for some, all, or none of the applicants (or nominees if a nomination process is used) for a particular seat with appointment predicated on collective consensus. A consensus to appoint is memorialized by motion approving the appointment(s).

    3. Appointments will be presumed made to align to the appointment periods in BCC Section 2-166 for the particular city advisory body and appointment cycle in BCC Section 2-162(d), unless the Council determines otherwise.

G. After the Council concludes consideration of the applicants, if fewer than the minimum number of seats for a body as expressed in BCC Section 2-166 are filled, the city clerk will repost a notice of vacancy or take such other action as the Council directs. The Council may also direct the clerk to repost if fewer than the maximum number of seats are filled.

H. City advisory body appointees are at will and serve at the pleasure of the City Council. The Council may remove an appointee from office by declaring the appointed office vacant at any time without cause during an open session of a meeting held in accordance with the requirements of the Brown Act.

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

X. COUNCIL VACANCY

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

XI. FAILURE TO OBSERVE PROTOCOLS

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

Appendix A

Council Agenda Item 11
Matter of Council
Interest/Clarification

Meeting Date:

Councilmember(s):

Item Title:

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

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

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

Financial Implications?
(You may need to take a guess at this, or it may be "not applicable" or "negligible".)

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

General Plan/Vision Statement.

Attachments
A.

City of Belmont

Code of Ethics and Conduct
For
Elected and Appointed Officials

"Always do right. This will gratify some people and astonish the rest."
-- Mark Twain

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

Policy Purpose

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

A. <u>ETHICS</u>

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

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

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

1. **Governance**. The City Council governs the whole city. Councilmembers including the mayor can only act as the council through the body and only the body, not individual members, can act as the council. All councilmembers, whether elected at-large, by-district or appointed to fill a vacancy, represent and serve the whole city.

   (a) *Represent the Entire Community*. Although a councilmember may be elected only by residents within a certain district, or otherwise have an affinity for a certain portion of the community, good governance requires all members be guided by a citywide prospective and exercise their office in the best interest of the entire community.

   (b) *Equal Responsiveness*. Councilmembers should be equally available and responsive to all persons in the city community regardless of where in the city the person resides, is employed, conducts business or visits, and should assure fair and equal treatment of all persons, claims and transactions coming before them.

2. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Belmont and not for any private or personal interest.

3. **Comply with Both the Spirit and the Letter of the Law and City Policy.** Members will comply with the laws of the nation, the State of California and the city of Belmont in the performance of their public duties.

For ease of reference the term "member" refers to any member of the Belmont City Council or member of a city advisory body (ex. planning commission) established by city ordinance or Council policy.

4. **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members will refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of council, city advisory bodies, the staff or public.

5. **Respect for Process.** Members will perform their duties in accordance with the processes and rules of order established by the City Council.

6. **Conduct at Public Meetings**. Members will prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand.

7. **Decisions Based on Merit.** Members will base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members will maintain an open mind until the conclusion of the hearing on the matter and will base their decisions on the facts presented at the hearing and the law.

8. **Communication.** For adjudicative matters pending before the body, members will refrain from receiving information outside of an open public meeting or the agenda materials, except on advice of the city attorney. Members will publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.

9. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict-of-interest laws, members will use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members will not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

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

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

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

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

10. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members will neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. **Use of Public Resources.** Members will not use public resources which are not available to the public in general (e.g., city staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.

12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council will not appear on behalf of the private interests of third parties before the Council or any city advisor body or proceeding of the city, nor will members of city advisory bodies appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. **Advocacy.** Members will represent the official policies or positions of the City Council, city advisory body to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members will explicitly state they do not represent their body or the city of Belmont, nor will they allow the inference that they do. Councilmembers and city advisory bodies members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, or city advisory bodies meetings, or other official city meetings.

14. **Policy Role of Members.** Members will respect and adhere to the council-manager structure of Belmont city government as outlined in the Belmont city Code. In this structure, the city Council determines the policies of the city with the advice, information and analysis provided by city staff, city advisory bodies, and the public. Except as provided by the city Code, members will not interfere with the administrative functions of the city or the professional duties of city staff; nor will they impair the ability of staff to implement Council policy decisions.

15. **Independence of City Advisory Bodies**. Because of the value of the independent advice of city advisory bodies to the public decision-making process, members of Council will refrain from using their position to unduly influence the deliberations or outcomes of city advisory bodies proceedings.

16. **Positive Workplace Environment.** Members will support the maintenance of a positive and constructive workplace environment for city employees and for community members and businesses dealing with the city. Members will recognize their special role in dealings with city employees to in no way create the perception of inappropriate direction to staff.

B. CONDUCT GUIDELINES

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

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

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

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

(a) *Honor the role of the chair in maintaining order*
It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(b) *Practice civility and decorum in discussions and debate*
Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

(c) *Avoid personal comments that could offend other members*
If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

(d) *Demonstrate effective problem-solving approaches*
Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

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

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

(a) *Be welcoming to speakers and treat them with care and gentleness.*
While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) *Be fair and equitable in allocating public hearing time to individual speakers.*
The chair will determine and announce limits on speakers at the start of the public hearing process.

(c) *Practice active listening*
It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members will try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

(d) *Maintain an open mind*
Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(e) *Ask for clarification, but avoid debate and argument with the public*
Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

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

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

(a) *Treat all staff as professionals*
Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) *Do not disrupt city staff from their jobs*
Elected and appointed officials should not disrupt city staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend city staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) *Never publicly criticize an individual employee*
Elected and appointed officials should never express concerns about the performance of a city employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the city manager or the mayor.

(d) *Do not get involved in administrative functions*
Elected and appointed officials acting in their individual capacity must not attempt to influence city staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of city licenses and permits.

(e) *Do not solicit political support from staff*
Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from city staff. city

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

(f) *No attorney-client relationship*
Members may not seek to establish an attorney-client relationship with the city attorney, including his or her staff and attorneys contracted to work on behalf of the city. The city attorney represents the city and not individual members. Members who consult with the city attorney cannot enjoy or establish an attorney-client relationship with the attorney.

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

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

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

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

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

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

(e) *Keep electoral politics away from public forums*
City advisory body members may offer election support to a councilmember, but not in a public forum while conducting official duties. Conversely, councilmembers may support city

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

C. SANCTIONS

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

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

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

Councilmembers:

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

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

City advisory body members:

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

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

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

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

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

D. IMPLEMENTATION

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

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

Example:

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

_____ _____

Signature Date

For ease of reference the term "member" refers to any member of the Belmont City Council or member of a city advisory body (ex. planning commission) established by city ordinance or Council policy.