CITY OF BELMONT
CITY COUNCIL AND BELMONT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

www.belmont.gov

CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, November 8, 2022
7:00 PM
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

MEETING ADJOURNED TO WEDNESDAY, NOVEMBER 9, 2022, 2 P.M.

TELECONFERENCE PARTICIPANTS
Some Members may Participate Virtually
Being held under Gov. Code 54953(e)

The meeting will be broadcast live to Belmont residents on Comcast Cable Channel 27, streamed live via the City's website at www.Belmont.gov. The public may also attend the meeting in the Chambers and address the Council from the Chambers. Social distancing must be practiced, and seating will be limited.

PUBLIC COMMENT:
To maximize time for live public comment, we encourage members of the public to provide comments by joining the Committee meeting via Zoom : For web, visit https://belmont-gov.zoom.us/ select "Join" and enter Meeting ID: 95745673035. Use the Raise Hand feature to request to speak. You may rename your profile if you wish to remain anonymous.

For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number), enter Meeting ID: 95745673035, and press *9 to request to speak. All public comments are subject to a 3-minute time limit unless otherwise determined by the Committee 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 publication of the agenda through the meeting date will be made part of the meeting record but will not be read during the Council meeting.

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. REPORT FROM CLOSED SESSION

4. SPECIAL PRESENTATIONS

A. Proclamation Recognizing Water Dog Run and Presentation
B. Native American Heritage Month Proclamation
C. San Mateo County Library Annual Report

5. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

6. COUNCILMEMBER ANNOUNCEMENTS

7. CONSENT BUSINESS

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

A. Virtual Meetings in November

Recommendation: Adopt a resolution finding that the COVID-19 statewide emergency remains in effect and that state and local officials continue to recommend measures to promote social distancing and directing the Council's Citizen Advisory Bodies to make consistent findings

Attachment(s):

Staff Report
Resolution

B. Monthly Financial Reports - September 2022

Recommendation: Motion to receive Monthly Financial Reports

Attachment(s):

Monthly Financial Reports - September.pdf

8. PUBLIC HEARINGS

9. 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. Restated Employment Agreement between the City of Belmont and City Attorney Scott M. Rennie

Recommendation: Adopt a resolution establishing compensation for the City Attorney; and authorizing the Mayor to execute a restated City Attorney employment agreement

Attachment(s):

Staff Report
Resolution
Restated and Amended Employment Agreement

B. First Amendment to the Employment Agreement Between the City of Belmont and City Manager Afshin Oskoui

Recommendation: Adopt a resolution establishing compensation for the City Manager; and authorizing the Mayor to execute Amendment No. 1 to the City Manager employment agreement

Attachment(s):
- Staff Report
- Resolution
- First Amendment to CM Agreement

C. Revised City Council Benefits Plan
Recommendation: Adopt a resolution approving revision to the Benefits Plan for the City of Belmont Councilmembers effective January 1, 2023

Attachment(s):
- Staff Report
- Resolution
- Council Benefits 2023

D. Revised Unrepresented Management Group Compensation and Benefits Program
Recommendation: Adopt a resolution approving revisions to the Compensation and Benefits Program for the Unrepresented Management Employees

Attachment(s):
- Staff Report
- Resolution
- Unrepresented Revised Compensation Plan

E. Revised Master Pay Schedule
Recommendation: Adopt a resolution approving the City's revised Master Employee Pay Schedule in accordance with California Public Employees Retirement System (CalPERS) regulations

Attachment(s):
- Staff Report
- Resolution
- Master Pay Schedule - Revised Nov 2022

F. Belmont Village Specific Plan (BVSP) Streetscape Design Guidelines
Recommendation: Consider and approve the Belmont Village Specific Plan (BVSP) Streetscape Design Guidelines.

Attachment(s):
- Staff Report
- Resolution
- BVSP Streetscape Design Guidelines Booklet

G. Update to Council Protocols
Recommendation: Consider amendments to the Council's protocols and adopt a resolution amending the protocols

Attachment(s):
- Staff Report
- Resolution
- Protocols November 2022-Clean

Protocols November 2022-redline

10. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

A. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments
B. Verbal report from City Manager

11. MATTERS OF INTEREST/CLARIFICATION

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

12. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. 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.

STAFF REPORT

Meeting Date: November 8, 2022
Agency: City of Belmont
Staff Contact: Scott Rennie, City Attorney
Agenda Title: Virtual Meetings in November
Agenda Action: Resolution

Recommendation
Adopt a resolution finding that the COVID-19 statewide emergency remains in effect and that state and local officials continue to recommend measures to promote social distancing and directing the Council's Citizen Advisory Bodies to make consistent findings.

Strategic Focus Area
Fiscal and Organizational Sustainability

Background
Governor Newsom proclaimed a state of emergency on March 4, 2020, in response to the COVID-19 pandemic and subsequently issued a series of Executive Orders (N-25-20, N-29-20, and N-08-21) that effectively suspended certain provisions of the Brown Act governing the use of teleconferencing by local legislative bodies and allowed them to hold fully virtual meetings. The Brown Act was subsequently amendment by enactment of AB 361 in 2021 to include new requirements for holding fully virtual meetings during a state of emergency proclaimed by the Governor.

The Brown Act, in Government Code Section 54953(b)(3), typical requires a city legislative body that this uses teleconferencing to: (1) post agendas at all teleconference locations from which members will participate, (2) identify each location in the notice and agenda of the meeting or proceeding, (3) make teleconference location accessible to the public and (4) maintain at least a quorum of the members of the legislative body in locations within the boundaries of the city. Under Government Code Section 54953(e) as amended by AB 361, fully virtual meetings are allowed without complying with these requirements during a proclaimed state of emergency if either:

1. State or local officials have imposed or recommended measures to promote social distancing;

or,

2. The legislative body determines by majority vote that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees.

After the initial teleconferenced meeting the legislative body must reconsider the state of emergency and determine whether either of the above circumstances continue every 30 days in order to continue to teleconference without complying with the requirements in section 54953(b)(3) listed above.

The City Council found both circumstances listed both existed and began holding fully virtual public

meetings on September 28, 2021. Most recently, on October 11, 2022, the Council found that state and local officials have imposed or recommended measures to promote social distancing.

The current San Mateo County Health Officer order related to COVID-19 issued on February 16, 2022, remains in effect and advises that individuals should continue to follow guidance released by the United States Department of Health & Human Services ("HHS") including their sub-agency United States Centers for Disease Control and Prevention ("CDC"), the United States Environmental Protection Agency ("EPA"), California Department of Public Health ("CDPH"), and California Department of Social Services ("CDSS").

On February 25, 2022, Governor Newsom lifted many of his previous emergency order's related to COVID-19 and left in place critical measures that support the state's ongoing response and recovery efforts.

For much of the summer, COVID-19 transmission and community levels were high in San Mateo County but since have fallen. As of October 3, 2022, the CDC assessed the COVID-19 community levels in San Mateo County and the surrounding counties as low, although the San Mateo County Health Chief noted on October 4th that community transmission is substantial. The CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places. The CDC also continues to advise regardless of community transmission level that physical distancing along with other risk-reduction measures will help reduce the chances of spreading COVID-19 and especially recommends physical distancing when levels are medium or high. https://www.cdc.gov/coronavirus.

The current emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (Cal/OSHA) require employers to inform employees that strategies to decease the spread of COVID-19 are most effective when used in combination including physical distancing. (California Code of Regulations Title 8, Section 3205). COVID-19 Prevention Emergency Temporary Standards

Analysis

Transmission rates of COVID-19 have presently declined, however the risk of COVID-19 variants which continue to emerge are still unknown. COVID-19 remains a significant public health hazard, particularly for unvaccinated individuals and continues to spread and impact nearly all parts of city operations.

Reducing the circumstances under which people come into close contact remains an important component of Belmont's COVID-19 response strategy. However, the open nature of public meetings makes it is difficult to enforce compliance with vaccination, physical distancing, masking, cough and sneeze etiquette, or other safety measures. Meetings of the city's legislative bodies incur indoors for sustained periods of time which increases the risk to members of the legislative bodies and attending members of the public to Delta variant transmission and infection. In addition, the non-emergency teleconferencing requirements of the Brown Act do not provide a safe alternative for legislative body members who may be at high risk of infection or are susceptible to more severe illness as a result of infection because those rules require that the public be allowed to attend at the teleconference location.

Staff concludes that the Council may reasonably find, based on the available public health information pertaining to COVID-19, that meeting in person by the city's legislative bodies at this time would present imminent risks to the health or safety of attendees. Staff also concludes that the Council may also reasonably find, as an independent basis for continuing virtual meetings, that the County Health Officer recommends individuals follow CDC guidance which continues to encourage physical distancing as risk reduction strategy, and that CalOSHA continues to promote physical distancing as a prevention strategy in the workplace. Council may therefore find that state and local officials continue to recommend measures to promote social distancing in settings such as legislative body meetings.

Alternatives

1. Take no action (in which case in-person meetings will resume)
2. Consider other findings

Attachments

A. Draft resolution

Fiscal Impact

☒ No Fiscal Impact

☐ Funding Source Confirmed:

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

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT RECONSIDERING THE COVID-19 STATEWIDE EMERGENCY AS OF NOVEMBER 9, 2022, FINDING THAT STATE AND LOCAL OFFICIALS CONTINUE TO RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING, AND DIRECTING THE COUNCIL'S CITIZEN ADVISORY BODIES TO MAKE CONSISTENT FINDINGS

WHEREAS, in response to the COVID-19 pandemic, Governor Newsom proclaimed a state of emergency on March 4, 2020, and the state of emergency remains in effect; and,

WHEREAS, the City Council made findings under Government Code Section 54953(e) and began holding fully virtual public meetings on September 28, 2021; and most recently, on October 11, 2022, the Council found that state and local officials have imposed or recommended measures to promote social distancing,

WHEREAS, the current San Mateo County Health Officer order related to COVID-19 issued on February 16, 2022, remains in effect and advises that individuals should continue to follow guidance released by the United States Department of Health & Human Services ("HHS") including their sub-agency United States Centers for Disease Control and Prevention ("CDC"), the United States Environmental Protection Agency ("EPA"), California Department of Public Health ("CDPH"), and California Department of Social Services ("CDSS"); and,

WHEREAS, on February 25, 2022, Governor Newsom lifted many of his previous emergency order's related to COVID-19 and left in place critical measures that support the state's ongoing response and recovery efforts; and,

WHEREAS, COVID-19 transmission and community levels in San Mateo County were high during the summer but have fallen and as of October 4, 2022, the CDC assessed the COVID-19 community levels in San Mateo County and the surrounding counties as low but San Mateo County Health Chief warned that community transmission was still substantial; and,

WHEREAS, the CDC continues to recommend that individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places, and the CDC also continues to advise regardless of community transmission level that physical distancing along with other risk-reduction measures will help reduce the chances of spreading COVID-19; and,

WHEREAS, the current emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (Cal/OSHA) require employers to inform employees that strategies to decease the spread of COVID-19 are most effective when used in combination including physical distancing. (California Code of Regulations Title 8, Section 3205).

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

SECTION 1. The Council has reconsidered the circumstances of the state of emergency and finds that state and local officials continue to recommend measures to promote social distancing.

SECTION 2. The subordinately legislative bodies of the city, including the commissions and other citizen advisory bodies, are directed to make findings consistent with the findings herein unless the body finds new information which was not known and could not have been known with the exercise of reasonable diligence as of November 9, 2022 that would prevent a reasonable decisionmaker from making either of the findings in Section 1 or the Council directs otherwise. Any finding inconsistent with the findings in Section 1 is subject to review and vacation by the Council.

SECTION 3. The resolution is effective immediately.

* * *

ADOPTED November 9, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO FORM:

_____
City Attorney

CITY OF BELMONT

FISCAL YEAR 2023

MONTHLY FINANCIAL REPORT - SEPTEMBER 30, 2022



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD
- Some funds experiencing cyclical deficits

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Belmont Fire Protection District
- Afforable Housing Successor
- Planned Park
- Sewer Collection System
- Sewer Treatment
- Fleet and Equipment Management

Notable Fund Balance Decrease compared to prior YTD:

- Park Impact

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above $50,000

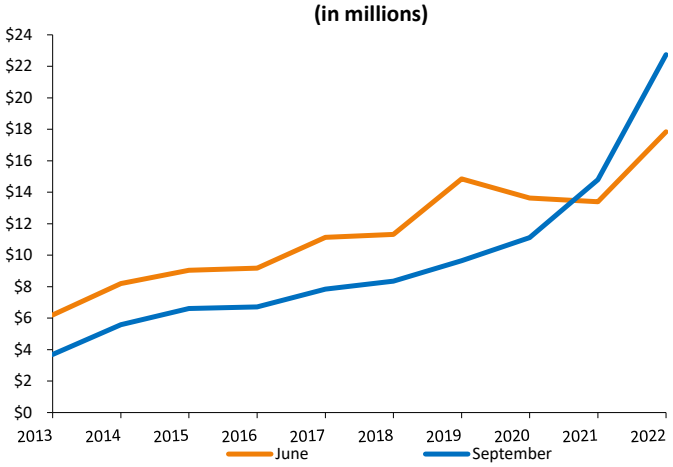
This report contains financial information which has not been reviewed or audited by an independent auditor, does not reflect the application of generally accepted accounting principles in all instances and is subject to future revision. This report has not been prepared with a view to informing an investment decision in any of the City's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in this report are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of the City's bonds, notes or other obligations and investors and potential investors should rely only on information filed by the City on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and website, maintained on the World Wide Web at https://emma.msrb.org/

These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to financedept@belmont.gov or for additional information regarding the City's financial activities, including past award winning audited financial statements, transparency efforts and best practices please visit the City at www.belmont.gov.

CALIFORNIA BELMONT

City of Belmont
Performance at a Glance
Results for the Period Ended September 30, 2022
(000's)

General Fund Balance Trend
(in millions)

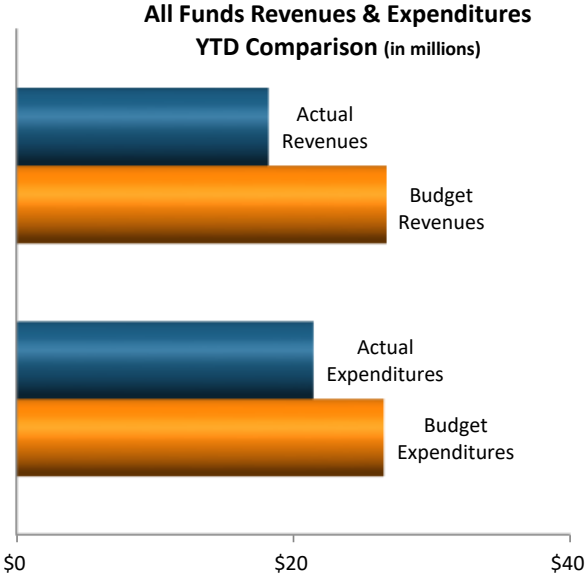


General Fund Balance Trends*

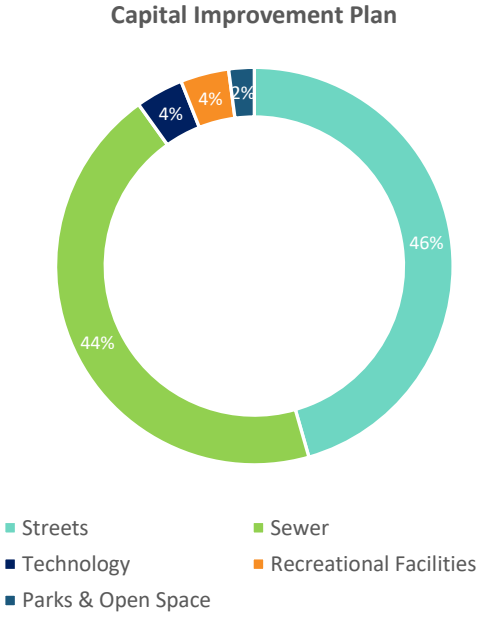
6/30/2013	$6,200	Audited
6/30/2014	$8,204	Audited
6/30/2015	$9,049	Audited
6/30/2016	$9,177	Audited
6/30/2017	$11,128	Audited
6/30/2018	$11,325	Audited
6/30/2019	$14,846	Audited
6/30/2020	$13,637	Audited
6/30/2021	$13,398	Audited
6/30/2022	$17,839	Unaudited
9/30/2022	$22,739	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is $22.7 million, a $4.9 million increase compared to amount at the prior fiscal year end. The increase compared to the 6/30/22 balance was primarily due to the receipt of the second and last tranche of one-time $3.2 million in ARPA Federal Coronavirus State and Local Fiscal Recovery Funds, a $1.5 million VLF reimbursement due to the shortfall from two years prior, as well as transient occupancy tax recovering from the prior year.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3), the Recreation Fund, Street Maintenance, Library Bond Debt Service and Facilities Management Fund have deficits and are expected to be eliminated in a future period.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended September 30, 2022
(000's)

Fund	Fund Name	Unaudited Fund Bal. 06/30/22 (1)	Revenues YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	Expenditures YTD Budget	YTD Actual (3)	Variance Under (Over)	%	PY YTD Actual	Unaudited Fund Bal. 09/30/22 (1)+(2)-(3)	PY YTD Fund Bal. 09/30/21
GENERAL FUND														
101	General	*$17,839*	$7,741	$10,037	$2,297	130%	$6,647	$7,076	$5,137	$1,939	73%	$4,823	***$ 22,739***	*14,800*
102	Measure I	*2,939*	543	207	(336)	38%	153	1,350	193	1,157	14%	702	***2,953***	*3,203*
SPECIAL REVENUE FUNDS														
205	Recreation	*(0)*	975	382	(593)	39%	373	962	905	56	94%	701	***(523)***	*(324)*
206	Library Maintenance & Operation	*835*	76	3	(74)	3%	0	180	81	99	45%	87	***757***	*876*
207	Athletic Field Maintenance	*375*	23	43	20	188%	18	68	15	53	22%	11	***403***	*384*
208	City Tree	*297*	3	2	(0)	83%	3	18	9	10	47%	7	***291***	*323*
209	Senior Services Donation	*90*	1	1	(0)	65%	0	0	0	0	N/A	0	***91***	*86*
210	Development Services	*1,085*	1,382	1,141	(240)	83%	970	1,419	1,181	239	83%	1,057	***1,045***	*331*
212	General Plan Maintenance	*1,305*	125	339	214	271%	30	258	24	233	9%	0	***1,620***	*768*
223	Belmont Fire Protection District	*16,217*	3,651	483	(3,169)	13%	23	3,079	2,672	407	87%	6,237	***14,028***	*9,192*
225	Police Grants and Donations	*33*	0	0	0	817%	0	1	2	(1)	171%	0	***31***	*35*
227	Supplemental Law Enforcement	*0*	44	65	21	147%	67	41	41	0	100%	54	***25***	*13*
231	Street Maintenance	*(1)*	590	268	(322)	45%	296	608	585	23	96%	539	***(318)***	*467*
232	RMRA Street Project	*(1)*	151	99	(52)	66%	87	193	2	190	1%	584	***97***	*(173)*
233	Measure W	*1,107*	138	51	(87)	37%	27	80	0	80	0%	0	***1,158***	*277*
234	Street Improvements	*1,255*	397	574	177	145%	248	593	486	107	82%	780	***1,344***	*1,640*
237	Traffic Impact	*200*	204	1	(203)	0%	0	0	0	0	N/A	0	***201***	*0*
239	Public Art	*396*	79	1	(78)	2%	0	0	0	0	N/A	0	***397***	*0*
275	Affordable Housing Successor	*6,468*	1,073	2,411	1,338	225%	21	659	159	500	24%	85	***8,720***	*3,623*
277	Inclusionary Housing	*2,452*	198	1	(198)	0%	0	41	0	41	0%	0	***2,453***	*2,385*
	Total Special Revenue	*32,115*	9,111	5,865	(3,247)	64%	2,164	8,201	6,162	2,038	75%	10,142	***31,817***	*19,903*
CAPITAL PROJECT FUNDS														
308	General Facilities	*725*	9	2	(7)	25%	0	93	1	92	1%	2	***727***	*826*
310	Infrastructure	*2,809*	304	269	(35)	89%	0	640	510	129	80%	180	***2,568***	*2,122*
312	Comcast PEG Program	*396*	0	1	1	951%	16	30	0	30	0%	0	***397***	*363*
341	Planned Park	*1,989*	350	413	63	118%	0	188	28	160	15%	37	***2,375***	*321*
342	Park Impact	*327*	703	1	(703)	0%	0	290	151	139	52%	0	***177***	*1,397*
343	Open Space	*164*	0	3	3	4915%	0	11	19	(8)	167%	5	***149***	*202*
704	Special Assessment Districts	*309*	0	1	1	871%	0	0	0	0	N/A	0	***310***	*308*
	Total Capital Projects	*6,719*	1,367	691	(676)	51%	17	1,251	708	543	57%	223	***6,702***	*5,537*
DEBT SERVICE & OTHER FUNDS														
406	Library Bond Debt Service	*270*	169	0	(169)	0%	0	171	530	(359)	310%	510	***(260)***	*(243)*
501-505	Sewer Collection System	*25,615*	3,945	558	(3,388)	14%	37	4,027	2,526	1,500	63%	2,988	***23,647***	*17,356*
507	Sewer Treatment	*25,992*	788	15	(773)	2%	1	1,068	2,194	(1,126)	205%	2,083	***23,813***	*22,218*
525	Storm Drainage Enterprise	*2,588*	551	177	(374)	32%	94	731	396	335	54%	412	***2,369***	*3,268*
530	Solid Waste Management	*1,767*	137	97	(40)	71%	83	139	133	6	96%	94	***1,731***	*1,583*
570	Worker's Compensation	*1,537*	175	195	20	112%	180	177	635	(457)	358%	548	***1,097***	*969*
571	Liability Insurance	*3,387*	176	(1,597)	(1,773)	-909%	(1,593)	267	548	(281)	205%	422	***1,242***	*1,360*
572	Self Funded Vision	-	1	0	(1)	4%	3	1	(6)	7	-486%	(8)	***6***	*10*
573	Fleet & Equipment Management	*7,439*	1,114	1,136	22	102%	1,269	1,150	1,032	118	90%	874	***7,543***	*6,234*
574	Facilities Management	*0*	550	457	(93)	83%	425	582	633	(51)	109%	541	***(176)***	*(78)*
575	Benefit Prefunding	*1,081*	368	334	(34)	91%	316	328	597	(269)	182%	378	***818***	*1,378*
	Total Debt & Other	69,676	7,972	1,371	(6,601)	17%	816	8,642	9,218	(577)	107%	9,656	61,829	54,055
	Total All Funds	**$129,289**	**$26,734**	**$18,171**	**($8,562)**	**68%**	**$9,796**	**$26,520**	**$21,419**	**$5,101**	**81%**	**$25,545**	**$126,041**	**$97,499**

Fund Types:

General Fund - Used to account for and report all financial resources not accounted for and reported in another fund.

Special Revenue Funds - Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Capital Projects Funds - Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Debt Service & Other Funds - Includes funds used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest; funds used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis; and funds to account for operations financed and operated in a manner similar to a private business enterprise with the intent that the cost of providing goods and services is primarily financed through user charges; and funds used to account for assets held by the City as an agent.

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended September 30, 2022
(000's)

	General Fund						All Other Funds					
	Year to Date (YTD)				Annual	PY YTD	Year to Date (YTD)				Annual	PY YTD
	Budget	Actual	Variance	%	Budget	Actual	Budget	Actual	Variance	%	Budget	Actual
REVENUES												
Taxes	$5,112	$4,068	($1,044)	80% **a**	$20,449	$1,843	$4,719	$454	($4,265)	10% **a**	$18,875	$355
Property Taxes	1,695	61	(1,634)	4%	6,780	68	3,619	49	(3,570)	91%	14,476	6
Sales Taxes	1,034	461	(573)	45%	4,136	461	856	405	(451)	71%	3,423	333
Other Taxes	2,383	3,546	1,163	149%	9,533	1,314	244	-	(244)	99%	977	16
Licenses and permits	281	247	(34)	88%	1,124	187	465	712	247	153%	1,858	468
Intergovernmental	871	3,329	2,458	382%	3,486	3,280	1,060	863	(197)	81% **b**	4,240	335
Charge for services	1,116	1,192	76	107%	4,464	1,096	9,969	4,264	(5,704)	43% **c**	39,874	3,524
Fines and forfeits	41	19	(22)	47%	165	26	-	-	-	N/A	-	-
Use of money and property	235	1,179	944	503%	938	207	133	906	773	679%	534	88
Miscellaneous	84	3	(81)	4%	337	8	49	(1,462)	(1,511)	-2956% **d**	198	(1,621)
Other financing sources	-	-	-	N/A	-	-	978	2,397	1,419	245%	3,910	-
Operating transfers in	-	-	-	N/A	-	-	1,621	-	(1,621)	**e**	6,483	-
Total Revenues	**7,741**	**10,037**	**2,297**	**130%**	**30,963**	**6,647**	**18,993**	**8,134**	**(10,859)**	**43%**	**75,973**	**3,149**
EXPENDITURES												
General government	1,753	1,320	(434)	75%	7,013	1,137	1,966	2,818	852	143% **f**	7,863	2,221
Public safety	3,665	3,345	(319)	91%	14,658	3,249	3,122	2,715	(406)	87%	12,486	6,292
Streets and utilities	-	-	-	N/A	-	-	8,282	4,511	(3,771)	54%	33,129	6,958
Culture and recreation	554	472	(81)	85%	2,214	437	2,025	1,895	(130)	94%	8,101	1,419
Urban redevelopment	-	-	-	N/A	-		1,886	999	(886)	53%	7,543	871
Debt service	-	-	-	N/A	-	-	1,647	3,343	1,696	203% **g**	6,589	2,962
Operating transfer out	1,105	-	(1,105)		4,420		516	-	(516)		2,063	
Total Expenditures	**7,076**	**5,137**	**(1,939)**	**73%**	**28,306**	**4,823**	**19,444**	**16,282**	**(3,162)**	**84%**	**77,774**	**20,722**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	**$664**	**$4,900**			**$2,657**	**$1,824**	**($450)**	**($8,148)**	**($14,021)**		**($1,802)**	**($17,573)**

Management Discussion and Analysis

(Items with unfavorable budget variance more than $0.1 million)

General Fund:

Revenues

a) Taxes - The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April. In addition, the majority of Sales Tax and Transisent Occupancy Taxes received in July are related to June activities, which are subject to an accounting adjustment.

Other Funds

Revenues

b) Intergovernmental - The revenue will be received in a future reporting period and includes activities related to the prior fiscal year, which are subject to accounting adjustment.

c) Charges for Services - The Sewer Use Fee (Collection & Treatment) is included as part of the City's Property Tax bill to be received semi-annually, typically in December and April.

d) Miscellaneous – This revenue is subject to an accounting adjustment during the fiscal year closing process related to claims liability.

e) Operating Transfers In – Budgeted operating transfers will be recorded at the end of the fiscal year based on actual results.

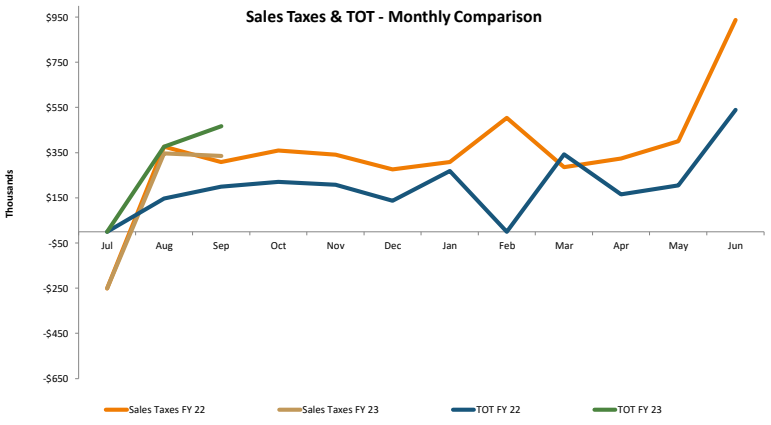
Other Funds

Expenditures

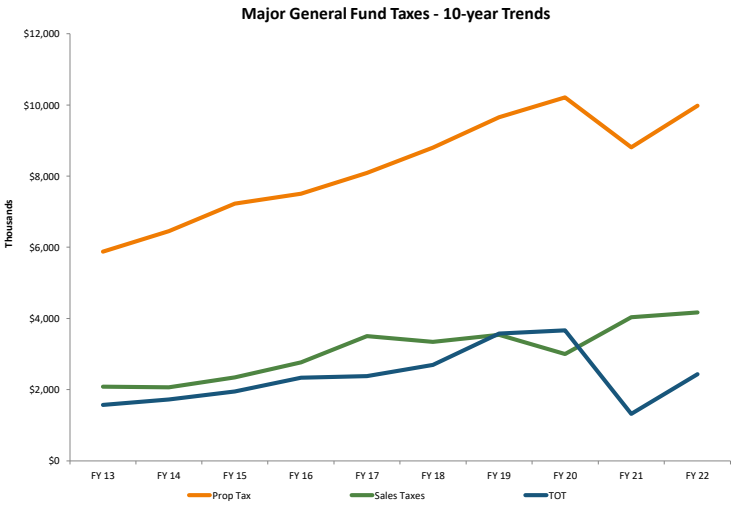
f) General Government - The annual insurance premiums and OPEB contributions were paid in July.

g) Debt Service - Semi-annual debt service on bonds were paid in August.

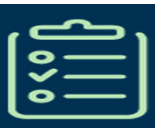
Trends



** July TOT revenues received were for June activities and accrued to the previous FY. July revenues will be received in August.



City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended September 30, 2022



Disbursements Amounts Equal to $50,000 and Above

Vendor	Description	Date	No.	Amount
ADP	PAYROLL PPE 9/3/22 TAXES	9/8/22	DAJ000007648	95,670.61
ADP	PAYROLL PPE 9/17/22 TAXES	9/22/22	DAJ000007651	95,790.27
CALPERS	COB CONTRIBUTIONS PPE 8/6/22	9/6/22	DAJ000007664	109,247.88
CALPERS	HEALTH PREMIUM-SEPT	9/9/22	DAJ000007667	159,479.79
CALPERS	COB CONTRIBUTIONS PPE 08/26/22	9/19/22	DAJ000007688	108,136.51
CASEY CONSTRUCTION INC	NORTH ROAD PUMP STATION REHABILITATION	9/23/22	1203095	124,766.86
CITY OF BELMONT EMPLOYEES	PAYROLL PPE 9/3/22	9/8/22	DAJ000007649	396,376.08
CITY OF BELMONT EMPLOYEES	PAYROLL PPE 9/17/22	9/22/22	DAJ000007652	400,607.53
CRAFTWATER ENGINEERING INC	TWIN PINES PARK PROJECT	9/23/22	EFT00029787	127,160.75
INTERSTATE GRADING	RALSTON AVE. IMPROVEMENT PROJECT-SEGMENT 3	9/23/22	EFT00029857	112,614.23
KIMLEY-HORN & ASSOC., INC.	ADAPTIVE SIGNAL CONTROL TECH SYSTEM	9/23/22	EFT00029795	63,685.90
METRO MOBILE COMMUNICATIONS	INFRASTRUCTURE EQUIPMENT FOR FLEET MANAGEMENT	9/16/22	EFT00029755	50,648.23
O'GRADY PAVING INC.	2022 PAVEMENT PRESERVATION PROJECTS	9/9/22	EFT00029703	196,383.62
PAVEMENT ENGINEERING INC	2022 PAVEMENT PROJECTS - SERVICES FOR JULY 2022	9/9/22	1203057	50,242.50
PAVEMENT ENGINEERING INC	2022 PAVEMENT PROJECTS - SERVICES FOR AUGUST 2022	9/23/22	1203104	111,511.25
RESTORATION DESIGN GROUP INC	BELMONT CREEK PROJECT	9/23/22	EFT00029786	91,540.41
SAN MATEO CONSOLIDATED FIRE DEPT.	FY 2022-23 Q1 CONTRIBUTION	9/2/22	EFT00029637	2,180,635.75
SILICON VALLEY CLEAN WATER	BELMONT STORM WATER COSTS	9/9/22	EFT00029679	318,097.33
SILICON VALLEY CLEAN WATER	BELMPMT'S SHARE OF SRF LOAN	9/30/22	EFT00029889	178,425.16
SUPERION LLC	ANNUAL SUPPORT AND MAINTENANCE FOR COMPUTER SOFTWARE	9/23/22	EFT00029776	66,523.50
THE LAW OFFICES OF ABENICIO CISNEROS	LEGAL SERVICES	9/30/22	1203125	55,938.55
		Total Disbursements in Excess of $50,000		**$ 5,093,482.71**
			Total Count	**21**

Purchase Order Amounts Equal to $50,000 and Above

Vendor	Description	Date	No.	Amount
REGIONAL GOVERNMENT SERVICES	PAYROLL SERVICES	9/1/22	23 00014	50,000.00
		Total Purchase Orders Issued in Excess of $50,000		**$ 50,000.00**
			Total Count	**1**

CITY OF BELMONT
TREASURER'S REPORT
September-22

Agency Receipts and Disbursements Summary

	Beginning Balance August 31, 2022	Receipts	Disbursements	Ending Balance September 30, 2022
City of Belmont	$ 92,956,425.56	$ 2,445,918.03	$ (4,138,810.07)	$ 91,263,533.52
Belmont Fire Protection District	14,715,518.88	51,833.79	(2,251,427.78)	12,515,924.89
Total	**$ 107,671,944.44**	**$ 2,497,751.82**	**$ (6,390,237.85)**	**$ 103,779,458.41**
				-

Balance Summary

	Deposit	Investments	Pool Total
City of Belmont & Belmont Fire Protection District	**$ 636,044.94**	**$ 103,143,413.47**	**$ 103,779,458.41**
			-

I certify that this report accurately reflects all investments of City of Belmont and Belmont Fire Protection District, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

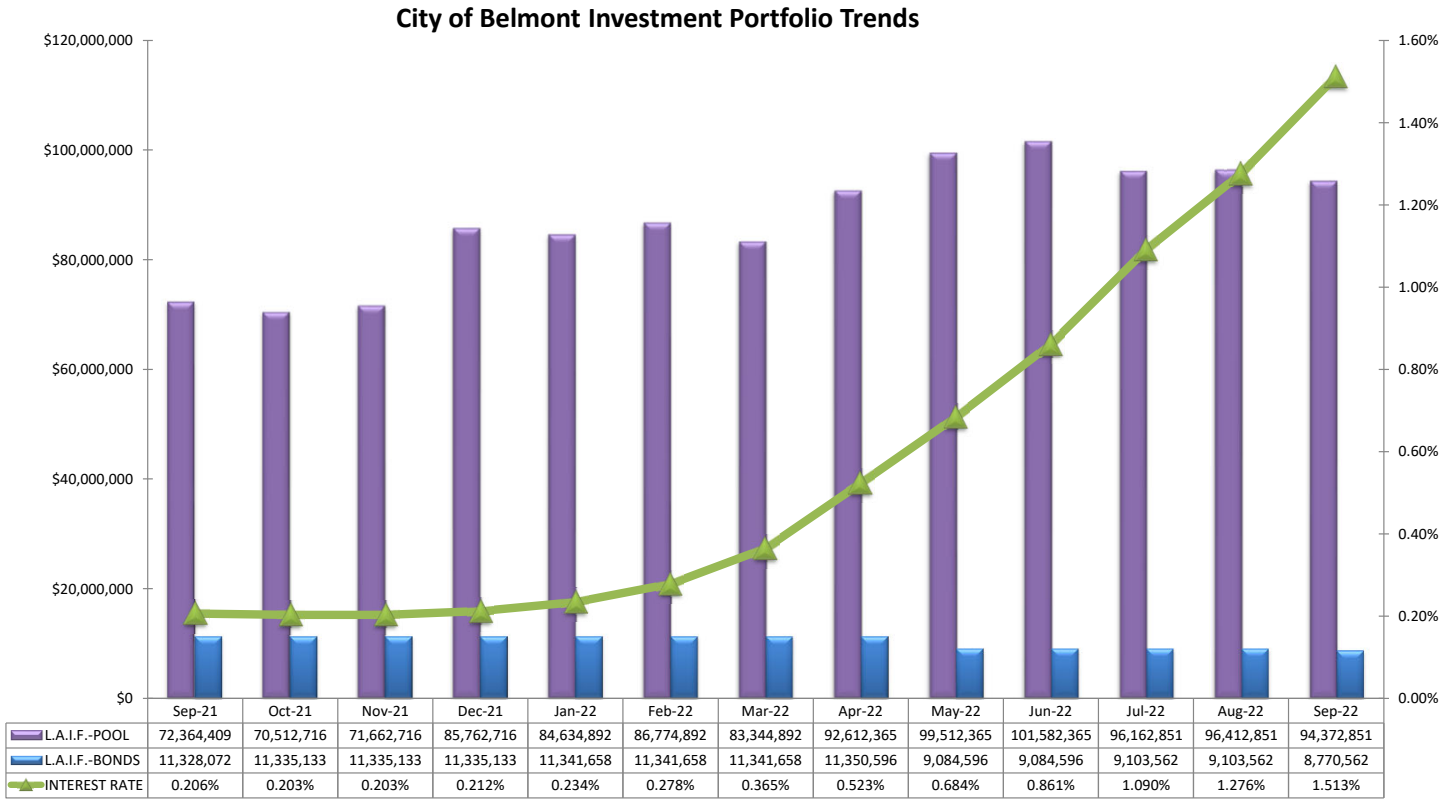
s/b Grace Castaneda

Grace Castaneda
City Treasurer

CITY OF BELMONT
TREASURER'S REPORT
September-22

Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		$ 636,044.94	$ 636,044.94					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	94,372,851.44	93,157,840.05	118,988.44		90 days	1.513%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	8,770,562.03	8,657,644.67	11,058.22		90 days	1.513%	LAIF	LAIF
Total			**$ 103,779,458.41**	**$ 102,451,529.66**	**$ 130,046.65**					



	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
L.A.I.F.-POOL	72,364,409	70,512,716	71,662,716	85,762,716	84,634,892	86,774,892	83,344,892	92,612,365	99,512,365	101,582,365	96,162,851	96,412,851	94,372,851
L.A.I.F.-BONDS	11,328,072	11,335,133	11,335,133	11,335,133	11,341,658	11,341,658	11,341,658	11,350,596	9,084,596	9,084,596	9,103,562	9,103,562	8,770,562
INTEREST RATE	0.206%	0.203%	0.203%	0.212%	0.234%	0.278%	0.365%	0.523%	0.684%	0.861%	1.090%	1.276%	1.513%

STAFF REPORT

Meeting Date:	November 9, 2022
Agency:	City of Belmont
Staff Contact:	Stacey Stevenson, Interim Assistant City Manager, sstevenson@belmont.gov
Agenda Title:	Restated Employment Agreement between the City of Belmont and City Attorney Scott M. Rennie
Agenda Action:	Resolution

Recommendation

Adopt a resolution establishing compensation for the City Attorney; and authorizing the Mayor to execute a restated City Attorney employment agreement.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On September 13, 2011, the City Council of the City of Belmont unanimously adopted Resolution 10417, appointing Scott M. Rennie to the position of City Attorney. The Council-approved employment agreement governing the terms of Mr. Rennie's appointment was effectuated as of October 3, 2011. To date, there have been a total of four amendments to the agreement. The employment agreement was amended on April 14, 2015 (Resolution 2015-048), April 25, 2017 (Resolution 2017-040), November 27, 2018 (Resolution 2018-082), and May 14, 2019 (Resolution 2019-045).

On or around July 26, 2022, the City Council, upon conducting Mr. Rennie's performance evaluation, selected a sub-committee, comprised of Councilmembers Warren Lieberman and Charles Stone, to negotiate with the City Attorney in drafting an amendment to the employment agreement.

Having reached tentative agreement following a series of negotiating sessions, on September 27, 2022, the sub-committee reported to the full Council in Closed Session on the status of negotiations and received direction to bring the matter to Open Session for discussion and consideration in a manner consistent with the provisions of Government Code Section 54953(c)(3). The negotiations resulted in the attached proposal for amendment to the Employment Agreement.

Analysis

As stated, Mr. Rennie's agreement was drafted and executed in 2011 and has been amended four times to date. To bring the agreement consistent with the City's current format and language, current City practice and State law, and to efficiently represent the proposed changes, the employment agreement is presented as a restated agreement instead of a fifth amendment to the existing agreement.

The proposed employment agreement includes:

Base Pay
A retroactive adjustment of base pay to $274,728 effective the first full pay period in October 2021; an increase of 3% effective the first full pay period in October 2022; and an increase of 3% effective the first full pay period in October 2023.

A survey of the local labor market found the City Attorney's to be number 18 out of 20 in base pay and 16.94% below the market average as of the time of the survey. The first proposed adjustment will place Mr. Rennie approximately at average.

Leave Accrual
General Leave - Stipulation that the employee's General Leave balance is 409.36 as of September 3, 2022. A payroll error led to the miscalculation of Mr. Rennie's leave accrual across several pay periods. The proposed adjustment reconciles the error and results in a net increase of 34.66 hours of General Leave.

Executive Management Leave – convert the existing Administrative Leave to Executive Management Leave, increasing the maximum accrual from 80 hours to 160 hours.

Floating Holidays – add the ability to carry over floating holidays into a subsequent calendar year, with a maximum accumulation of four floating holidays.

Other Benefits
Automobile Allowance – increase allowance from $400 per month to $550 per month.

The proposed revisions to Executive Management Leave, Floating Holidays, and Automobile Allowance create parity with the City Manager position, the most comparable unrepresented position to that of City Attorney.

All other terms and conditions remain unchanged. For details on the proposed amendment to the employment agreement see Exhibit "A" to the resolution.

Alternatives
1. Direct the City Council sub-committee to continue negotiations.
2. Take no action

Attachments
A. Resolution
B. Proposed Restated City Attorney Employment Agreement

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: A supplemental budget appropriation for the City Attorney Department is necessary and will be incorporated into the mid-year budget review for the current fiscal year, if approved. Associated salary and benefits for the City Attorney will be incorporated into next year's budget development and long-term financial plan.

Source:	**Purpose:**	**Public Outreach:**
Council	Discretionary Action	Posting of Agenda

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING A RESTATED EMPLOYMENT AGREEMENT BETWEEN THE CITY OF BELMONT AND CITY ATTORNEY SCOTT M. RENNIE

WHEREAS, the City conducted a performance evaluation of City Attorney Scott M. Rennie on July 26, 2022; and,

WHEREAS, the City Council named Councilmembers Warren Lieberman and Charles Stone to serve on a Council Subcommittee to negotiate the City Attorney's compensation and benefits; and,

WHEREAS, the Subcommittee and the City Attorney have reached a tentative agreement on the terms of compensation and benefit adjustments.

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

SECTION 1. The City Council approves a Restated Employment Agreement for City Attorney Scott M. Rennie, attached hereto as Exhibit A; and authorizes the Mayor to execute the restated employment agreement.

* * *

ADOPTED November 9, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

CITY OF BELMONT
EMPLOYMENT AGREEMENT
SCOTT M. RENNIE
(CITY ATTORNEY)

This Employment Agreement ("Agreement") is entered into by the City of Belmont, a municipal corporation (hereinafter "City" or "Employer"), and Scott M. Rennie, ("Employee"). City and Employee may be collectively referred to herein as the "Parties."

Recitals

A. The City Council ("Council") and Employee entered into an agreement on September 13, 2011, whereby the Council retained the services of Employee in the position of City Attorney, effective October 3, 2011 (the "Original Employment Agreement"); and

B. The Council desires to continue to employ Employee in the position of City Attorney and to provide for updated terms and conditions of employment for Employee; and

C. Employee desires to continue to provide services as the City Attorney for the City of Belmont under the terms and conditions set forth herein; and

D. Employee represents that Employee is willing and remains qualified to provide such services to the City.

Terms of Agreement

In consideration of the mutual covenants contained herein, the Parties agree as follows:

1. Appointment

The Council agrees to continue to employ Employee as City Attorney to perform the functions and duties of City Attorney specified by state law and as may be articulated in the Belmont City Code, and to perform other legally permissible and proper duties and functions as the Council may from time to time assign. This appointment and employment hereunder are "at-will" and may be terminated by the Council as provided in Section 5. Nothing in this Agreement prevents, limits or otherwise interferes with the right of either party to terminate the services of Employee at any time, except as provided in Section 5. Employee's appointment and employment herein are continuous from his initial appointment and employment under the Original Employment Agreement.

2. Duties and Restrictions

Employee agrees to devote Employee's best efforts, attention, and skills to performance of the duties of the position of City Attorney. Employee may not engage, without the express prior written consent of the City Council, in any other business duties or pursuits whatsoever or, directly or indirectly, render any services of a business, commercial or professional nature to any other

person or organization, whether for compensation or otherwise, that might cause a conflict of interest with the Employer or that might otherwise interfere with the business or operations of the City or the satisfactory performance of Employee's duties.

3. Term

This Agreement is effective as of November 10, 2022 ("Effective Date"), will govern the terms and conditions of Employee's employment as of that date, and will remain in force and effect until terminated under Section 5.

4. Suspension

City may suspend Employee with full pay and benefits at any time during the term of this Agreement.

5. Termination and Severance Pay.

Notwithstanding anything in this Agreement to the contrary, the term of this Agreement may be terminated as follows:

A. *Voluntary Resignation*. Employee may voluntarily resign from employment with the city. If Employee voluntarily resigns from employment with the City, Employee is requested to give the City 60 days advance written notice, unless the parties agree otherwise. At the City Council's option, Employee may be requested to work or requested not to report to work during the notice period. In either instance, Employee will receive Employee's regular compensation during the 60-day notice period. If City and Employee mutually agree to a shorter notice period, Employee will only be entitled to compensation during that mutually agreed upon amended notice period.

B. *Termination by City.* The City may remove and terminate Employee in accordance with the following:

1. *With Cause.* This Agreement may be terminated by the City for cause or misconduct by Employee. Written notice must be provided to Employee at least 30 days before the termination date setting forth the grounds for termination. If requested by the Employee within 10 days of receipt of the notice, the Council will hold a meeting to consider the termination. The meeting will occur within 20 days of the request or such time as is mutually agreed upon by the Parties. At Employee's request, the Council will hold a public session as provided in Government Code Section 54957(b). At the meeting, the Council may determine by majority vote whether or not Employee should be terminated. Employee is not entitled to severance or termination pay if the Council determines to terminate Employee for cause. For purposes of this Agreement, "cause or misconduct" means:

- Willful breach or habitual neglect of duty of any City policy or procedure or any term of this Agreement;
- The commission any material act of dishonesty, fraud, misrepresentation or any other act of moral turpitude;

- Gross carelessness or misconduct;
- Conviction of any felony, or conviction of any misdemeanor arising out of Employee's duties under this agreement and involving a willful or intentional violation of law;
- Misappropriation of public funds, or misuse or destruction of City property;
- Acts or conduct that may present an immediate danger to the public health and safety;
- Insubordination, which means the willful refusal to obey lawful direction of the Council;
- Drug addiction or habitual intemperance;
- Violation of City harassment or discrimination policies;
- Abuse of office or position; or,
- Absence without leave.

2. *Without Cause*. The Parties agree that circumstances may arise under which the Council wishes to terminate this Agreement without reference to specific issues or failure to perform on the part of Employee. If Council terminates Employee without reference to specific cause or misconduct (as defined in Section 5.B.1 above), then Council will provide Employee with notice of such decision and Employee will be entitled to severance pay equal to nine months salary calculated at Employee's base salary in effect at the time notice is given. The Parties agree that any termination under this provision will not be initiated: (a) during the 90 day period succeeding any municipal election held in the City at which a member of the City Council is elected; or (b) during the 90 day period succeeding the appointment of any member to the City Council. Nothing in this provision prohibits the placement of Employee on paid administrative leave during any period during which termination without cause is prohibited by this provision. In addition, nothing in this provision prohibits Employee from resigning from employment with the City at any time. Payment of any severance will be made in accordance with Government Code Section 53260 and is contingent on Employee signing a full general release of all claims to include a mutual non-disparagement clause in favor of City.

C. *Pay Upon Termination*. Upon termination of employment for any reason, Employee will be paid for services rendered through the date of termination, including payment for all accumulated and unused leave (general, management and floating holidays) at employee's base hourly rate of pay (determined by dividing employee's annual salary by 2,080 hours) as required by law.

6. Abuse of Office

A. In the event City places Employee on paid leave pending an investigation, Employee must fully reimburse such pay to the City if Employee is subsequently convicted of a crime involving an abuse of his office or position.

B. In the event City funds all or part of a legal criminal defense for Employee, Employee must full reimburse such funds to the City if Employee is subsequently convicted of a crime involving an abuse of Employee's office or position.

C. In the event this Agreement is terminated and Employee receives a cash payment related to the termination, Employee must fully reimburse those funds to the City if Employee is subsequently convicted of a crime involving an abuse of Employee's office or position.

D. For purposes of this Section, "abuse of office or position" is defined in Government Code Section 53243.4.

7. Disability

If Employee is medically unable, with or without reasonable accommodation, to perform the essential functions of the position, City may terminate this Agreement subject to the severance pay requirements of Section 5.B.2 above.

8. Salary

A. City agrees to compensate Employee for services rendered in the position of City Attorney at an annual salary of $274,728 effective as of the first day of the first full pay period beginning on or after October 1, 2021. Employee will receive a 3% merit increase to Employee's annual salary effective on the first day of the first full pay period beginning on or after October 1, 2022. Employee will receive a 3.0% merit increase to Employee's annual salary effective on the first day of the first full pay period beginning on or after October 1, 2023. The salary paid to Employee will be paid in installments on the City's normal paydays, in accordance with the City's normal pay practices, and will be subject to customary withholding for taxes and other required or authorized deductions.

B. The Parties agree to conduct an annual salary review concurrently with the annual performance evaluation set forth in Section 14. The annual salary review will include consideration of those benefits provided to Employee under this Agreement. The City Council may, but is not required to, consider or approve merit increases or other compensation enhancements in conjunction with the annual salary review, and may consider cost of living adjustments greater than the adjustments provided in Section 8.A.

C. Employee will be eligible for the same cost of living and benefit increases offered to unrepresented management employees in each year that he meets the performance goals established under Section 14. Except as provided in Section 8.A, merit and cost of living increases in salary, performance bonuses, or other compensation adjustments will be determined by the Council in its sole discretion as part of Employee's annual performance evaluation.

9. Pension, Health and Welfare Benefits.

City will provide Employee the same benefit programs, including medical, dental, life insurance, disability plans and post-employment benefits, on the same terms as offered to the City's current unrepresented management employees hired by the City before January 1, 2013 with the following exceptions (a) Employee will vest in the right to post-retirement medical benefits under City policies after 10 years of service to the City and (b) the maximum amount of any cash

received in lieu of health care benefits provided under the City's 125 plan may not exceed $389.94 per month.

10. Leaves

A. *General Leave*. Employee will accrue general leave hours that may be used for sick leave and vacation leave purposes based on Employee's years of service at the rate of 34 days (272 hours) per year. Employee may accrue up to 1,040 hours (the "cap") of general leave and once having accrued up to the cap, will not accrue further general leave until Employee uses or converts general leave to reduce his accrued balance. Employee may cash out up to 120 hours of accrued general leave annually provided the election is made in the calendar year preceding the calendar year in which the leave accrues. The City and Employee agree that Employee's general leave balance as of September 3, 2022 was 409.36 hours.

B. *Executive Management Leave*. City will grant up to 80 hours of executive management leave per year of employment on January 1st. Unused executive management leave will carry forward to the next year. Employee may accumulate no more than 160 hours of management leave, including any administrative leave converted to management leave as provided below. Once Employee accumulates 160 hours of management leave, Employee will not be granted further management leave hours for that year.

C. *Other Paid Time Off*. Upon Employee's request, the Council may choose to grant Employee additional paid time off. A request for paid time off must include the approximate dates that leave will be taken. Paid time off granted but ultimately not taken during the period authorized does not accumulate and may not be subsequently taken.

D. *Bereavement Leave*. The City will provide up to a maximum of 3 days of bereavement leave per year in the event Employee's presence is required elsewhere because of death affecting the Employee's immediate family. Up to 3 days of bereavement leave per year will be paid. "Immediate family" means Employee's spouse, child, parent, sibling, domestic partner or parent in-law as defined in Government Code section 12945.2.

E. *Holiday Leave*. The City will provide Employee paid leave on the observed City holidays set forth in the City's Personnel Rules.

F. *Floating Holidays.* The City will provide Employee up to 2 floating holidays per year on January 1, 2022. Unused floating holidays may be carried over into a subsequent calendar year. Employee may accumulate no more than 4 floating holidays, including any previous floating holidays rolled over as provided below. Once Employee accumulates 4 floating holidays, Employee will not be granted further floating holidays for that year.

11. Deferred Compensation.

A. The City will provide Employee with access to a qualified deferred compensation plan under Internal Revenue Code Section 457, into which Employee may deposit funds from base salary at Employee's discretion and as allowed by law. The City agrees to make payments equaling 5% of Employee's annual base salary into the deferred compensation plan. The contributions will not be deemed to increase Employee's base salary for any purpose.

B. The City will provide an Internal Revenue Code Section 401(a) plan into which employee may elect to make contributions in accordance with the plan. The City will make no contributions to Employee's account.

12. Management Benefits

A. *Automobile Allowance*. City will pay Employee a monthly automobile allowance of $550, subject to applicable withholdings. This automobile allowance is intended to fully compensate Employee for the use of Employee's personal vehicle in performing City business. If Employee's actual expenses for use of a personal vehicle in the performance of City business exceeds the allowance provided, Employee will be eligible for additional expense reimbursement in accordance with the City's general expense reimbursement policies.

B. *Cell Phone Allowance.* City will pay Employee a monthly cell phone allowance of $50.

C. *Dues and Subscriptions*. The City agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations and organizations that are necessary and desirable for Employee's continued professional participation, growth and advancement, and for the good of the City.

D. *Professional Development*.

1. The City will budget and pay for the costs associated with maintaining Employee's membership in the State Bar and complying with mandatory continuing legal education requirements.

2. Except as provided herein, the City will budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meeting, and other occasions to continue the professional development of Employee, and to adequately pursue necessary official functions for the City, including but not limited to the League of California Cities City Attorney Department meetings and conferences, and such other national, regional, state and local governmental groups and committees (including community and civic organizations) thereof which Employee serves as a member, and for travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the City. Employee understands and agrees these professional development expenses are subject to budget constraints and that the Council retains discretion to limit expenditures under this paragraph.

13. Work Hours

The position of City Attorney is an exempt employee position. Employee is expected to work the hours necessary to fulfill the obligations of the City Attorney position. As the chief legal officer of the City, the City Attorney is expected to be available at all times and is generally expected to be physically present in the workplace during normal business hours on most days.

In recognition of the position's demands, the Council wishes to provide Employee with the flexibility to determine Employee's own work schedule so long as Employee fulfills all work-related obligations. The Parties agree that Employee may therefore set Employee's own regular work schedule provided that this schedule averages at least 8 hours per regular workday (including leave taken) over a two-week period and that he is physically present in the workplace at least 90% of regular work days over a two week pay period less leave days taken (e.g., a 9/80 schedule).

14. Performance Evaluation

A. City and Employee acknowledge that periodic performance evaluations are an important means by which City and Employee may ensure effective communications regarding expectations and performance. Toward this end, the Council will review and discuss Employee's performance and set performance goals for Employee on an annual basis in or around October of each calendar year. Employee acknowledges and accepts the fact that the Council has the right to schedule an evaluation session more frequently than once a year.

B. Employee will request and schedule the annual performance evaluation as appropriate under Council agenda procedures or as otherwise directed by the Council.

15. Bonds

City will pay the full cost of any fidelity or other bonds required of Employee by law or ordinance.

16. Indemnification

City will defend, hold harmless, and indemnify Employee against any claim, demand, judgment or action of any type or kind arising out of an act or omission occurring within the course and scope of his employment to the extent required by Government Code Sections 825 and 995. In its sole discretion, the City may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered therefrom.

17. Notices

Notices to Employee must be served (1) to Employee personally, or (2) by deposit in the custody of the United States Postal Service, postage prepaid, to Employee's home address on file with the City. Notice is deemed given as of the date of personal service, delivery or deposit, respectively.

Notices to the City must be (1) delivered to the City Clerk personally, (2) delivered to the City Clerk's Office during normal business hours, or (3) deposited in the custody of the United States Postal Service, postage prepaid, address to the City Clerk.

18. Non-Disclosure of Confidential Information

Employee must not, during the term of this Agreement, or any time thereafter, impart to anyone any confidential information which Employee may acquire in the performance of his duties as city attorney under this Agreement, except as permitted by the City or under compulsion of law.

19. General Provisions

A. *Construction*. "Herein" and other similar compounds of the word "here" mean this entire instrument and not any particular provision. Section headings and numbers have been inserted for convenience of reference only and are of no legal effect. In the event of any conflict between any headings or numbers and the text of this Agreement, the text controls.

B. *Counterparts*. This Agreement may be executed in one or more counterparts, each of which is considered an original, and all of which taken together are considered one and the same instrument.

C. *Waiver*. Waiver by either party of any term or condition of this Agreement or any breach is not a waiver of any other term or condition or breach of the Agreement.

D. *Execution and Applicable Law*. This Agreement has been executed in California and is to be governed in accordance with the laws of the State of California in every respect. The Parties agree that venue for any action arising out of this Agreement will be a court of competent jurisdiction siting in or with jurisdiction over actions arising in San Mateo County.

E. *Amendment*. This Agreement may not be amended or modified except by a written instrument executed by the parties.

F. *Entire Agreement*. This Agreement contains all of the terms agreed upon by the City and Employee with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the Parties concerning such subject matter, whether oral or written, including but not limited to information published in the job announcement and other recruiting documents pertaining to compensation and benefits of the city manager position.

G. *Mediation*. Neither party may file any legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The Parties will pay the costs of the mediator, if any, equally. If a mediated settlement is reached, neither party will be deemed the prevailing party for purposes of the settlement and each party will bear its own legal costs.

H. *Attorney's Fees.* In the event of litigation, reasonable attorney's fees shall be awarded to the prevailing party.

I. *Successors*. This agreement is binding upon and inure to the benefit of the heirs at law and executors of Employee.

J. *Severance of Provisions*. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement. or portion thereof, is considered severable, not affected, and remains in full force and effect.

IN WITNESS WHEREOF, the City and Employee do hereby agree to the full performance of the terms set forth herein.

City of Belmont	**Employee**
By: _____	_____
Julia Mates, Mayor	Scott M. Rennie
Approved as to Form	
_____	

STAFF REPORT

Meeting Date:	November 8, 2022
Agency:	City of Belmont
Staff Contact:	Stacey Stevenson, Interim Assistant City Manager, sstevenson@belmont.gov
Agenda Title:	First Amendment to the Employment Agreement Between the City of Belmont and City Manager Afshin Oskoui
Agenda Action:	Resolution

Recommendation

Adopt a resolution establishing compensation for the City Manager; and authorizing the Mayor to execute Amendment No. 1 to the City Manager employment agreement.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On September 24, 2019, the City Council of the City of Belmont unanimously adopted Resolution 2019-098, appointing Afshin Oskoui to the position of City Manager following a recruitment conducted by an executive search firm. The Council-approved employment agreement governing the terms of Mr. Oskoui's appointment was effectuated as of September 1, 2019.

On or around July 26, 2022, the City Council, upon conducting Mr. Oskoui's performance evaluation, selected a sub-committee, comprised of Councilmembers Warren Lieberman and Charles Stone, to negotiate with the City Manager in drafting an amendment to the employment agreement.

Having reached tentative agreement following a series of negotiating sessions, on September 27, 2022, the sub-committee reported to the full Council in Closed Session on the status of negotiations and received direction to bring the matter to Open Session for discussion and consideration in a manner consistent with the provisions of Government Code Section 54953(c)(3). The negotiations resulted in the attached proposal for amendment to the Employment Agreement.

Analysis

The employment agreement that had been entered into by the City of Belmont and Mr. Oskoui have remained the same since September 1, 2019, effective date. The proposed amendment to the Employment Agreement includes:

Base Pay – A retroactive increase in base pay to $290,900 effective the first full pay period in September 2021; an increase of 3% effective the first full pay period in September 2022; and an increase of 3% effective the first full pay period in September 2023.

A survey of the local labor market found the City Manager to be number 8 out of 8 in base pay and 13.33% below the market average as of the time of the survey in May 2022. The first proposed adjustment will place Mr. Oskoui slightly above average (average equals $285,021).

Leave Accrual – an increase in the maximum allowable General Leave cash out from 80 hours per year to 120 hours per year.

All other terms and conditions remain unchanged. For details on the proposed amendment to the employment agreement see Exhibit "A" to the resolution.

Alternatives

1. Direct the City Council sub-committee to continue negotiations.
2. Take no action.

Attachments

A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	Sufficient salary savings resulting from vacant positions within the Office of the City Manager are projected to cover the increase without an additional appropriation in the current fiscal year. Associated salary and benefits for the City Manager will be incorporated into next year's budget development and long-term financial plan.

Source:	**Purpose:**	**Public Outreach:**
Council	Discretionary Action	Posting of Agenda

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING A FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT BETWEEN THE CITY OF BELMONT AND CITY MANAGER AFSHIN OSKOUI

WHEREAS, the City conducted a performance evaluation of City Manager Afshin Oskoui on July 26, 2022; and,

WHEREAS, the City Council named Councilmembers Warren Lieberman and Charles Stone to serve on a Council Subcommittee to negotiate the City Manager's compensation and benefits; and,

WHEREAS, the Subcommittee and the City Manager have reached a tentative agreement on the terms of compensation and benefit adjustments.

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

SECTION 1. The City Council approves Amendment No. 1 to the Employment Agreement for City Manager Afshin Oskoui, attached hereto as Exhibit A; and authorizes the Mayor to execute the amendment.

* * *

ADOPTED November 9, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO FORM:

_____
City Attorney

First Amendment to the Employment Agreement
between the City of Belmont
and Afshin Oskoui (City Manager)

This Employment Agreement ("Agreement") is entered into by the City of Belmont, a municipal corporation (hereinafter "City" or "Employer"), and Afshin Oskoui, ("Employee"). City and Employee may be collectively referred to herein as the "Parties."

Recitals

A. On November 9, 2022, the City Council approved the Agreement between the Parties. This Agreement provides for the wages, hours and terms and conditions of Employee's employment with the City in the position of City Manager.

B. The Parties desire to amend the Agreement to revise the terms of the Employment Agreement.

Terms of First Amendment

In consideration of the mutual covenants contained herein, the Parties agree to amend the Agreement as follows:

1. Section 6 (Resignation) is replaced in its entirety with the following:

6. Resignations and At-Will Employment

A. The Parties agree that, in accordance with Sections 1 and 5 above, Employee's employment with the City is "at-will" and may be terminated with or without cause at any time and by either party, except that City agrees that Employee shall not be terminated from employment without cause during either: (a) the ninety (90) day period succeeding any general municipal election held in the City at which a member of the City Council is elected; or (2) the ninety (90) day period succeeding the appointment of any member to the City Council. Nothing in this provision prohibits the placement of Employee on paid administrative leave during any period during which termination is prohibited by this provision. In addition, nothing in this provision prohibits Employee from resigning from employment with the City at any time.

B. In the event Employee voluntarily resigns from employment with the City, Employee is requested to give the City sixty (60) days advance written notice, unless the parties agree otherwise. At the City Council's option, Employee may be requested to work or requested not to report to work during the notice period. In either instance, Employee will receive Employee's regular compensation during the sixty (60) notice period. If City and Employee mutually agree to a shorter notice period, Employee will only be entitled to compensation during that mutually agreed upon amended notice period.

2. Section 9 (Salary) is replaced in its entirety with the following:

   A. City agrees to compensate Employee for services rendered in the position of City Manager at an annual salary of $290,900, effective as of the first day of the first full pay period beginning on or after September 1, 2021. Employee will receive a 3% merit increase to Employee's annual salary to be effective on the first day of the first full pay period beginning on or after September 1, 2022. Employee will receive a 3% merit increase to Employee's annual salary to be effective on the first day of the first full pay period beginning on or after September 1, 2023. The salary paid to Employee will be paid in installments on the City's normal paydays, in accordance with the City's normal pay practices, and shall be subject to customary withholding for taxes and other required or authorized deductions.

   B. The Parties agree to conduct an annual salary review concurrently with the annual performance evaluation set forth in Section 15. Such annual salary review shall include consideration of those benefits provided to Employee under this Agreement. The City Council may, but is not required to, consider or approve merit increases or other compensation enhancements in conjunction with the annual salary review.

   C. Employee will be eligible for the same cost of living and benefit increases offered to unrepresented management employees in each year that he meets the performance goals pursuant to Section 15. Merit increases in salary, performance bonuses, or other compensation adjustments will be determined by the Council in its sole discretion as part of Employee's annual performance evaluation.

3. Section 10 (Pension, Health and Welfare Benefits) is replaced in its entirety with the following:

   Employee shall be eligible to participate in City benefit programs, including medical, dental, life insurance, disability plans and post-employment benefits, on the same terms as offered to the City's current unrepresented management employees as those plans may be amended from time, subject to the following exceptions: (a) Employee shall be eligible to receive retiree health benefits under the same terms and conditions that apply to those unrepresented management employees who were hired by the City before January 1, 2013; and (b) the maximum amount of any cash received in lieu of health care benefits provided under the City's 125 plan shall not exceed $389.94 per month.

4. Section 11.A (Leaves) is replaced in its entirety with the following:

   A. *General Leave.* Employee will accrue general leave hours that may be used for sick leave and vacation leave purposes based on Employee's years of service at the rates provided for below. Employee may accrue up to 1,040 hours (the "cap") of general leave and once having accrued up to the cap, will not accrue further general leave until Employee uses of converts general leave to reduce his accrued balance. Beginning January 1, 2023, Employee may cash out up to 120 hours of accrued general leave

annually, provided the election to cash out leave is made in the calendar year preceding the calendar year in which the leave accrues.

Years of Service	General Leave hours per year
After completion of 9 and up to completion of 14 years	256 hours (32 days)
After completion of 14 years or more	272 hours (34 days)

Except for the replacement of Section 11.A with the language set forth above in this First Amendment, the remainder of Section 11 is unchanged.

5. Section 11.D (Leaves) is replaced in its entirety with the following:

   Bereavement Leave. The City will provide up to 5 days of bereavement leave per year in the event Employee's presence is required elsewhere because of death affecting the Employee's immediate family. Up to 3 days of bereavement leave per year will be paid. "Immediate family" means the spouse, children, parents, brothers, sisters, domestic partner or dependents of the employee.

6. The first sentence of Section 12.A (Deferred Compensation) is amended to state:

   "The City will provide Employee with access to a qualified deferred compensation plan under Internal Revenue Code Section 457, into which Employee may deposit funds from base salary at Employee's discretion and as allowed by law."

   Except for the amendments to the first sentence of Section 12.A set forth in this First Amendment, the remainder of Section 12 is unchanged.

7. Except as amended herein, all provisions of the Agreement, shall remain in full force and effect.

City of Belmont

By: _____
Julia Mates
Mayor

Employee

By: _____
Afshin Oskoui

STAFF REPORT

Meeting Date: November 8, 2022

Agency: City of Belmont

Staff Contact: Stacey Stevenson, Interim Assistant City Manager, sstevenson@belmont.gov

Agenda Title: Revised City Council Benefits Plan

Agenda Action: Resolution

Recommendation

Adopt a resolution approving revision to the Benefits Plan for the City of Belmont Councilmembers effective January 1, 2023.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On February 11, 1997, the City Council adopted Resolution 8002 granting itself health and welfare benefits commensurate with those granted to the Management Confidential Bargaining Unit. On January 27, 2015, the Council adopted Resolutions 2015-008 and 2015-009 which delinked the health and welfare benefits from the Management Confidential Bargaining Unit and adopted certain health, welfare, and retirement benefits for Councilmembers appointed or elected after January 27, 2015.

Staff is requesting a reduction to Councilmembers' cash-in-lieu of health insurance option consistent with reductions to miscellaneous employee groups' cash-in-lieu benefit and adjusting the vision benefit from a reimbursement plan to a VSP plan contribution to be consistent with changes to the benefit afforded miscellaneous employee groups.

Analysis

The City of Belmont provides health and wellness benefits to most classes of employees, including elected City Councilmembers. Through a cafeteria plan, the City contributes a fix amount of funds to each employee and Councilmember (herein referred to collectively as plan members). Said individuals can use those funds to cover some or all the cost of health insurance premiums for self and dependents, as well as other qualifying health benefits. If a plan member waives coverage or otherwise has remaining funds following benefit elections, the plan member may elect to receive the remaining funds as cash-in-lieu of benefits. Through collective bargaining, the City of Belmont has negotiated with employees to reduce the maximum amount of cash-in-lieu of benefits available to plan members. Staff is requesting to reduce the cash-in-lieu available to Councilmembers to $389.94 per month, consistent with other miscellaneous employees. The reduction in cash-in-lieu is a necessary step in the City's efforts to maintain the benefits plan status as a bona fide plan and to control the long-term cost of providing employee benefits.

Through the same collective bargaining process, the City moved from reimbursing employees for vision related expenses to providing vision insurance coverage through VSP. Staff further requests to move

Councilmembers to the same VSP program for consistency. The cost of the VSP program is included in the City's Council approved Fiscal Year 2022-23 operating budget.

All other proposed changes are intended to "clean-up" the document with no fiscal impact or substantive change. The full Program document is provided as an attachment for reference.

Alternatives

1. Provide staff with Alternative Direction
2. Take No Action

Attachments

A. Resolution
   Exhibit A. City Council Benefits – Track Changes
   Exhibit B. City Council Benefits – Clean Version

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: No additional budgetary impact is anticipated with the revisions to the City Council Benefits Plan in the current fiscal year. Approved revisions will be incorporated in the next fiscal year's budget development process and long-term financial plan.

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

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING REVISIONS TO THE CITY COUNCIL BENEFITS PLAN EFFECTIVE JANUARY, 2023

WHEREAS, the City maintains a benefits plan for City Councilmembers; and,

WHEREAS, the City Council health and welfare benefits have been historically tied to those of the City's other miscellaneous employee groups; and,

WHEREAS, the maximum cash-in-lieu of health care benefit has been reduced for other miscellaneous employee groups through collective bargaining; and

WHEREAS, the City's vision care program was revised for other miscellaneous employee groups through collective bargaining; and

WHEREAS, the City seeks to revise the City Council Benefits Plan consistent with cash-in-lieu and vision care benefits of other miscellaneous employee groups; and

WHEREAS, the City Council Benefits Plan revisions are incorporated in Exhibits A and B.

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

SECTION 1. The Benefits Plan for the City of Belmont City Council is amended as set forth in Exhibits A and B, effective as of January 1, 2022. The City Manager is authorized and directed to implement the amended Benefits Plan and to execute documents and agreements deemed necessary and convenient for that purpose.

SECTION 2. Vision Reimbursement Plan language is revised in its entirety as follows:

4. Vision Plan: The City will contribute a maximum of $30 per month to VSP vision plan.

SECTION 3. The monthly cash option in lieu of health care benefits is reduced to a maximum of $389.94 per month.

* * *

ADOPTED November 9, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

City of Belmont
City Council Benefits
Effective January, 2023

On February 11, 1997 the City Council adopted Resolution 8002 granting itself health and welfare benefits commensurate with those granted to the Management Confidential Bargaining Unit. On January 27, 2015, the Council adopted Resolutions 2015-008 and 2015-009 which delinked the health and welfare benefits from the Management Confidential Bargaining Unit and adopted certain health, welfare, and retirement benefits for members appointed or elected after January 27, 2015. On _____, the Council adopted Resolution 2022-_____ reducing all members cash-in-lieu of health insurance option consistent with reductions to miscellaneous employee groups' cash-in-lieu benefit and adjusting the vision benefit from a reimbursement plan to a VSP plan contribution to be consistent with changes to the benefit afforded miscellaneous employee groups.

1. Medical Coverage/Internal Revenue Code 125 Plan:
   The City offers health insurance plans under the Public Employees' Medical and Hospital Care Act (PEMHCA) as administered by California Public Employees' Retirement System (CalPERS) Health Benefits Program. Councilmembers may choose a CalPERS medical plan. The City provides Councilmembers who participate in a City-sponsored medical plan with the minimum employer contribution towards the cost of providing the benefit coverage as required by PEMHCA.

   The City offers an Internal Revenue Code Section 125 Flexible Benefits Plan. The City will contribute an amount up to the current CalPERS Region 1 Health Premium for Kaiser Permanente Subscriber & 2+ Dependents ("City Contribution") which a Councilmember may use toward the cost of qualified benefits as follows. A Councilmember may use Flexible Benefit Plan funds toward the cost of city-provided health insurance for the Councilmember and eligible dependents.

   A Councilmember may elect as the cash option the difference of the City Contribution minus the premium amount of any health insurance plan elected, if the difference is greater than zero, up to a maximum monthly amount of $389.94. A Councilmember may use Flexible Benefit Plan funds up to the amount that may be taken as the cash option toward a health care reimbursement account, dependent care reimbursement account, or the cash option. If the Councilmember elects to receive cash, the entire sum must be applied to Deferred Compensation.

2. Deferred Compensation Plan: The City offers an Internal Revenue Code Section 457 deferred compensation plan. The plan is available for Councilmembers to contribute monies from stipend or cash in lieu of health benefits, subject to the 457 Plan limits. City will make no contribution.

3. Dental Coverage: Delta Dental Preferred Option (DPO) Plan. City pays the full coverage for the Councilmember and Councilmember pays $5 per month for one

Dependent and $10 per month for two or more Dependents.

4. Vision Plan: The City will contribute a maximum of $30 per month to VSP vision plan.

5. Life & Accidental Death and Dismemberment Insurance: $75,000 coverage; Councilmembers may purchase additional life insurance in accordance with the plan.

6. Long-term Disability: 66 2/3% of base wages. City pays full cost of coverage.

7. Retiree Dental: Retired Councilmembers may participate in the City's retired employee dental plan at the retiree's cost.

8. CalPERS Retirement: Councilmembers may choose to participate in California Public Employees Retirement System. CalPERS is an optional election for Elected Officials. The retirement benefit is defined in the city's current contract with CalPERS.

   For Councilmembers elected or appointed before December 28, 2012, the retirement formula is 2%@ 55, one-year final compensation.

   For Councilmembers elected or appointed on or after January 1, 2013, the retirement formula is 2%@ 62, three-year final compensation.

9. Retiree Health Benefits: The City participates in the CalPERS Health Plan as governed by the Public Employees' Medical and Hospital Care Act (PEMHCA) and provides the PEMCHA minimum employer contribution for retirees as required by a law. Councilmembers are eligible for the following additional retiree health benefits.

   (a) Councilmembers elected or appointed after February 11, 1997, and before October 1, 2012, who retire from the City with at least 12 years continuous service may receive a monthly reimbursement for health care premiums (capped at CalPERS Region 1 Health Premium for Kaiser Permanente Subscriber only premium).

   (b) Councilmembers elected or appointed between October 1, 2012, and January 27, 2015, may receive a contribution from the City to a Retirement Health Savings (RHS) Plan based on years of service. Vesting in the RHS plan is after 10 years of continuous service with the City.

Years of Service	Monthly Contribution
Years 1-5	$150.00
Years 6-10	$200.00
Years 11-15	$250.00
Years 16 and thereafter	$300.00

   (c) Councilmembers elected or appointed after January 27, 2015, are not eligible for retiree health benefits other than the minimum PEMCHA employer contribution required by law.

10. In accordance with Government Code Section 53208.5, the health and welfare benefits of the council may be no greater than the most generous schedule of benefits being received by any category of miscellaneous (i.e. non-safety) employees. Accordingly, if the benefits of the miscellaneous employees are reduced such that no category of miscellaneous employees has benefits as generous as those provided herein, the benefits provided herein shall be deemed simultaneously reduced to be no more generous than the most generous schedule of benefits being received by any category of miscellaneous employees.

Notes:

1. Councilmembers serving consecutive terms remain in their initial-election category. Councilmembers with a break in service are considered newly elected for all benefits except PERS. There were no Councilmembers elected after September 30, 2012 through December 31, 2013.

2. Elected officials can choose whether or not to enter into the California Public employees Retirement System (CalPERS) via "CalPERS Election of Optional Membership."

3. The Public Employees' Pension Reform Act of 2013 (PEPRA) created two categories; "classic" (elected prior to 1/1/13) and "New" (elected on or after 1/1/13). Councilmembers with a break in service exceeding six (6) months, pursuant to PEPRA are considered newly elected for PERS retirement benefits.

4. For Retiree Health, the City participates in the CalPERS Health Plan as governed by the Public Employees' Medical and Hospital Care Act (PEMHCA) and provides the minimum PEMHCA contribution for retirees as required by law.

STAFF REPORT

Meeting Date:	November 9, 2022
Agency:	City of Belmont
Staff Contact:	Stacey Stevenson, Interim Assistant City Manager, sstevenson@belmont.gov
Agenda Title:	Revised Unrepresented Management Group Compensation and Benefits Program
Agenda Action:	Resolution

Recommendation

Adopt a resolution approving revisions to the Compensation and Benefits Program for the Unrepresented Management Employees .

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

All City of Belmont job classifications have a formal job title, pay and benefits approved by City Council action, with many of the classifications grouped into formal or informal associations. One such grouping is the informal Unrepresented Management Group comprised of the City's department head classifications and the Assistant City Manager. Staff is requesting to revise the Unrepresented Management Group Compensation and Benefits Program document. The last update was approved by City Council Resolution 2019-130 on December 10, 2019.

Analysis

Under the current Unrepresented Management Group Compensation and Benefits Program, the salary for each position within the group will be determined by an annual survey of in the counties of San Mateo and Santa Clara, with the median salary for each classification becoming control point. The City of Belmont's salary bands for the group are then established with the control point as the maximum with a 20% range between the maximum and the minimum pay for each classification. As currently stated, the maximum increase in the control point is limited to 4% in any fiscal year.

The last formally adopted increase in the salary bands occurred on December 10, 2019 (Fiscal Year 2019-20) when the City Council approved the current Unrepresented Management Group Compensation and Benefits Program. Because the bands have not been regularly updated, there is significant delta between Belmont's maximum salaries and the control points. With this item, staff recommends that the City Council authorize a "catch up" with the market, allowing for adjustments beyond the stated 4%, effective January 1, 2022.

The proposed adjustments are necessary for recruitment and retention in the current tight job market wherein the depth of qualified individuals is depleted. It is essential to maintain the current experienced team and to be prepared to compete for the small pool of viable candidates when recruitments are necessary. As noted above, the increases authorize setting department head salary within the range, not at

the top of the market.

	Current Minimum	Current Maximum
Assistant City Manager[1]	$15,338	$19,173
Community Development Director	$13,790	$17,238
Finance Director	$13,752	$17,191
Human Resources Director	$13,202	$16,502
Information Technology Director[2]	$10,690	$13,363
Parks and Recreation Director	$13,830	$17,287
Police Chief	$15,338	$19,173
Public Works Director	$14,394	$17,992

Effective January 1, 2022

	Proposed Minimum	Proposed Maximum
Assistant City Manager	$17,402	$21,752
Community Development Director	$15,617	$19,522
Finance Director	$15,617	$19,522
Human Resources Director	$15,400	$19,249
Information Technology Director	$15,400	$19,249
Parks and Recreation Director	$15,584	$19,480
Police Chief	$17,402	$21,752
Public Works Director	$16,456	$20,570

Other proposed substantive changes are as follows:

- Effective with the 2023 Benefits Plan Year, eliminate vision care reimbursement and replace with the option to enroll in the City's VSP Vision Insurance plan, consistent with the change agreed to by the City's formal labor associations during collective bargaining.
- Reduce the maximum cash-in-lieu of health benefits to $389.94 for all group members. This change eliminates the higher cap of $1,437.14 currently available to member employees hired prior to January 1, 2013.

All other proposed changes are intended to "clean-up" the document with no fiscal impact or substantive

[1] The Program document establishes the band for the Assistant City Manager as benchmarked to the highest department head.

[2] With fewer than four comparable cities available for this classification, the Program document specifies that range be established through internal equity.

change. The full Unrepresented Management Group Compensation and Benefits Program document is provided as an attachment for reference.

The cost of the vision plan is included in the City's Council approved Fiscal Year 2022-23 operating budget. The reduction in cash-in-lieu is fiscally insignificant for this group of employees, impacting one member. However, the overall impact of reducing cash-in-lieu across all employee groups is significant in controlling the cost of employee benefits and in protecting the bona fide status of the City's benefit plan.

Alternatives

1. Provide staff with Alternative Direction
2. Take No Action

Attachments

A. Resolution

Exhibit A. Unrepresented Management Group Compensation and Benefits Program – Track Changes Version

Exhibit B. Unrepresented Management Group Compensation and Benefits Program – Clean Version

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Revisions to the salary bands have no impact on the budget. However, such changes create the opportunity to adjust compensation. Any changes resulting from these revisions that impact the budget will brought forward in future agenda items, such as mid-year budget, if necessary.

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

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING REVISIONS TO THE COMPENSATION AND BENEFITS PROGRAM FOR THE UNREPRESENTED MANAGEMENT EMPLOYEE GROUP

WHEREAS, the City maintains a Compensation and Benefits Program for the Unrepresented Management Employee Group ; and,

WHEREAS, the Unrepresented Management Employee Group Compensation Program calls for a review and adjustment of salary bands each fiscal year based on market survey data; and,

WHEREAS, the Unrepresented Management Employee Group health and welfare benefits have been historically tied to those of the City's other miscellaneous employee groups; and,

WHEREAS, the maximum cash-in-lieu of health care benefit has been reduced for other miscellaneous employee groups through collective bargaining; and

WHEREAS, the City Manager seeks to revise the Unrepresented Management Employee Group Compensation Program to adjust the salary ranges and provisions of the Unrepresented Management Employee Group health and wellness flexible spending plan related to cash-in-lieu of benefits; and

WHEREAS, the Unrepresented Management Employee Compensation and Benefits Program revisions are incorporated in Exhibits A and B.

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

SECTION 1. The Compensation and Benefits Program for the City of Belmont Unrepresented Management Group is amended as set forth in Exhibit A, effective as of November 10, 2022. The City Manager is authorized and directed to implement the amended Compensation and Benefits Program and to execute documents and agreements deemed necessary and convenient for that purpose.

SECTION 2. The section titled Salary is revised, as specified in Exhibits A and B to reflect the Fiscal Year 2022/23 market study, effective January 1, 2022.

SECTION 3. Effective with the 2023 Benefits Plan Year, the section titled Benefits, Flexible Spending Plan, is revised to limit cash-in-lieu of health benefits to a maximum monthly amount of $389.94.

* * *

ADOPTED November 9, 2022 by the City of Belmont City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Exhibit A to Resolution 2022-_____

COMPENSATION AND BENEFITS PROGRAM FOR THE CITY OF BELMONT UNREPRESENTED MANAGEMENT GROUP

The following represents the compensation and benefits granted to the unrepresented management group as authorized and approved by the City Council effective November 10, 2022.

GROUP DESIGNATION

The following job classifications/positions are included in the unrepresented management group:

Assistant City Manager
Community Development Director
Finance Director
Human Resources Director
Information Technology Director
Parks and Recreation Director
Police Chief
Public Works Director

"Employee" as used herein means the unrepresented management group.

SALARY

1. The salary for each position will be determined by an annual survey of the following cities in the Counties of San Mateo and Santa Clara: Burlingame, Campbell, Foster City, Los Gatos, Menlo Park, Palo Alto, Redwood City, San Bruno, San Carlos, San Mateo, and South San Francisco.

2. For each position surveyed, a minimum of four comparisons must be available for statistically valid analysis. If less than four comparisons are available, the salary for that position will be determined through internal relationships, as determined by the City Manager.

3. The survey will determine the median top step salary for each position. The median top step salary will become the control point for each position. The maximum salary for the position will be the control point with a 20% range. The salary survey to determine the control point salary will be conducted annually in May or as soon as practical thereafter. The maximum increase in the current control point shall be limited to 4% in any fiscal year.

4. The salary control points below have been adjusted per the survey cities to reflect market median. The current monthly salary control points for department head classifications, which shall be adjusted annually per the methodology described above, are as follows:

Effective 1/1/2022	Monthly Salary Range	
Assistant City Manager[1, 2]	$17,402	$21,752
Community Development Director	$15,617	$19,522
Finance Director	$15,617	$19,522
Human Resources Director	$15,400	$19,249
Information Technology Director	$15,400	$19,249
Parks and Recreation Director	$15,584	$19,480
Police Chief	$17,402	$21,752
Public Works Director	$16,456	$20,570

[1] *Assistant City Manager Salary is benchmarked to the highest department head*

5. The City Manager is authorized to set the department head's salary within the salary range.

BENEFITS

1. *Auto Allowance.* Department head classifications are eligible to receive a monthly auto allowance ranging from $200 to $350 per month. The City Manager will determine the auto allowance amount for each department head position based on the driving needs for that classification.

2. *Cell Phone Allowance.* Department head classifications are eligible to receive cell phone allowance of $50 per month. This provision may be superseded by adoption of a policy on cell phone allowances.

3. *Section 457 Deferred Compensation Plan.* The City will contributes $350 per month for each employee to an Internal Revenue Code Section 457 deferred compensation account. Employees may make additional contributions at their own discretion, subject to the limitation of the plan.

4. Section *401(a) Deferred Compensation Plan.* The City has established an Internal Revenue Code Section 401(a) deferred compensation plan to which employees may irrevocably elect to make mandatory contributions. The City will make accrued unpaid leave contributions to the Plan as provided in the Plan documents. The City will make no other contributions.

5. *Dental Plan.* The City will contribute the full cost of dental coverage under a dental plan on behalf of the employee. The employee may elect to cover eligible dependents at a cost of $5 per month for an additional dependent and $10 per month for family coverage.

   The annual dental coverage amount is $2,000 for each participant and the lifetime orthodontia coverage amount is $2,000 for each participant.

6. *Health/Medical Plan.* The City participates in the Public Employees' Medical and Hospital Care Act (PEMHCA) medical plans, as administered by the California Public Employees' Retirement System (CalPERS). The City will provide each eligible employee who participates in a City sponsored medical insurance plan with the minimum employer contribution towards the purchase of medical insurance benefits as required by PEMHCA..

7. *Flexible Benefits Plan.*

(a) The City offers an Internal Revenue Code 125 Plan which contains the benefits options of health insurance, dental insurance, health care reimbursement account, dependent care reimbursement, and cash option.

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

(c) An employee may use Flexible Benefit Plan funds that may be taken as cash in lieu of medical plan premium contributions for health care reimbursement account, dependent care reimbursement account, or cash option in accordance with Plan procedures.

(d) An employee eligible for alternative group medical insurance may waive the City's medical insurance coverage and select such alternate plan upon proof of such alternate coverage.

8. *City Contribution.* The City will contribute an amount up to the current CalPERS Region 1 Health Premium for Kaiser Permanente Subscriber & 2+ Dependents ("City Contribution") which may be used as provided above.

9. *Cash Option.* Employees may elect to receive as a cash option the difference of the City Contribution minus the premium amount of any health insurance plan elected, if the difference is greater than zero, up to a maximum monthly amount of $389.94.

10. *Life Insurance*. The City will provide basic life and accidental death and dismemberment insurance to department head classifications in the amount of $350,000.

11. *Long Term Disability Insurance*. The LTD benefit is two-thirds of monthly salary up to a maximum monthly salary of $10,500. The cost of the long-term disability insurance premium shall be converted to the employee's salary. The employee shall pay the actual monthly cost of the premium on an after-tax basis, in accordance with Internal Revenue Code Section 414 (h)(2).

12. *Commuter Program*. Employees may elect to participate in an Internal Revenue Service 132 pre-tax commuter and transit benefit offered by the City.

13. *Vision Plan*. The City shall contribute to a self-insured vision care program the sum of nineteen dollars ($19) per month for each employee and eligible dependents for the purpose of reimbursing employees for vision expenses incurred during the plan year.

    Effective with the 2023 Benefit Plan Year, the City will contribute a maximum of $30 per month per employee to VSP vision plan.

14. *Professional Development Reimbursement*. Department head classifications may be reimbursed up to a maximum of $500 per fiscal year for job-related professional development activities or purchases. Eligible expenses include non-traditional or non-budgeted conference expenses; job related computer hardware or software; books or other educational materials. City Manager approval is required for such reimbursements.

RETIREMENT BENEFITS

1. *Pension*. Employees will receive the pension benefits as provided in the agreement between the City and Public Employees' Retirement System (PERS) as adopted by Ordinance No. 1068 on November 27, 2012. Those benefits are as follows.

   (a) Classic/Legacy employees hired before December 28, 2012, receive a PERS retirement plan that includes the 2% at 55 formula for miscellaneous employees and the 3% at 50 formula for safety employees with a one year highest salary for determination of benefits. The plan also includes: Credit for Unused Sick Leave, Industrial Disability Retirement, and the Fourth Level of 1959 Survivor Benefits. The miscellaneous employee pays the 7% employee retirement plan contribution on a before-tax basis, and the safety employee pays the 9% in accordance with Internal Revenue Code Section 414 (h)(2).

   (b) Classic/Legacy miscellaneous employees hired on or after December 28, 2012, receive a PERS retirement plan that includes 2% at 55 formula with three year average of salary for miscellaneous employees and a 3% at 55 formula with three year average of salary for safety employees.

   (c) Effective January 1, 2013, miscellaneous employees who qualify as "New members" as the term is defined by the California Public Employees' Pension Reform Act of 2013 (PEPRA) receive the benefits that are required by PEPRA, which include: a 2% at 62 formula for miscellaneous employees and a 2.7% at 57 formula for safety employees, three year average final compensation, employee contribution to be determined by Government Code Section 7522.30, and stricter limits on reportable compensation (referred to as "pensionable compensation" under PEPRA.).

2. Retiree Health and Dental Benefits

   (a) Retirees with Five Years of Service. An employee who retires from the City of Belmont in accordance with PERS regulations after five years of continuous employment with the City of Belmont is eligible to participate in the PERS health care plan as governed by the Public Employees' Medical and Hospital Care Act (PEMHCA). The City will contribute to PERS the required employer contribution for such health plan participation

   (b) Employees Hired before January 1, 2013. An employee hired before January 1, 2013 who retires from the City of Belmont in accordance with PERS regulations after 12 years of continuous employment with the City of Belmont will receive monthly reimbursement of the expenses he or she incurs for hospital and medical care premiums for their individual coverage only, up to a maximum of the amount paid by the City of Belmont for Employee only coverage under the Kaiser Health Care Plan.

   (c) Employees hired on or after January 1, 2013. An employee hired on or after January 1, 2013 will receive the following benefits:

      (i) The City will participate in the CalPERS Health Plan as governed by the Public Employees' Medical and Hospital Care Act (PEMHCA), and provide the minimum PEMHCA contribution for retirees as required by law.

      (ii) Additionally, the City will contribute the following to a Retirement Health

Savings (RHS) account based on the years of service with the City.

Years of Service	Monthly Contribution
1-5	$150.00
6-10	$200.00
11-15	$250.00
16 and thereafter	$300.00

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

(d) Dental Plan. A retiree is entitled to participate in the City's dental plan at their own cost.

3. *Retiree Health Savings Plan.* The City will provide a retiree health savings plan for the department head group. Any and all costs associated with this plan will be borne by the plan participants and not the City.

LEAVES

1. *General Leave*. Employees will accrue general leave to be used for sick leave and vacation based on years of service to the City as set forth below. An employee may accrue up to 1,040 hours of general leave, and once having accrued that amount, will not accrue further general leave until the employee uses general leave to reduce accrued balance.

Length of Service	**Days of Leave**	**Hourly Accrual Per Month**
Hire up to 4 years	22 days	14 2/3 hrs.
4 or more years	27 days	18 hrs
5 or more years	28 days	18 2/3 hrs.
6 or more years	29 days	19 1/3 hrs.
7 or more years	30 days	20 hrs.
8 or more years	31 days	20 2/3 hrs.
9 up to 14 years	32 days	21 1/3 hrs.
14 years or more	34 days	22 2/3 hrs.

Employees who leave City service will be paid straight-time salary for all accumulated general leave, administrative leave, and floating holidays earned on or before the effective date of termination in accordance with the below Mandatory Employee Leave Contributions.

Mandatory Employee Leave Contributions to the Retirement Health Savings: The City will make mandatory contributions of accrued General Leave to the Retirement Health Savings, after any conversions to the 401 (a), as follows:

Employees hired prior to January 1, 2003:

- Contribution – 100% of the accrued general leave balance payout that is allowable at time of retirement under the compensation and benefits program.

- Contribution – 50% of Unused Sick Leave, net of PERS Sick Leave Service Conversion, allowable at the time of separation under the compensation and benefits program (applies only to those employees with sick leave balances).

Employees hired on or after January 1, 2003:

- Contribution – 50% of the accrued general leave balance payout that is allowable at time of separation under the compensation and benefits program.

2. *Bereavement Leave*. The City will provide up to a maximum of 3 days of paid bereavement leave per year in the event an employee's presence is required elsewhere because of death affecting the employee's immediate family. The immediate family shall consist of the spouse, children, parents, brothers, sisters, domestic partner or dependents of the employee. Employees can take additional bereavement leave by using other accrued paid time including sick leave, vacation and compensatory time.

3. *Administrative Leave*. The City will grant employees up to 80 hours of administrative leave per year of employment on January 1st of each year. Unused administrative leave will carry forward to the next year. Employees may accumulate no more than 160 hours of administrative leave. Once an employee accumulates 160 hours of administrative leave, the employee will not be granted further administrative leave hours for that year. Employees may cash out up to 24 hours of administrative leave annually provided the election is made in the calendar year preceding the calendar year in which the leave is granted.

4. *Holidays*. The City holidays applicable to employees are as follows:

    - New Year's Day, January 1
    - Martin Luther King Jr. Birthday, Third Monday in January
    - President's Day, Third Monday in February
    - Memorial Day, Last Monday in May
    - Independence Day, July 4
    - Labor Day, First Monday in September
    - Columbus Day, Second Monday in October
    - Veteran's Day, November 11
    - Thanksgiving, Fourth Thursday in November
    - Friday after Thanksgiving
    - Christmas Day, December 25
    - Christmas Eve *OR* New Year's Eve, December 24 *OR* 31

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the previous Friday shall be observed.

5. *Floating Holidays.*

The city will provide employees up to 2 floating holidays per year on January 1st of each year. Unused floating holidays will carry forward to the next calendar year. Employees may accumulate no more than 4 floating holidays. Once an employee accumulates 4 floating holidays, the employee will not be granted further floating holidays for that year.

ACTING PAY

An employee may be assigned in writing by the City Manager, to perform the duties of a City Manager on an acting basis. Such assignments may be made to cover for an extended absence, a position vacancy, or other extenuating circumstances. An employee assigned to perform the duties of the City Manager on an "acting" basis for a period of 10 or more consecutive business days, shall receive "acting" pay retroactive to the first day of such assignment. Such payment shall be 5% more than his/her current pay. An employee assigned in writing by the City Manager to perform the duties of another Department Head job class on an acting basis for a period of 10 day or more consecutive business days, shall receive "acting" pay retroactive to the first day of such assignment. Such payment shall be at 2.5% more than his/ her current pay.

UNIFORM ALLOWANCE

The uniform allowance for public safety/sworn personnel shall be $900, such allowance to be paid in a lump-sum on the employee's anniversary date. Uniform allowance is not pensionable for employees hired after January 1, 2013.

STAFF REPORT

Meeting Date:	November 8, 2022
Agency:	City of Belmont
Staff Contact:	Stacey Stevenson, Interim Assistant City Manager, sstevenson@belmont.gov
Agenda Title:	Revised Master Pay Schedule
Agenda Action:	Resolution

Recommendation

Adopt a resolution approving the City's revised Master Employee Pay Schedule in accordance with California Public Employees Retirement System (CalPERS) regulations.

Strategic Focus Area

Not Applicable

Background

Under California Code of Regulations (CCR) Title 2, Section 570.5, payrates for public employers enrolled in the CalPERS pension system must be maintained in a publicly available pay schedule approved by the City Council containing all established positions with their respective pay rates, effective date, time base and revision history. The City Council last adopted the City's Master Employee Pay Schedule on September 27, 2022 in Resolution No 2022-093. The September 2022 Pay Schedule revisions document changes in compensation negotiated between the City and its three formal labor associations, the addition of new classifications to the schedule and "clean up" addressing issues of pay equity between classifications.

The proposed schedule reflects 1) adjustments that were still under review or negotiation at the time of the September adoption including the negotiation of City Attorney and City Manager compensation, 2) a market review of the Unrepresented Management Group compensation, 3) salary increases negotiated for calendar year 2023 and 4) salary adjustments necessary to implement the 2023 Belmont minimum wage. The first two of these matters are on this same Council agenda as separate items for consideration and proposed approval. The Salary Schedule is brought forth as a companion item trailing those items and reflecting the salary recommendations contained therein.

Analysis

Consistent with the proposed salaries included in the companion items referenced above, staff recommends the following revisions to the City of Belmont Salary Schedule:

City Attorney: $282,970 effective the first full pay period in October 2022, with a 3% increase effective the first full pay period in September 2023.

City Manager: $299,627 effective the first full pay period in September 2022, with a 3% increase effective the first full pay period in September 2023.

Unrepresented Management Group – effective January 1, 2022

	Minimum	Maximum
Assistant City Manager	$17,402	$21,752
Community Development Director	$15,617	$19,522
Finance Director	$15,617	$19,522
Human Resources Director	$15,400	$19,249
Information Technology Director	$15,400	$19,249
Parks and Recreation Director	$15,584	$19,480
Police Chief	$17,402	$21,752
Public Works Director	$16,456	$20,570

In addition to the above, staff proposes a revision to the salary ranges of two stand-alone positions: City Clerk and Community Engagement Specialist. The salary plans for both positions mirror, in large part, the benefits granted to the Mid-Management/Confidential Employees Association (MMCEA). The differences between these two positions and MMCEA are related to leaves and leave accruals, with the salary plans for both stand-alone positions stating: "Except as otherwise provided by this document, employee shall be entitled those benefits no less generous than those provided to Mid-Management/Confidential Employees Association employees of the City as they now exist or may hereafter be altered". Based on this clause, staff seeks to adjust the salary ranges for the City Clerk and the Community Engagement Specialist consistent with the three percent (3%) increase granted to MMCEA. To address internal equity and compression, staff seeks to increase the City Clerk range by an additional three percent (3%) for a total of six percent (6%).

City Clerk

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	$8,857.00	$9,300.00	$9,764.84	$10,253.08	$10,765.74	$11,304.03
Effective January 2022	$9,388.42	$9,858.00	$10,350.73	$10,868.26	$11,411.68	$11,982.27
Effective January 2023	$9,576.19	$10,055.16	$10,557.75	$11,085.63	$11,639.92	$12,221.92

Community Engagement Specialist

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	$7,971.00	$8,370.00	$8,788.00	$9,227.00	$9,689.00	$10,173.00
Effective January 2022	$8,210.13	$8,621.10	$9,051.64	$9,503.81	$9,979.67	$10,478.19
Effective January 2023	$8,374.33	$8,793.52	$9,232.67	$9,693.89	$10,179.26	$10,687.75

Alternatives

1. If the City Attorney, City Manager or Unrepresented Management Employees group agenda items are not approved as proposed by staff, approve the Pay Schedule without the changes in City

Attorney, City Manager or Unrepresented Employees group compensation as applicable.

2. If the City Attorney, City Manager or Unrepresented Management Employees group agenda items are modified, modify the proposed changes to City Attorney, City Manager or Unrepresented Management Employees group compensation as applicable.
3. Provide Staff with Alternative Direction to the proposed Salary Schedule in whole or in part.
4. Take No Action

Attachments

A. Resolution
   Exhibit A. City Master Pay Schedule November 2022

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Revisions to the Salary Schedule itself have no impact on the budget. However, such changes create the opportunity to adjust compensation. Any changes resulting from this item that impact the budget will brought forward in future agenda items, such as mid-year budget, if necessary.

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

RESOLUTION NO. 2022 –

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

WHEREAS, the City previously adopted an updated master pay schedule on September 27, 2022 via Resolution No. 2022-093; and,

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

WHEREAS, payrates previously approved by City Council by way of employment agreements and compensation necessitate updates to the publicly available pay scheduled to meet with CalPERS regulations.

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

SECTION 1. Revised Master Pay Schedule attached hereto in Exhibit A is approved and adopted.

* * *

ADOPTED November 9, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

City of Belmont Master Pay Schedule - Calendar Year 2022

Adopted November 9, 2022

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Accountant I	1/1/2022	MMCEA	$ 6,783.60	$ 7,122.84	$ 7,478.95	$ 7,852.91	$ 8,245.54	$ 8,657.83
Accountant II	1/1/2022	MMCEA	$ 7,483.59	$ 7,857.77	$ 8,250.67	$ 8,663.21	$ 9,096.36	$ 9,551.17
Accountant III	1/1/2022	MMCEA	$ 8,659.93	$ 9,092.92	$ 9,547.59	$ 10,024.95	$ 10,526.19	$ 11,052.52
Accounting Manager (Controller)	1/1/2022	MMCEA	$ 10,180.48	$ 10,689.50	$ 11,223.97	$ 11,785.18	$ 12,374.44	$ 12,993.16
Accounting Services Supervisor	1/1/2022	MMCEA	$ 7,992.06	$ 8,391.68	$ 8,811.26	$ 9,251.79	$ 9,714.38	$ 10,200.15
Accounting Technician I	6/26/2022	AFSCME	$ 5,380.03	$ 5,649.03	$ 5,931.49	$ 6,228.06	$ 6,539.46	
Accounting Technician II	6/26/2022	AFSCME	$ 5,918.19	$ 6,214.10	$ 6,524.80	$ 6,851.04	$ 7,193.60	
Accounting Technician III	6/26/2022	AFSCME	$ 6,646.50	$ 6,978.83	$ 7,327.77	$ 7,694.16	$ 8,078.87	
Administrative Assistant	1/1/2022	MMCEA	$ 5,782.61	$ 6,071.75	$ 6,375.33	$ 6,694.09	$ 7,028.80	$ 7,380.24
Assistant City Manager	1/1/2022	Unrep	$ 17,402.00					$ 21,752.00
Assistant Civil Engineer	1/1/2022	MMCEA	$ 7,995.56	$ 8,395.30	$ 8,815.09	$ 9,255.85	$ 9,718.63	$ 10,204.56
Assistant Planner	1/1/2022	MMCEA	$ 7,110.13	$ 7,465.63	$ 7,838.90	$ 8,230.87	$ 8,642.38	$ 9,074.51
Assistant PW Director/City Engineer	1/1/2022	MMCEA	$ 13,580.84	$ 14,259.88	$ 14,972.86	$ 15,721.51	$ 16,507.58	$ 17,332.96
Associate Civil Engineer	1/1/2022	MMCEA	$ 9,081.70	$ 9,535.78	$ 10,012.59	$ 10,513.21	$ 11,038.86	$ 11,590.80
Associate Planner	1/1/2022	MMCEA	$ 8,010.78	$ 8,411.35	$ 8,831.90	$ 9,273.48	$ 9,737.17	$ 10,224.05
Building Inspector I	6/26/2022	AFSCME	$ 7,639.15	$ 8,021.11	$ 8,422.16	$ 8,843.27	$ 9,285.43	
Building Inspector II	6/26/2022	AFSCME	$ 8,103.03	$ 8,508.18	$ 8,933.59	$ 9,380.27	$ 9,849.28	
City Attorney*	10/1/2022	Unrep	$ 23,580.82					
City Clerk/Communictions Coordinator	1/1/2022	Unrep	$ 9,388.42	$ 9,858.00	$ 10,350.73	$ 10,868.26	$ 11,411.68	$ 11,982.27
City Manager*	9/1/2022	Unrep	$ 24,968.92					
Chief Building Official	1/1/2022	MMCEA	$ 11,102.80	$ 11,657.95	$ 12,240.85	$ 12,852.90	$ 13,495.53	$ 14,170.31
Code Enforcement Officer	6/26/2022	AFSCME	$ 7,178.08	$ 7,536.98	$ 7,913.83	$ 8,309.52	$ 8,725.00	
Community Development Director	1/1/2022	Unrep	$ 15,617.00					$ 19,522.00
Community Engagement Specialist	1/1/2022	Unrep	$ 8,210.13	$ 8,621.10	$ 9,051.64	$ 9,503.81	$ 9,979.67	$ 10,478.19
Community Service Officer	1/1/2022	BPOA	$ 5,237.67	$ 5,499.55	$ 5,774.54	$ 6,063.26	$ 6,366.42	
Construction Inspector	6/26/2022	AFSCME	$ 8,485.59	$ 8,909.87	$ 9,355.37	$ 9,823.14	$ 10,314.29	
Deputy City Clerk	1/1/2022	MMCEA	$ 6,109.09	$ 6,414.53	$ 6,735.25	$ 7,072.04	$ 7,425.64	$ 7,796.94
Deputy Finance Director	1/1/2022	MMCEA	$ 11,985.16	$ 12,584.40	$ 13,213.62	$ 13,874.33	$ 14,568.03	$ 15,296.43
Economic Development and Housing Manager	1/1/2022	MMCEA	$ 10,180.48	$ 10,689.50	$ 11,223.97	$ 11,785.18	$ 12,374.44	$ 12,993.16
Electrician	6/26/2022	AFSCME	$ 6,923.01	$ 7,269.16	$ 7,632.62	$ 8,014.25	$ 8,414.97	
Engineering Technician	6/26/2022	AFSCME	$ 6,869.79	$ 7,213.28	$ 7,573.94	$ 7,952.64	$ 8,350.27	

City of Belmont Master Pay Schedule - Calendar Year 2022

Adopted November 9, 2022

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Equipment Operator	6/26/2022	AFSCME	$ 6,086.41	$ 6,390.73	$ 6,710.27	$ 7,045.78	$ 7,398.07	
Executive Assistant To City Manager	1/1/2022	MMCEA	$ 6,728.99	$ 7,065.47	$ 7,418.74	$ 7,789.68	$ 8,179.15	$ 8,588.12
Finance Director	1/1/2022	Unrep	$ 15,617.00					$ 19,522.00
GIS Coordinator I	1/1/2022	MMCEA	$ 7,329.89	$ 7,696.39	$ 8,081.24	$ 8,485.24	$ 8,909.52	$ 9,355.02
GIS Coordinator II	1/1/2022	MMCEA	$ 8,414.77	$ 8,835.50	$ 9,277.27	$ 9,741.14	$ 10,228.21	$ 10,739.58
GIS Coordinator III	1/1/2022	MMCEA	$ 9,874.94	$ 10,368.68	$ 10,887.12	$ 11,431.50	$ 12,003.06	$ 12,603.24
Head Teacher	6/26/2022	AFSCME	$ 4,491.58	$ 4,716.16	$ 4,951.96	$ 5,199.56	$ 5,459.54	
Housing Specialist	1/1/2022	MMCEA	$ 8,010.78	$ 8,411.35	$ 8,831.90	$ 9,273.48	$ 9,737.17	$ 10,224.03
Human Resources Director	1/1/2022	Unrep	$ 15,400.00					$ 19,249.00
Information Technology Director	1/1/2022	Unrep	$ 15,400.00					$ 19,249.00
Lead Police Dispatcher	1/1/2022	BPOA	$ 8,092.49	$ 8,495.20	$ 8,922.15	$ 9,368.73	$ 9,836.06	
Maintenance Worker I	6/26/2022	AFSCME	$ 5,032.50	$ 5,284.13	$ 5,548.33	$ 5,825.75	$ 6,117.04	
Maintenance Worker II	6/26/2022	AFSCME	$ 5,570.66	$ 5,849.19	$ 6,141.65	$ 6,448.74	$ 6,771.17	
Management Analyst II	1/1/2022	MMCEA	$ 8,316.94	$ 8,732.79	$ 9,169.45	$ 9,627.93	$ 10,109.29	$ 10,614.75
Management Anaylst I	1/1/2022	MMCEA	$ 7,636.03	$ 8,017.85	$ 8,418.71	$ 8,839.65	$ 9,281.66	$ 9,745.74
Mechanic	6/26/2022	AFSCME	$ 6,171.84	$ 6,480.43	$ 6,804.45	$ 7,144.68	$ 7,501.91	
Office Assistant I	6/26/2022	AFSCME	$ 4,776.04	$ 5,014.85	$ 5,265.59	$ 5,528.87	$ 5,805.31	
Office Assistant II	6/26/2022	AFSCME	$ 5,305.82	$ 5,571.11	$ 5,849.66	$ 6,142.14	$ 6,449.25	
Parks & Recreation Director	1/1/2022	Unrep	$ 15,584.00					$ 19,480.00
Parks Maintenance Worker I	6/26/2022	AFSCME	$ 5,032.50	$ 5,284.13	$ 5,548.33	$ 5,825.75	$ 6,117.04	
Parks Maintenance Worker II	6/26/2022	AFSCME	$ 5,570.66	$ 5,849.19	$ 6,141.65	$ 6,448.74	$ 6,771.17	
Parks Manager	1/1/2022	MMCEA	$ 9,968.38	$ 10,466.82	$ 10,990.18	$ 11,539.67	$ 12,116.65	$ 12,722.50
Permit Technician	6/26/2022	AFSCME	$ 6,509.61	$ 6,835.09	$ 7,176.85	$ 7,535.69	$ 7,912.47	
Planning Technician	6/26/2022	AFSCME	$ 6,509.61	$ 6,835.09	$ 7,176.85	$ 7,535.69	$ 7,912.47	
Police Captain	1/1/2022	MMCEA	$ 13,855.66	$ 14,548.44	$ 15,275.83	$ 16,039.61	$ 16,841.63	$ 17,683.72
Police Chief	1/1/2022	Unrep	$ 17,402.00					$ 21,752.00
Police Corporal Advanced POST	1/1/2022	BPOA	$ 9,605.28	$ 10,085.55	$ 10,589.82	$ 11,119.32	$ 11,675.28	
Police Corporal Basic POST	1/1/2022	BPOA	$ 8,713.30	$ 9,148.96	$ 9,606.41	$ 10,086.73	$ 10,591.07	

City of Belmont Master Pay Schedule - Calendar Year 2022

Adopted November 9, 2022

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Police Corporal Intermediate POST	1/1/2022	BPOA	$ 9,147.18	$ 9,604.53	$ 10,084.76	$ 10,589.00	$ 11,118.45	
Police Dispatcher	1/1/2022	BPOA	$ 7,161.27	$ 7,519.33	$ 7,895.30	$ 8,290.06	$ 8,704.57	
Police Lieutenant	1/1/2022	MMCEA	$ 12,496.37	$ 13,121.21	$ 13,777.28	$ 14,466.12	$ 15,189.41	$ 15,948.89
Police Officer Advanced POST	1/1/2022	BPOA	$ 9,147.18	$ 9,604.53	$ 10,084.76	$ 10,589.00	$ 11,118.45	
Police Officer Basic POST	1/1/2022	BPOA	$ 8,297.88	$ 8,712.78	$ 9,148.42	$ 9,605.84	$ 10,086.13	
Police Officer Intermediate POST	1/1/2022	BPOA	$ 8,713.30	$ 9,148.96	$ 9,606.41	$ 10,086.73	$ 10,591.07	
Police Officer Recruit	1/1/2022	BPOA	$ 6,610.84					
Police Records Specialist I	1/1/2022	BPOA	$ 5,305.75	$ 5,571.04	$ 5,849.59	$ 6,142.07	$ 6,449.17	
Police Records Specialist II	1/1/2022	BPOA	$ 5,571.16	$ 5,849.71	$ 6,142.20	$ 6,449.31	$ 6,771.78	
Police Sergeant Advanced POST	1/1/2022	BPOA	$ 10,770.75	$ 11,309.28	$ 11,874.75	$ 12,468.49	$ 13,091.91	
Police Sergeant Intermediate POST	1/1/2022	BPOA	$ 10,256.10	$ 10,768.91	$ 11,307.34	$ 11,872.72	$ 12,466.35	
Principal Planner	1/1/2022	MMCEA	$ 11,320.03	$ 11,886.06	$ 12,480.37	$ 13,104.34	$ 13,759.58	$ 14,447.54
Public Works Director	1/1/2022	Unrep	$ 16,456.00					$ 20,570.00
Public Works Field Supervisor	1/1/2022	MMCEA	$ 8,020.94	$ 8,422.02	$ 8,843.09	$ 9,285.29	$ 9,749.53	$ 10,236.98
Public Works Services Manager	1/1/2022	MMCEA	$ 11,072.34	$ 11,625.94	$ 12,207.25	$ 12,817.59	$ 13,458.50	$ 14,131.39
PW Lead Maintenance	6/26/2022	AFSCME	$ 6,390.49	$ 6,710.02	$ 7,045.52	$ 7,397.80	$ 7,767.69	
Recreation Manager	1/1/2022	MMCEA	$ 9,155.36	$ 9,613.11	$ 10,093.79	$ 10,598.47	$ 11,128.41	$ 11,684.84
Recreation Program Coordinator	1/1/2022	MMCEA	$ 5,782.63	$ 6,071.75	$ 6,375.33	$ 6,694.09	$ 7,028.78	$ 7,380.24
Recreation Specialist II (Hourly)	10/1/2022	AFSCME	$ 21.56	$ 22.64	$ 23.77	$ 24.96	$ 26.21	
Recreation Supervisor	1/1/2022	MMCEA	$ 7,648.72	$ 8,031.18	$ 8,432.75	$ 8,854.37	$ 9,297.07	$ 9,761.93
Senior Civil Engineer	1/1/2022	MMCEA	$ 11,168.91	$ 11,727.33	$ 12,313.67	$ 12,929.36	$ 13,575.81	$ 14,254.62
Senior Mechanic	6/26/2022	AFSCME	$ 6,555.84	$ 6,883.63	$ 7,227.82	$ 7,589.21	$ 7,968.67	
Senior Planner	1/1/2022	MMCEA	$ 9,124.87	$ 9,581.14	$ 10,060.22	$ 10,563.17	$ 11,091.37	$ 11,645.92
Sr Parks Maintenance	6/26/2022	AFSCME	$ 6,390.49	$ 6,710.02	$ 7,045.52	$ 7,397.80	$ 7,767.69	
Street Sweeper Operator	6/26/2022	AFSCME	$ 5,821.48	$ 6,112.56	$ 6,418.18	$ 6,739.09	$ 7,076.05	
Teacher	6/26/2022	AFSCME	$ 3,905.77	$ 4,101.06	$ 4,306.12	$ 4,521.42	$ 4,747.49	
Teacher's Aide (Hourly)	6/26/2022	AFSCME	$ 19.72	$ 20.71	$ 21.74	$ 22.83	$ 23.97	
Technology Specialist I	1/1/2022	MMCEA	$ 7,220.65	$ 7,581.67	$ 7,960.79	$ 8,358.76	$ 8,776.71	$ 9,215.55
Technology Specialist II	1/1/2022	MMCEA	$ 8,953.83	$ 9,401.55	$ 9,871.58	$ 10,365.18	$ 10,883.45	$ 11,427.60
Technology Specialist III	1/1/2022	MMCEA	$ 9,875.76	$ 10,369.57	$ 10,888.05	$ 11,432.44	$ 12,004.05	$ 12,604.25

City of Belmont Master Pay Schedule - Calendar Year 2022

Adopted November 9, 2022

Unrepresented Per Diem Positions

		Hourly Pay Rates					
Position	*Effective Date*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Accounting Technician I [1]	6/26/2022	$ 31.04	$ 32.59	$ 34.22	$ 35.93	$ 37.73	
Accounting Technician II [1]	6/26/2022	$ 34.14	$ 35.85	$ 37.64	$ 39.53	$ 41.50	
Accounting Technician III [1]	6/26/2022	$ 38.35	$ 40.26	$ 42.28	$ 44.39	$ 46.61	
Administrative Assistant [1]	1/1/2022	$ 33.36	$ 35.03	$ 36.78	$ 38.62	$ 40.55	$ 42.58
Associate Civil Engineer [1]	1/1/2022	$ 52.39	$ 55.01	$ 57.76	$ 60.65	$ 63.69	$ 66.87
Building Attendant I**	1/1/2022	$ 17.01	$ 17.86	$ 18.75	$ 19.69	$ 20.68	
Building Attendant II**	1/1/2022	$ 18.71	$ 19.65	$ 20.63	$ 21.66	$ 22.74	
Dispatcher, Per Diem [3]	10/1/2022	$ 46.69	$ 49.01	$ 51.47	$ 54.05	$ 56.75	
Electrician [1]	6/26/2022	$ 39.94	$ 41.94	$ 44.03	$ 46.24	$ 48.55	
Head Teacher [1]	6/26/2022	$ 25.91	$ 27.21	$ 28.57	$ 30.00	$ 31.50	
Intern	1/1/2022	$ 16.20	$ 17.01	$ 17.86	$ 18.75	$ 19.69	
Lifeguard I	1/1/2022	$ 17.70	$ 18.59	$ 19.51	$ 20.49	$ 21.51	
Lifeguard II	1/1/2022	$ 18.63	$ 19.56	$ 20.54	$ 21.57	$ 22.64	
Maintenance Worker I [1]	6/26/2022	$ 29.03	$ 30.49	$ 32.01	$ 33.61	$ 35.29	
Nutrition Site Coordinator	1/1/2022	$ 21.56	$ 22.64	$ 23.77	$ 24.96	$ 26.21	
Office Assistant I [1]	6/26/2022	$ 27.55	$ 28.93	$ 30.38	$ 31.90	$ 33.49	
Office Assistant II [1]	6/26/2022	$ 30.61	$ 32.14	$ 33.75	$ 35.44	$ 37.21	
Planning Technician [1]	6/26/2022	$ 37.56	$ 39.43	$ 41.40	$ 43.48	$ 45.65	
Police Officer (Advanced POST), Per Diem [2]	1/1/2022	$ 50.26	$ 52.77	$ 55.41	$ 58.18	$ 61.09	
Police Officer (Basic POST), Per Diem [2]	1/1/2022	$ 45.59	$ 47.87	$ 50.27	$ 52.78	$ 55.42	
Police Officer (Inter POST), Per Diem [2]	1/1/2022	$ 47.88	$ 50.27	$ 52.78	$ 55.42	$ 58.19	
Police Records Specialist I, Per Diem [1]	1/1/2022	$ 30.61	$ 32.14	$ 33.75	$ 35.44	$ 37.21	
Police Records Specialist II, Per Diem [1]	1/1/2022	$ 32.14	$ 33.75	$ 35.44	$ 37.21	$ 39.07	
Recreation Leader [4]	1/1/2022	$ 16.20	$ 17.01	$ 17.86	$ 18.75	$ 19.69	
Recreation Program Coordinator [1]	1/1/2022	$ 33.36	$ 35.03	$ 36.78	$ 38.62	$ 40.55	$ 42.58
Recreation Specialist I [4]	1/1/2022	$ 19.60	$ 20.58	$ 21.61	$ 22.69	$ 23.83	
Recreation Specialist II [4]	1/1/2022	$ 21.56	$ 22.64	$ 23.77	$ 24.96	$ 26.21	

City of Belmont Master Pay Schedule - Calendar Year 2022

Adopted November 9, 2022

Unrepresented Per Diem Positions

		Hourly Pay Rates					
Position	*Effective Date*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Senior Lifeguard	1/1/2022	$ 20.49	$ 21.52	$ 22.59	$ 23.72	$ 24.91	
Senior Rec Leader	1/1/2022	$ 17.82	$ 18.71	$ 19.65	$ 20.63	$ 21.66	
Street Sweeper Operator [1]	6/26/2022	$ 33.59	$ 35.26	$ 37.03	$ 38.88	$ 40.82	
Teacher [1]	6/26/2022	$ 22.53	$ 23.66	$ 24.84	$ 26.09	$ 27.39	
Teacher's Aide [1]	6/26/2022	$ 19.72	$ 20.71	$ 21.74	$ 22.83	$ 23.97	
Technology Specialist I [1]	1/1/2022	$ 41.66	$ 43.74	$ 45.93	$ 48.22	$ 50.63	$ 53.17
Technology Specialist II [1]	1/1/2022	$ 51.66	$ 54.24	$ 56.95	$ 59.80	$ 62.79	$ 65.93
Technology Specialist III [1]	1/1/2022	$ 56.98	$ 59.82	$ 62.82	$ 65.96	$ 69.25	$ 72.72
Van Driver	1/1/2022	$ 19.60	$ 20.58	$ 21.61	$ 22.69	$ 23.83	

Notes

* City Attorney - adjusted 3% from $22,893 (October 2021), City Manager - adjusted 3% from $24,241 (September 2021)

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

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

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

[3] Hourly pay rates derived by multiplying full-time Lead Police Dispatcher by 12 (months in year) and dividng by 2080 (hours in work year)
Unrepresented per diem : A position having a workweek of fewer hours than the workweek established for full-time positions in the class.

[4] Tied to Belmont minimum wage as follows:

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

Revision History

Resolution 2018-04 - Initial Adoption	March 13,2018
Resolution 2019-019 - Revised Adoption	February 23,2021
Resolution 2022-093 Revised Adoption	September 27,2022

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted November 9, 2022

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Accountant I	1/8/2023	MMCEA	$ 6,919.27	$ 7,265.30	$ 7,628.53	$ 8,009.96	$ 8,410.45	$ 8,830.99
Accountant II	1/8/2023	MMCEA	$ 7,633.26	$ 8,014.92	$ 8,415.68	$ 8,836.47	$ 9,278.29	$ 9,742.19
Accountant III	1/8/2023	MMCEA	$ 8,833.13	$ 9,274.78	$ 9,738.54	$ 10,225.45	$ 10,736.71	$ 11,273.57
Accounting/Budget Manager	1/8/2023	MMCEA	$ 10,384.09	$ 10,903.29	$ 11,448.45	$ 12,020.88	$ 12,621.93	$ 13,253.02
Accounting Services Supervisor	1/8/2023	MMCEA	$ 8,151.90	$ 8,559.51	$ 8,987.48	$ 9,436.83	$ 9,908.67	$ 10,404.15
Accounting Technician I	7/1/2023	AFSCME	$ 5,514.53	$ 5,790.26	$ 6,079.77	$ 6,383.76	$ 6,702.95	
Accounting Technician II	7/1/2023	AFSCME	$ 6,066.14	$ 6,369.45	$ 6,687.92	$ 7,022.32	$ 7,373.44	
Accounting Technician III	7/1/2023	AFSCME	$ 6,812.66	$ 7,153.30	$ 7,510.96	$ 7,886.51	$ 8,280.84	
Administrative Assistant	1/8/2023	MMCEA	$ 5,898.26	$ 6,193.18	$ 6,502.84	$ 6,827.98	$ 7,169.38	$ 7,527.84
Assistant City Manager	1/1/2022	Unrep	$ 17,402.00					$ 21,752.00
Assistant Civil Engineer	1/8/2023	MMCEA	$ 8,155.47	$ 8,563.21	$ 8,991.39	$ 9,440.96	$ 9,913.00	$ 10,408.65
Assistant Planner	1/8/2023	MMCEA	$ 7,252.33	$ 7,614.94	$ 7,995.68	$ 8,395.49	$ 8,815.23	$ 9,256.00
Assistant PW Director/City Engineer	1/8/2023	MMCEA	$ 13,852.46	$ 14,545.07	$ 15,272.32	$ 16,035.94	$ 16,837.74	$ 17,679.62
Associate Civil Engineer	1/8/2023	MMCEA	$ 9,263.33	$ 9,726.50	$ 10,212.84	$ 10,723.47	$ 11,259.64	$ 11,822.61
Associate Planner	1/8/2023	MMCEA	$ 8,171.00	$ 8,579.58	$ 9,008.54	$ 9,458.95	$ 9,931.91	$ 10,428.53
Building Inspector I	7/1/2023	AFSCME	$ 7,830.13	$ 8,221.63	$ 8,632.71	$ 9,064.35	$ 9,517.57	
Building Inspector II	7/1/2023	AFSCME	$ 8,305.60	$ 8,720.88	$ 9,156.93	$ 9,614.77	$ 10,095.51	
City Attorney	10/1/2023	Unrep	$ 24,288.24					
City Clerk/Communictions Coordinator	1/1/2023	Unrep	$ 9,576.19	$ 10,055.16	$ 10,557.75	$ 11,085.63	$ 11,639.92	$ 12,221.92
City Manager	9/1/2023	Unrep	$ 25,717.98					
Chief Building Official	1/8/2023	MMCEA	$ 11,324.86	$ 11,891.11	$ 12,485.67	$ 13,109.95	$ 13,765.44	$ 14,453.71
Code Enforcement Officer	7/1/2023	AFSCME	$ 7,357.53	$ 7,725.41	$ 8,111.68	$ 8,517.26	$ 8,943.12	
Community Development Director	1/1/2022	Unrep	$ 15,617.00					$ 19,522.00
Community Engagement Specialist	1/1/2023	Unrep	$ 8,374.33	$ 8,793.52	$ 9,232.67	$ 9,693.89	$ 10,179.26	$ 10,687.75
Community Service Officer	1/1/2023	BPOA	$ 5,237.67	$ 5,499.55	$ 5,774.54	$ 6,063.26	$ 6,366.42	$ 6,684.74
Construction Inspector	7/1/2023	AFSCME	$ 8,697.73	$ 9,132.62	$ 9,589.25	$ 10,068.71	$ 10,572.15	
Deputy City Clerk	1/8/2023	MMCEA	$ 6,231.28	$ 6,542.82	$ 6,869.96	$ 7,213.48	$ 7,574.15	$ 7,952.87
Deputy Finance Director	1/8/2023	MMCEA	$ 12,224.87	$ 12,836.08	$ 13,477.90	$ 14,151.81	$ 14,859.39	$ 15,602.36
Economic Development and Housing Manager	1/8/2023	MMCEA	$ 10,384.09	$ 10,903.29	$ 11,448.45	$ 12,020.88	$ 12,621.93	$ 13,253.02
Electrician	7/1/2023	AFSCME	$ 7,096.09	$ 7,450.89	$ 7,823.44	$ 8,214.61	$ 8,625.34	
Engineering Technician	7/1/2023	AFSCME	$ 7,041.53	$ 7,393.61	$ 7,763.29	$ 8,151.46	$ 8,559.03	

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted November 9, 2022

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Equipment Operator	7/1/2023	AFSCME	$ 6,238.57	$ 6,550.50	$ 6,878.02	$ 7,221.92	$ 7,583.02	
Executive Assistant To City Manager	1/8/2023	MMCEA	$ 6,863.57	$ 7,206.78	$ 7,567.11	$ 7,945.48	$ 8,342.73	$ 8,759.88
Finance Director	1/1/2022	Unrep	$ 15,617.00					$ 19,522.00
GIS Coordinator I	1/8/2023	MMCEA	$ 7,476.49	$ 7,850.31	$ 8,242.86	$ 8,654.95	$ 9,087.71	$ 9,542.12
GIS Coordinator II	1/8/2023	MMCEA	$ 8,583.07	$ 9,012.21	$ 9,462.82	$ 9,935.97	$ 10,432.77	$ 10,954.38
GIS Coordinator III	1/8/2023	MMCEA	$ 10,072.44	$ 10,576.05	$ 11,104.86	$ 11,660.13	$ 12,243.13	$ 12,855.31
Head Teacher	7/1/2023	AFSCME	$ 4,603.87	$ 4,834.06	$ 5,075.76	$ 5,329.55	$ 5,596.03	
Housing Specialist	1/8/2023	MMCEA	$ 8,171.00	$ 8,579.58	$ 9,008.54	$ 9,458.95	$ 9,931.91	$ 10,428.51
Human Resources Director	1/1/2022	Unrep	$ 15,400.00					$ 19,249.00
Information Technology Director	1/1/2022	Unrep	$ 15,400.00					$ 19,249.00
Lead Police Dispatcher	1/1/2023	BPOA	$ 8,092.49	$ 8,495.20	$ 8,922.15	$ 9,368.73	$ 9,836.06	$ 10,237.87
Maintenance Worker I	7/1/2023	AFSCME	$ 5,158.32	$ 5,416.23	$ 5,687.04	$ 5,971.40	$ 6,269.96	
Maintenance Worker II	7/1/2023	AFSCME	$ 5,709.93	$ 5,995.42	$ 6,295.19	$ 6,609.95	$ 6,940.45	
Management Analyst II	1/8/2023	MMCEA	$ 8,483.28	$ 8,907.45	$ 9,352.84	$ 9,820.48	$ 10,311.47	$ 10,827.04
Management Anaylst I	1/8/2023	MMCEA	$ 7,788.75	$ 8,178.21	$ 8,587.08	$ 9,016.44	$ 9,467.29	$ 9,940.65
Mechanic	7/1/2023	AFSCME	$ 6,326.14	$ 6,642.44	$ 6,974.57	$ 7,323.29	$ 7,689.46	
Office Assistant I	7/1/2023	AFSCME	$ 4,895.44	$ 5,305.82	$ 5,397.23	$ 5,667.09	$ 5,950.44	
Office Assistant II	7/1/2023	AFSCME	$ 5,438.46	$ 5,710.38	$ 5,995.90	$ 6,295.70	$ 6,610.48	
Parks & Recreation Director	1/1/2022	Unrep	$ 15,584.00					$ 19,480.00
Parks Maintenance Worker I	7/1/2023	AFSCME	$ 5,158.32	$ 5,416.23	$ 5,687.04	$ 5,971.40	$ 6,269.96	
Parks Maintenance Worker II	7/1/2023	AFSCME	$ 5,709.93	$ 5,995.42	$ 6,295.19	$ 6,609.95	$ 6,940.45	
Parks Manager	1/8/2023	MMCEA	$ 10,167.75	$ 10,676.16	$ 11,209.99	$ 11,770.46	$ 12,358.99	$ 12,976.95
Permit Technician	7/1/2023	AFSCME	$ 6,672.35	$ 7,005.97	$ 7,356.27	$ 7,724.08	$ 8,110.28	
Planning Technician	7/1/2023	AFSCME	$ 6,672.35	$ 7,005.97	$ 7,356.27	$ 7,724.08	$ 8,110.28	
Police Captain	1/8/2023	MMCEA	$ 14,132.78	$ 14,839.41	$ 15,581.34	$ 16,360.41	$ 17,178.47	$ 18,037.39
Police Chief	1/1/2022	Unrep	$ 17,402.00					$ 21,752.00
Police Corporal Advanced POST	1/1/2023	BPOA	$ 9,605.28	$ 10,085.55	$ 10,589.82	$ 11,119.32	$ 11,675.28	$ 12,259.04
Police Corporal Basic POST	1/1/2023	BPOA	$ 8,713.30	$ 9,148.96	$ 9,606.41	$ 10,086.73	$ 10,591.07	$11,120.62

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted November 9, 2022

Monthly Pay Rates

Position	*Effective Date*	*Labor Group*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Police Corporal Intermediate POST	1/1/2023	BPOA	$ 9,147.18	$ 9,604.53	$ 10,084.76	$ 10,589.00	$ 11,118.45	$11,674.37
Police Dispatcher	1/1/2023	BPOA	$ 7,161.27	$ 7,519.33	$ 7,895.30	$ 8,290.06	$ 8,704.57	$9,139. 80
Police Lieutenant	1/8/2023	MMCEA	$ 12,746.30	$ 13,383.64	$ 14,052.83	$ 14,755.45	$ 15,493.20	$ 16,267.87
Police Officer Advanced POST	1/1/2023	BPOA	$ 9,147.18	$ 9,604.53	$ 10,084.76	$ 10,589.00	$ 11,118.45	$ 11,674.37
Police Officer Basic POST	1/1/2023	BPOA	$ 8,297.88	$ 8,712.78	$ 9,148.42	$ 9,605.84	$ 10,086.13	$ 10,590.43
Police Officer Intermediate POST	1/1/2023	BPOA	$ 8,713.30	$ 9,148.96	$ 9,606.41	$ 10,086.73	$ 10,591.07	$ 11,120.62
Police Officer Recruit	1/1/2023	BPOA	$ 6,610.84					
Police Records Specialist I	1/1/2023	BPOA	$ 5,305.75	$ 5,571.04	$ 5,849.59	$ 6,142.07	$ 6,449.17	$ 6,771.63
Police Records Specialist II	1/1/2023	BPOA	$ 5,571.16	$ 5,849.71	$ 6,142.20	$ 6,449.31	$ 6,771.78	$ 7,110.37
Police Sergeant Advanced POST	1/1/2023	BPOA	$ 10,770.75	$ 11,309.28	$ 11,874.75	$ 12,468.49	$ 13,091.91	$ 13,746.51
Police Sergeant Intermediate POST	1/1/2023	BPOA	$ 10,256.10	$ 10,768.91	$ 11,307.34	$ 11,872.72	$ 12,466.35	$ 13,089.67
Principal Planner	1/8/2023	MMCEA	$ 11,546.43	$ 12,123.78	$ 12,729.97	$ 13,366.43	$ 14,034.78	$ 14,736.49
Public Works Director	1/1/2022	Unrep	$ 16,456.00					$ 20,570.00
Public Works Field Supervisor	1/8/2023	MMCEA	$ 8,181.36	$ 8,590.46	$ 9,019.95	$ 9,470.99	$ 9,944.52	$ 10,441.72
Public Works Services Manager	1/8/2023	MMCEA	$ 11,293.78	$ 11,858.46	$ 12,451.40	$ 13,073.94	$ 13,727.66	$ 14,414.02
PW Lead Maintenance	7/1/2023	AFSCME	$ 6,550.26	$ 6,877.77	$ 7,221.66	$ 7,582.74	$ 7,961.88	
Recreation Manager	1/8/2023	MMCEA	$ 9,338.47	$ 9,805.38	$ 10,295.67	$ 10,810.44	$ 11,350.98	$ 11,918.53
Recreation Program Coordinator	1/8/2023	MMCEA	$ 5,898.28	$ 6,193.18	$ 6,502.84	$ 6,827.98	$ 7,169.36	$ 7,527.84
Recreation Specialist II (Hourly)	1/1/2023	AFSCME	$ 22.29	$ 23.41	$ 24.58	$ 25.81	$ 27.10	
Recreation Supervisor	1/8/2023	MMCEA	$ 7,801.69	$ 8,191.80	$ 8,601.41	$ 9,031.46	$ 9,483.01	$ 9,957.17
Senior Civil Engineer	1/8/2023	MMCEA	$ 11,392.29	$ 11,961.88	$ 12,559.94	$ 13,187.95	$ 13,847.33	$ 14,539.72
Senior Mechanic	7/1/2023	AFSCME	$ 6,719.74	$ 7,055.73	$ 7,408.51	$ 7,778.94	$ 8,167.88	
Senior Planner	1/8/2023	MMCEA	$ 9,307.37	$ 9,772.77	$ 10,261.42	$ 10,774.43	$ 11,313.20	$ 11,878.84
Sr Parks Maintenance	7/1/2023	AFSCME	$ 6,550.26	$ 6,877.77	$ 7,221.66	$ 7,582.74	$ 7,961.88	
Street Sweeper Operator	7/1/2023	AFSCME	$ 5,967.02	$ 6,265.37	$ 6,578.64	$ 6,907.57	$ 7,252.95	
Teacher	7/1/2023	AFSCME	$ 4,003.42	$ 4,203.59	$ 4,413.77	$ 4,634.46	$ 4,866.18	
Teacher's Aide (Hourly)	7/1/2023	AFSCME	$ 20.22	$ 21.23	$ 22.29	$ 23.40	$ 24.57	
Technology Specialist I	1/8/2023	MMCEA	$ 7,365.06	$ 7,733.30	$ 8,120.00	$ 8,525.93	$ 8,952.25	$ 9,399.87
Technology Specialist II	1/8/2023	MMCEA	$ 9,132.91	$ 9,589.58	$ 10,069.01	$ 10,572.48	$ 11,101.12	$ 11,656.15
Technology Specialist III	1/8/2023	MMCEA	$ 10,073.28	$ 10,576.96	$ 11,105.81	$ 11,661.09	$ 12,244.13	$ 12,856.34

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted November 9, 2022

Unrepresented Per Diem Positions

		Hourly Pay Rates					
Position	*Effective Date*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Accounting Technician I [1]	7/1/2023	$ 31.81	$ 33.41	$ 35.08	$ 36.83	$ 38.67	
Accounting Technician II [1]	7/1/2023	$ 35.00	$ 36.75	$ 38.58	$ 40.51	$ 42.54	
Accounting Technician III [1]	7/1/2023	$ 39.30	$ 41.27	$ 43.33	$ 45.50	$ 47.77	
Administrative Assistant [1]	1/8/2023	$ 34.03	$ 35.73	$ 37.52	$ 39.39	$ 41.36	$ 43.43
Associate Civil Engineer [1]	1/8/2023	$ 53.44	$ 56.11	$ 58.92	$ 61.87	$ 64.96	$ 68.21
Building Attendant I*	1/1/2023	$ 17.59	$ 18.47	$ 19.39	$ 20.36	$ 21.38	
Building Attendant II*	1/1/2023	$ 19.35	$ 20.31	$ 21.33	$ 22.40	$ 23.52	
Dispatcher, Per Diem [3]	1/1/2023	$ 46.69	$ 49.01	$ 51.47	$ 54.05	$ 56.75	$ 59.58
Electrician [1]	7/1/2023	$ 40.94	$ 42.99	$ 45.14	$ 47.39	$ 49.76	
Head Teacher [1]	7/1/2023	$ 26.56	$ 27.89	$ 29.28	$ 30.75	$ 32.28	
Intern	1/1/2023	$ 16.75	$ 17.59	$ 18.47	$ 19.39	$ 20.36	
Lifeguard I	1/1/2023	$ 17.70	$ 18.59	$ 19.51	$ 20.49	$ 21.51	
Lifeguard II	1/1/2023	$ 19.26	$ 20.23	$ 21.24	$ 22.30	$ 23.41	
Maintenance Worker I [1]	7/1/2023	$ 29.76	$ 31.25	$ 32.81	$ 34.45	$ 36.17	
Nutrition Site Coordinator	1/1/2023	$ 22.29	$ 23.41	$ 24.58	$ 25.81	$ 27.10	
Office Assistant I [1]	7/1/2023	$ 28.24	$ 30.61	$ 31.14	$ 32.69	$ 34.33	
Office Assistant II [1]	7/1/2023	$ 31.38	$ 32.94	$ 34.59	$ 36.32	$ 38.14	
Planning Technician [1]	7/1/2023	$ 38.49	$ 40.42	$ 42.44	$ 44.56	$ 46.79	
Police Officer (Advanced POST), Per Diem [2]	1/1/2023	$ 50.26	$ 52.77	$ 55.41	$ 58.18	$ 61.09	$ 64.14
Police Officer (Basic POST), Per Diem [2]	1/1/2023	$ 45.59	$ 47.87	$ 50.27	$ 52.78	$ 55.42	$ 58.19
Police Officer (Inter POST), Per Diem [2]	1/1/2023	$ 47.88	$ 50.27	$ 52.78	$ 55.42	$ 58.19	$ 61.10
Police Records Specialist I, Per Diem [1]	1/1/2023	$ 30.61	$ 32.14	$ 33.75	$ 35.44	$ 37.21	$ 39.07
Police Records Specialist II, Per Diem [1]	1/1/2023	$ 32.14	$ 33.75	$ 35.44	$ 37.21	$ 39.07	$ 41.02
Recreation Leader [4]	1/1/2023	$ 16.75	$ 17.59	$ 18.47	$ 19.39	$ 20.36	
Recreation Program Coordinator [1]	1/8/2023	$ 34.03	$ 35.73	$ 37.52	$ 39.39	$ 41.36	$ 43.43
Recreation Specialist I [4]	1/1/2023	$ 20.27	$ 21.28	$ 22.34	$ 23.46	$ 24.64	
Recreation Specialist II [4]	1/1/2023	$ 22.29	$ 23.41	$ 24.58	$ 25.81	$ 27.10	

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted November 9, 2022

Unrepresented Per Diem Positions

		Hourly Pay Rates					
Position	*Effective Date*	*Step 1*	*Step 2*	*Step 3*	*Step 4*	*Step 5*	*Step 6*
Senior Lifeguard	1/1/2023	$ 21.19	$ 22.25	$ 23.36	$ 24.53	$ 25.76	
Senior Rec Leader	1/1/2023	$ 18.43	$ 19.35	$ 20.31	$ 21.33	$ 22.40	
Street Sweeper Operator [1]	7/1/2023	$ 34.43	$ 36.15	$ 37.95	$ 39.85	$ 41.84	
Teacher [1]	7/1/2023	$ 23.10	$ 24.25	$ 25.46	$ 26.74	$ 28.07	
Teacher's Aide [1]	7/1/2023	$ 20.22	$ 21.23	$ 22.29	$ 23.40	$ 24.57	
Technology Specialist I [1]	1/8/2023	$ 42.49	$ 44.62	$ 46.85	$ 49.19	$ 51.65	$ 54.23
Technology Specialist II [1]	1/8/2023	$ 52.69	$ 55.32	$ 58.09	$ 61.00	$ 64.04	$ 67.25
Technology Specialist III [1]	1/8/2023	$ 58.12	$ 61.02	$ 64.07	$ 67.28	$ 70.64	$ 74.17
Van Driver	1/1/2023	$ 20.27	$ 21.28	$ 22.34	$ 23.46	$ 24.64	

Notes

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

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

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

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

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

[4] Tied to Belmont minimum wage as follows:

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

Revision History

Resolution 2018-04 - Initial Adoption	March 13,2018
Resolution 2019-019 - Revised Adoption	February 23,2021
Resolution 2022-093 Revised Adoption	September 27,2022

STAFF REPORT

Meeting Date:	November 8, 2022
Agency:	City of Belmont
Staff Contact:	Carlos de Melo, Community Development Director, (650) 595-7440 cdemelo@belmont.gov
Agenda Title:	Belmont Village Specific Plan (BVSP) Streetscape Design Guidelines
Agenda Action:	Resolution

Recommendation

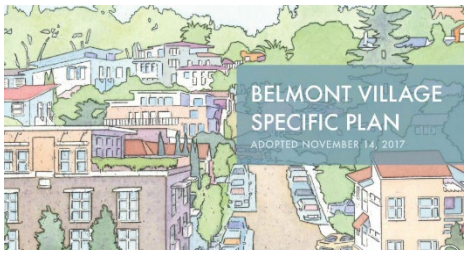
Consider and approve the Belmont Village Specific Plan (BVSP) Streetscape Design Guidelines.

Strategic Focus Area

Quality of Life

Background

The Belmont Village Specific Plan (BVSP) was adopted on November 14, 2017. The BVSP and adopted 2035 General Plan outline potential future growth due to the proximity to public transit; facilitate a roadmap to guide future development and works collectively to create lively and attractive public spaces and a unique sense of community and social connectivity in the heart of Belmont.



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

Both long-range planning documents support revitalization of the City (with a strong emphasis within the BVSP area) through public investments in infrastructure, parking, streetscapes, and public spaces. Development of the Streetscape Guidelines is critical in defining the pedestrian level "finishing touches" such as sidewalks, street trees, site furnishings, and on-street parking layout/design, that support a vibrant downtown Belmont Village.

As a result, one of the Council's Strategic Focus Area is to implement "Placemaking" improvements via evaluation of entry point and neighborhood identification, wayfinding signage, streetscape design/features, and public art. Key Placemaking goals are as follows:

1. Define programs which will inform residents and visitors of Belmont's commitment to economic development, displaying and encouraging public art, enhancing the customer experience, and celebrating the vitality of Belmont's unique neighborhoods and natural features.
2. Integrate these programs to mesh with Council's Top Priorities (e.g., Implementation of 2035 General Plan and Belmont Village Specific Plan (BVSP), and development of the Twin Pines Master Plan)
3. Implement specific capital improvement projects which support these objectives.

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

- Public Art Master Plan (Adopted by City Council – September 2020)
- BVSP Streetscape Design Guidelines (***the focus of tonight's action to adopt these guidelines***)
- Signage/Wayfinding Program (current project under development)

The City engaged Gates & Associates in late 2019 to assist in developing the detailed Design Guidelines for streetscape treatments to support the BVSP Urban Design Vision; their firm previously prepared similar guidelines to support the streetscape details for the Ralston Corridor 1 & 2 project. City staff and Gates & Associates also worked with the City Council Placemaking Subcommittee (Davina Hurt & Julia Mates) to develop and evaluate various options/components of the program.

Analysis

Well-designed streets, public realm improvements, and wayfinding signage complement surrounding land uses and provide for attractive, safe, and efficient circulation for all users and all modes of transportation. To achieve a "Complete Streets" balance, multiple strategies are needed to promote mobility improvements, and a streetscape program aids this goal.

City staff and a consultant team provided a BVSP Streetscape Design Guidelines presentation/update to the full City Council at the previous meeting (10/25/22). During Council discussion, the Council provided feedback, and asked that the streetscape document include background information and reference the connected efforts/objectives of the City's adopted (September 2020) Public Art Master Plan. At the conclusion of the Council discussion, the Council indicated support for the BVSP Streetscape project and directed staff to bring back the final version for review/adoption at tonight's meeting. The final design guideline document (Attachment B) has been supplemented with the 2020 Public Art Master Plan information.

The streetscape guidelines seek to implement a number of the Guiding Principles identified within the BVSP including:

- Creating and Identifying a Sense of Place – the Specific Plan seeks to foster Belmont's Downtown Village Area as a mixed-use pedestrian scale, transit-oriented District.
- Improving Multi-Modal Mobility – improve connectivity, accessibility, and safety for all modes of transportation. Provide attractive streetscapes which encourage drivers to "park once" and walk to their destinations.

- Enhancing Public Realm, Infrastructure, and Attractions – establish a unified image for the Downtown Village and enhance the public realm with consistent streetscapes, improved sidewalks, and greater opportunities for community gatherings and outdoor dining.

The City's adopted *Bicycle and Pedestrian Master Plan* outlines a strategy to support the bicycle movement in Belmont's downtown. The streetscape guidelines address the key goals of the Plan to create a welcoming and enhanced mobility environment that will encourage people of all ages to bike or walk.

The Streetscape Design Guidelines project assessed prototypes for each street typology in the BVSP, including layout, widths, materials, site elements, street tree palette, monumentation, etc. The Guidelines will ensure that incremental streetscape improvements, as funding and development opportunities arise, will result in an integrated and consistently high-quality streetscape system.

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

The City Council Placemaking Subcommittee conducted an open public meeting on October 17, 2022 to review the draft streetscape booklet. The Planning Commission reviewed the document at their October 18th meeting, and the Parks & Recreation Commission reviewed the document at their November 2nd meeting. As noted earlier, staff and the Gates Design Consulting team provided a presentation/update to the full City Council at their October 25th meeting.

The Council provided good feedback and was supportive of the effort and directed staff to bring back the final version for review/adoption at tonight's meeting. These final guidelines will provide for orderly development within BVSP, but also provide context which can be applied to the adjoining development areas such as Harbor Industrial Area as applicable.

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

Attachments
A. Resolution
B. Final Version BVSP Streetscape Design Guidelines Booklet

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: While no specific financial commitment is required with this BVSP Streetscape Design Guidelines project, adoption and program implementation will require City staff resources and technical consulting as appropriate. As such, budget resources have been incorporated in the current fiscal year in the General Plan Maintenance Fund.

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

*2035 General Plan and BVSP
**E-Notification of agendas, public notification as required for the November 9, 2022 City Council meeting

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE BELMONT VILLAGE SPECIFIC PLAN (BVSP) STREETSCAPE DESIGN GUIDELINES

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

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

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

WHEREAS, in October 2019, the City engaged Gates & Associates to assist in developing the detailed Design Guidelines for streetscape treatments to support the BVSP Urban Design Vision, and conducting community outreach through presentations and an online survey; and,

WHEREAS, the Streetscape Design Guidelines project assessed prototypes for each street typology in the BVSP, including layout, widths, materials, site elements, street tree palette, monumentation, etc. The Guidelines will ensure that incremental streetscape improvements, as funding and development opportunities arise, will result in an integrated and consistently high-quality streetscape system. The Guidelines will provide for orderly development within the BVSP, but also provide context which can be applied to adjoining development areas such as the Harbor Industrial Area (HIA) as applicable; and,

WHEREAS, Gates & Associates has provided the City with a Belmont Village Specific Plan (BVSP) Streetscape Design Guidelines Booklet (attached as Exhibit B).

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

SECTION 1. The City Council approves the Belmont Village Specific Plan (BVSP) Streetscape Design Guidelines.

* * *

ADOPTED November 9, 2022 by the City of Belmont City Council by the following vote:

Ayes:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

BELMONT VILLAGE STREETSCAPE DESIGN GUIDELINES

BELMONT, CALIFORNIA
NOVEMBER, 2022



GATES +ASSOCIATES

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1 PROJECT OVERVIEW

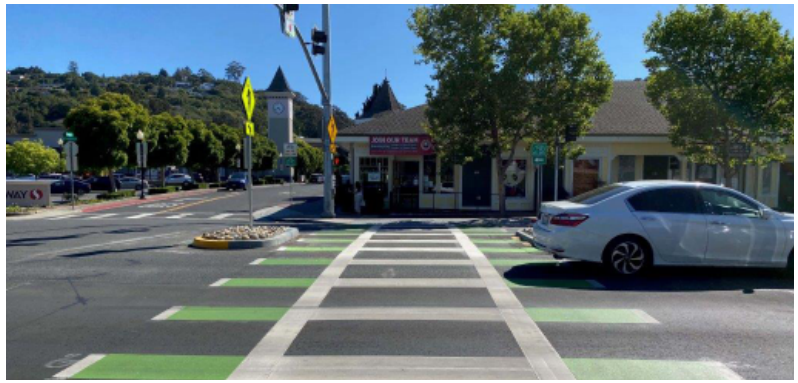
INTRODUCTION

The streetscape system comprises the largest portion of public land in Belmont – almost 20% of all City-owned property. The Belmont community has expressed a strong interest in rethinking the use of this public resource to create a more livable streetscape. In general, and in compliance with the Complete Streets Act of 2008, Belmont is moving to create an environment that prioritizes the pedestrian and bicyclist experience, and safety, rather than assuming that everyone will be traveling by automobile. Two important comprehensive planning efforts reflect this prioritization - the Belmont Village Specific Plan (BVSP) and the Bicycle and Pedestrian Master Plan. To facilitate the implementation of a livable streetscape system, these BVSP Streetscape Design Guidelines merge the recommendations from these two documents with the realities of the existing conditions. This document provides actionable guidance for the incremental installation of streetscape improvements as funding and development opportunities arise.

BENEFITS

A well-designed streetscape contributes to:

- Distinctive Community Characteristics- A well-designed public realm (streetscape) reflects community pride. In its small-town ambiance, Belmont sets itself apart as a tranquil, inclusive, and safe place to live, work, and play.
- Economic Utility- Bikeable and walkable communities have increased property values. Studies have found that residents who walk and bike to local businesses spend more money than customers who drive.
- Environmental Responsibility- Tree-lined streets reduce heat gain, facilitate green street infrastructure, treat stormwater, and reduce auto trips and greenhouse emissions.



RALSTON AVENUE



EL CAMINO REAL



CLASS I BIKE ROUTE

- Enhanced Mobility- The provisions of a complete streets network, high quality transit service, and elimination of barriers to walking and biking will increase transportation options for all segments of the population.
- Improved Public Health- The provision of a pedestrian/bike-friendly streetscape system encourages physical activity and social interaction and key contributions to community health.

THE PROCESS

As a part of the City's Placemaking strategy, these guidelines were developed concurrently with a Signage and Wayfinding Study and a Public Art Master Plan.

Outreach

In order to solicit its most recent public input on the designed character and preferences for site amenities, the City conducted a two-part online survey in Spring 2022 regarding its planned Signage/Wayfinding Program and the subject BVSP Streetscape Design Guidelines. The survey was designed to share project information and solicit community feedback. Those responding to the survey, generally indicated a preference for a more traditional materials palette within a Downtown Village core that is consistent with the existing brick pavers or colored concrete, and lantern light standards. There was also interest with introducing more modern and artful elements to the street furniture palette. City staff provided additional input regarding streetscape maintenance considerations, the character of major pending development proposals, and scheduled public works improvement projects.

Builds Upon Existing Documents

The (**Belmont Village Specific Plan**), adopted in 2017, provides a roadmap for the creation of livable, attractive outdoor public spaces with a unique sense of community and social connections in the heart of Belmont.

The streetscape guidelines seek to implement several of the Guiding Principles identified with the Belmont Village Specific Plan including:

- Creating and Identifying a Sense of Place- The specific plan seeks to foster Belmont's Downtown image as a mixed-use pedestrian scale, transit-oriented District.
- Improve Multi-Modal Mobility- Improve connectivity, accessibility, and safety for all modes of transportation. Provide attractive streetscapes which encourage Belmont visitors to arrive by train, bus or bike, and for drivers to "park once" and walk to their destinations.
- Enhance Public Realm, Infrastructure, and Attractions- Establish a unified image for Downtown and enhance the public realm with consistent streetscapes, improved sidewalks and bike lanes, and greater opportunities for community gatherings and outdoor dining.

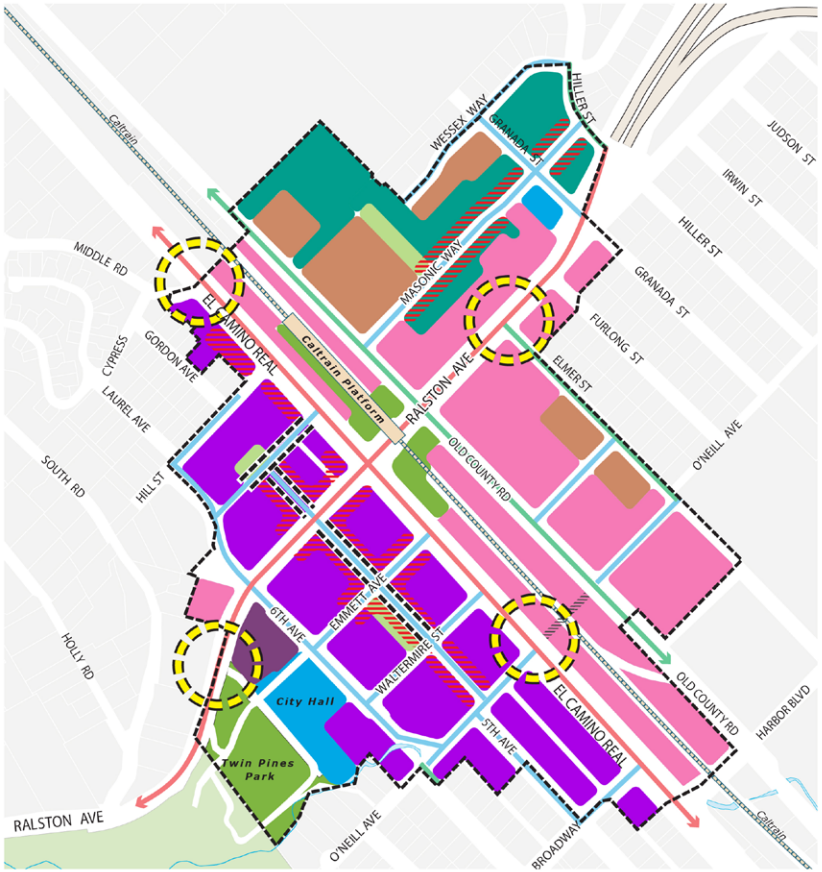
The (**Bicycle and Pedestrian Master Plan**) outlines a strategy to support the bicycle movement in Belmont's downtown. The streetscape guidelines address the key goal of the Comprehensive Bicycle and Pedestrian Plan to create a safe and demonstrated pedestrian and bicycle environment that will encourage people of all ages to bike or walk.

The (**Belmont Public Art Master Plan)** outlines a vision to utilize public art in Belmont to reinforce community character and enliven public spaces. Specific recommendations specific to streetscape include:

- Encourage artwork that enhances the walking, biking and transit experience.
- Define City gateways and enhance neighborhood character.

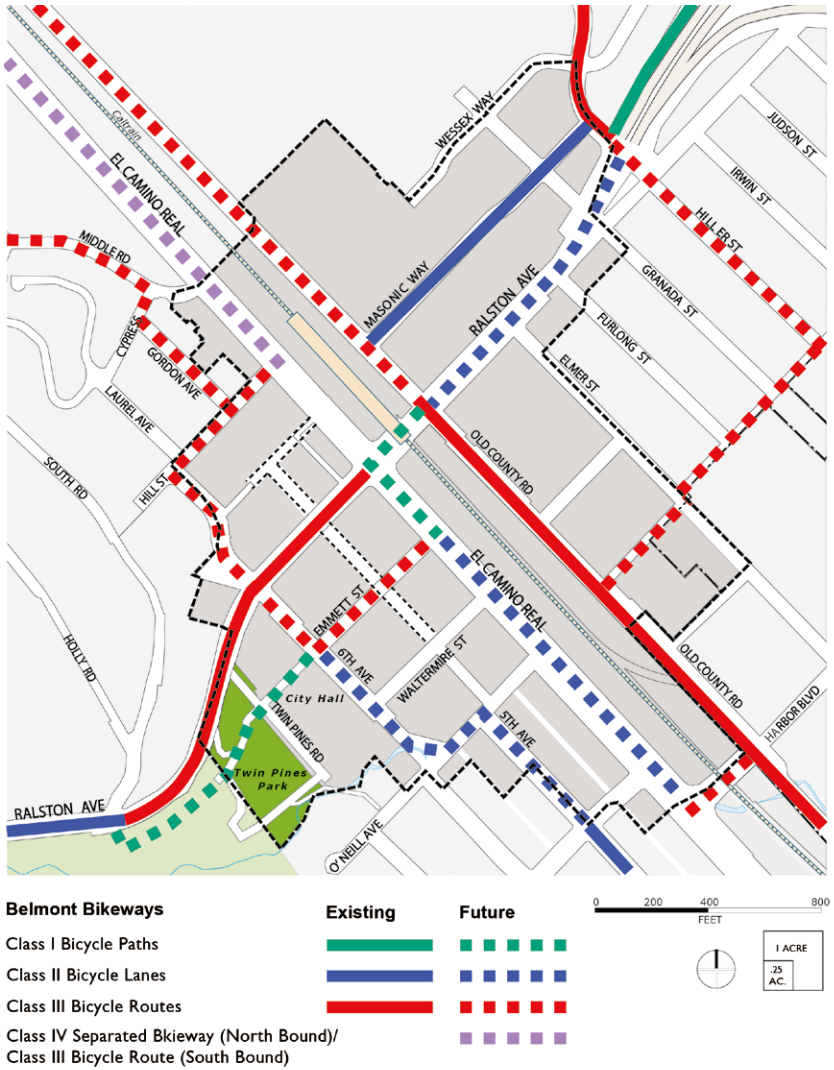
As the streetscape guidelines are implemented, there are numerous opportunities for public art.

FIGURE 1-1:URBAN DESIGN FRAMEWORK



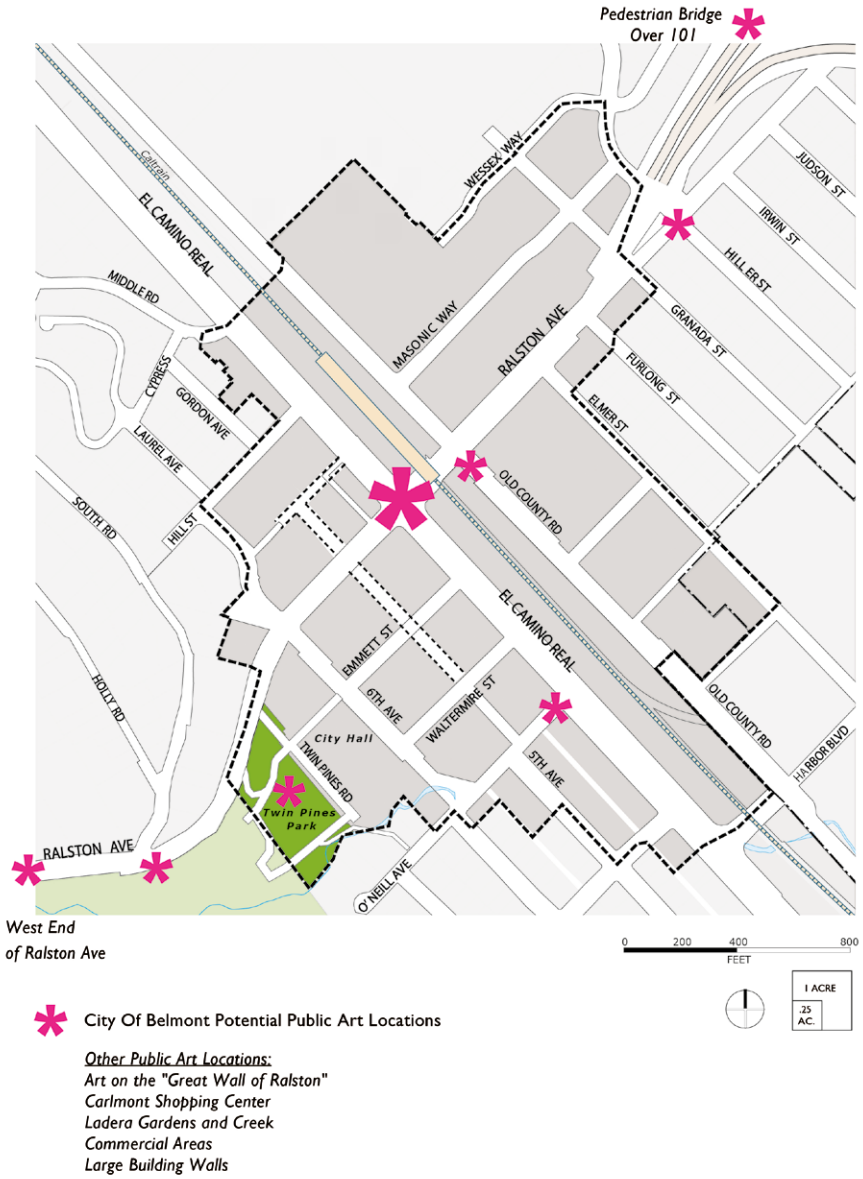
Belmont Village Specific Plan Chapter 4: Urban Design Framework

FIGURE 1-2:BICYCLE PLAN NETWORK MAP



City of Belmont Comprehensive Pedestrian and Bicycle Plan

FIGURE 1-3: PUBLIC ART MAP



Response to Constraints of Existing Settings

The right-of-way (R.O.W) must typically accommodate pedestrian, bicycle, and auto movement as well as on-street parking. These guidelines illustrate how the width of the right-of-way (R.O.W) for each street has space that could accommodate these uses. On-street parking has been provided on most public streets in Belmont. However, innovations in technology such as on-demand transportation/ride-share systems and autonomous vehicles may reduce the need for on-street parking. Thus, while providing on-street parking may be required to meet “todays” needs, these parking areas could be perceived as an opportunity to “Bank” a portion of the R.O.W for future needs. Thus, as opportunities occur the City should seek to convert on-street parking areas to buffer bike lanes to support emerging micro-mobility demands such as e-bike use. For now, Belmont will be building out its bike and pedestrian infrastructure as envisioned in the BVSP and the Bike and Pedestrian Master Plan to maximize safety of the traveling public, and create as many choices as possible for those who may choose to take transit, rideshare, or active pedestrian modes. In the near future, should technology or travel preferences change, the Belmont downtown will be well-positioned to adapt.

Embracing Green Infrastructure

Belmont is encouraging the introduction of green infrastructure elements into the streetscape system as streets are redeveloped. As part of our municipal regional permit, the City encourages new development to put in and maintain things like bioswales, stormwater treatment facilities, and advanced filtration both in the public ROW and on private property as a condition of approval. Projects such as Firehouse Square, Artisan Crossings at 1325 Old County Road, 815 Old County Road, and the Alameda De Las Pulgas Corridor project all contain various examples of green infrastructure.

Activating Street Life Beyond Guidelines

Now, with more people working from home, the increasing use of electric bikes, and the potential evolution of autonomous vehicles, priorities are emerging to reallocate the rights-of-way to create streetscapes focused on people, not cars. Cities are exploring reductions in the quantity and width of vehicle travel lanes and on-street parking stalls to repurpose right-of-way space for bicycle and pedestrian use.

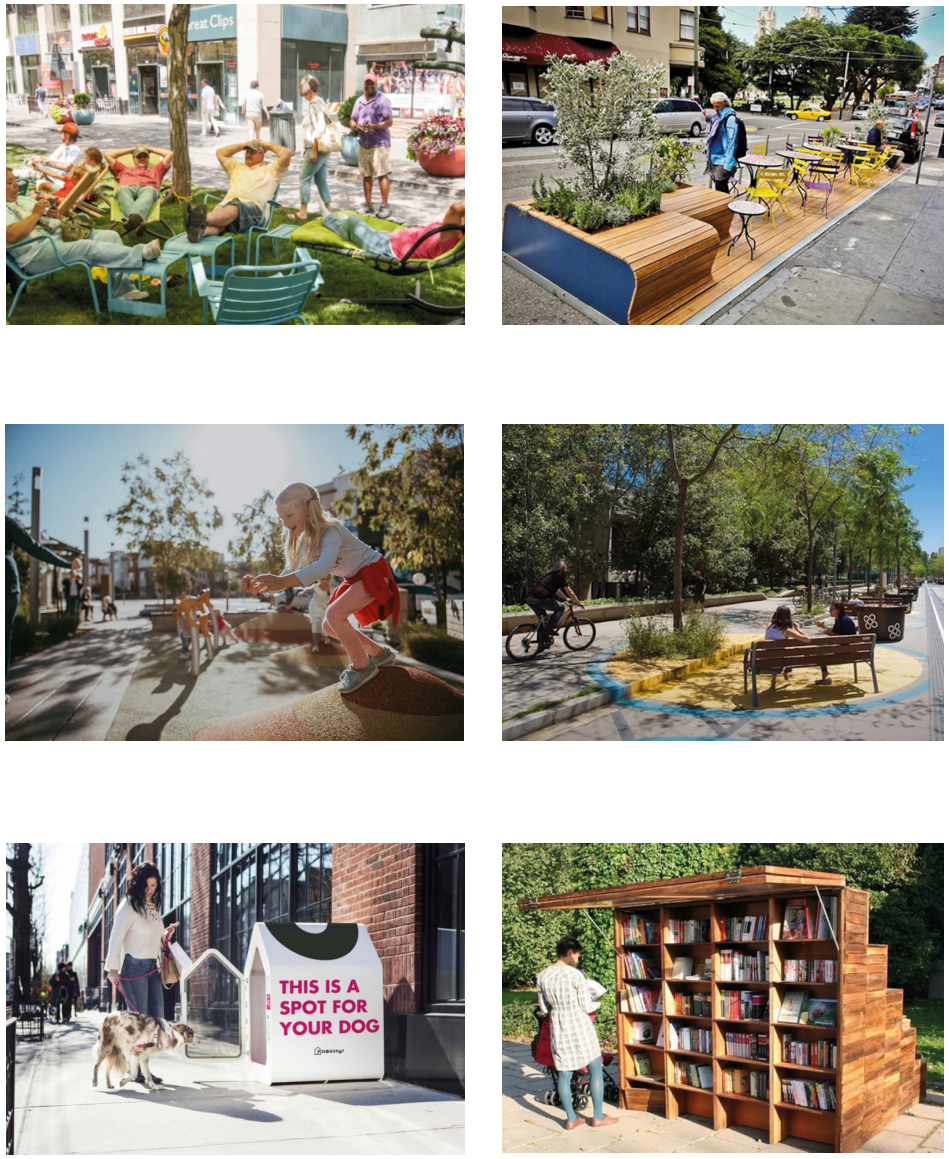
As we rethink the Belmont streetscape system, we should actively look for opportunities to foster the creation of social spaces that support community interactions and active street life. The use of the public right-of-way as a people-oriented space is of increasing importance as Belmont's Downtown Village area densifies with more residential development.

A well-designed streetscape can be an integral part of a downtown's public space system. Wider sidewalks enhance connectivity and provide space for more than just movement. Creating parklets by repurposing parking stalls can provide the community with gathering spaces to rest, socialize, or play. Expanding dining areas into the street or allowing pop-up outdoor retail displays brings life to public sidewalks. Communities are finding ways to revitalize street life through the installation of bike racks and bike repair stations to support more active transportation modes, adding exercise loops and fitness equipment to promote physical activity, creating small play areas for children, clustering seating oriented towards social interactions, and adding interactive art or small dog areas, all to take advantage of the underutilized public space that is our streetscape.

Organization

The guidelines include detailed streetscape recommendations for:

- Street segments identified in the Specific Plan as prototypical
- A unifying palette of plant materials and site amenities in both the village core and the surrounding mixed use/high density residential areas
- Street tree selections on each corridor in the "village" area.



Character images of parking area converted to outdoor dining, gathering spaces, dog stations, lending librarys, etc.

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2 STREETSCAPE PROTOTYPICALS

VILLAGE BOULEVARD PROTOTYPICALS

RALSTON AVENUE (EAST)

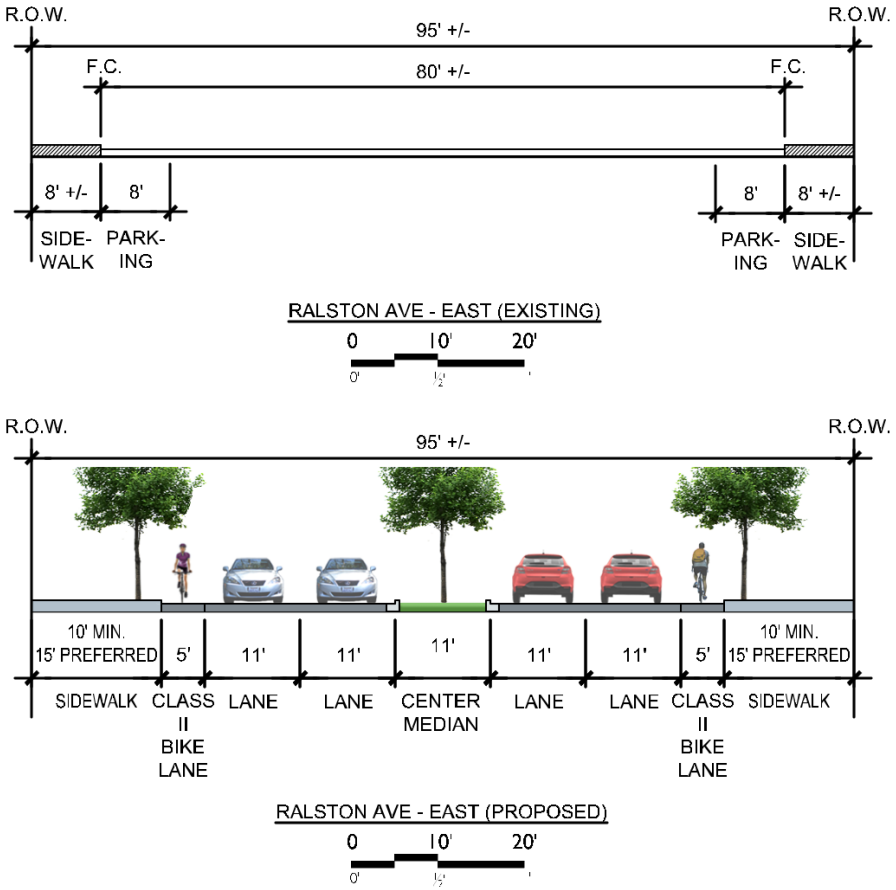
The Village Boulevards accommodate both local and regional multi-modal traffic. Ralston Avenue and El Camino Real are identified as Village Boulevards in the Specific Plan.

Ralston Ave. (East)

The limited on-street parking along this busy corridor will ultimately be eliminated to accommodate Class II bike lanes and widened sidewalks.

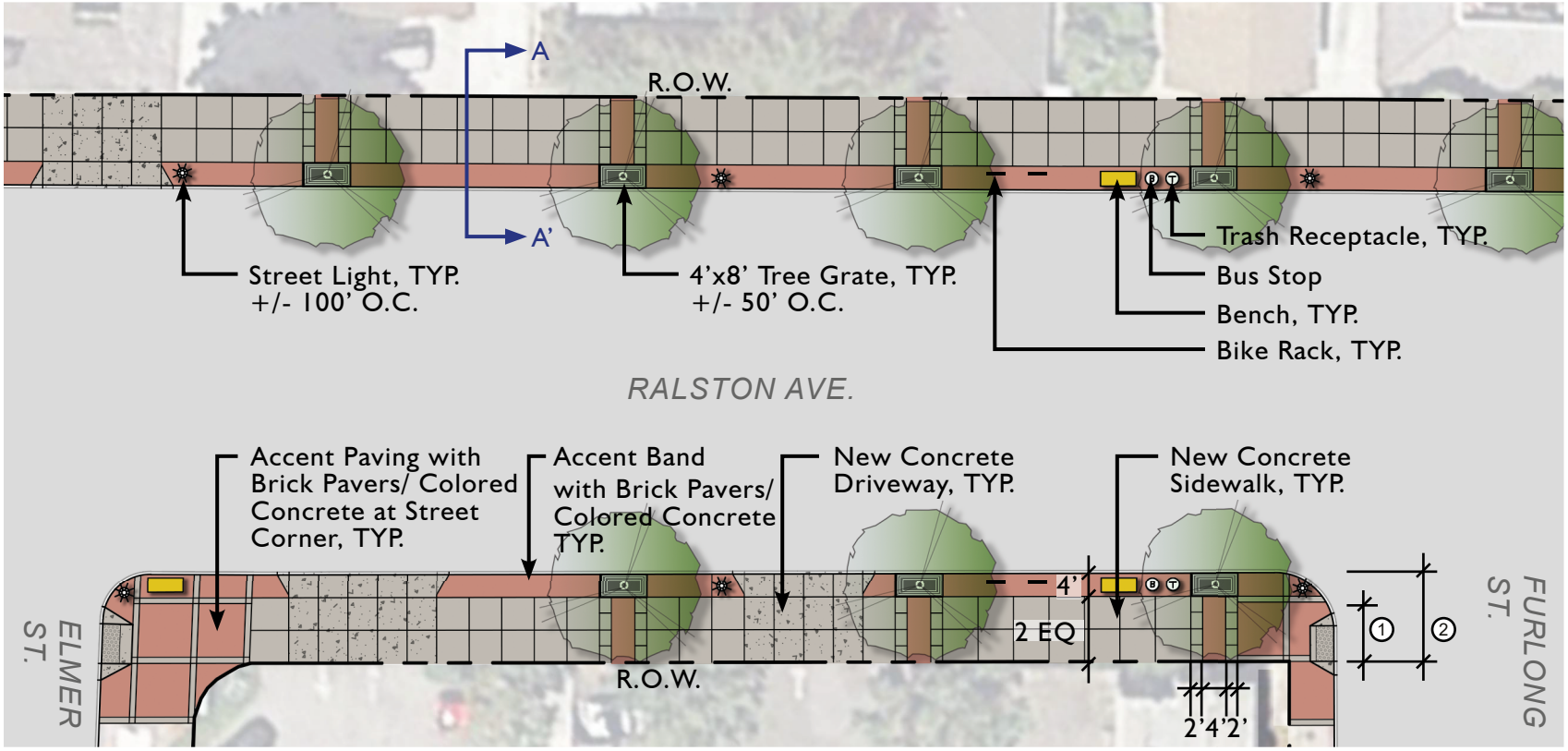


RALSTON AVENUE (EAST)



TYPICAL STREET SECTION

RALSTON AVENUE (EAST) - PLAN



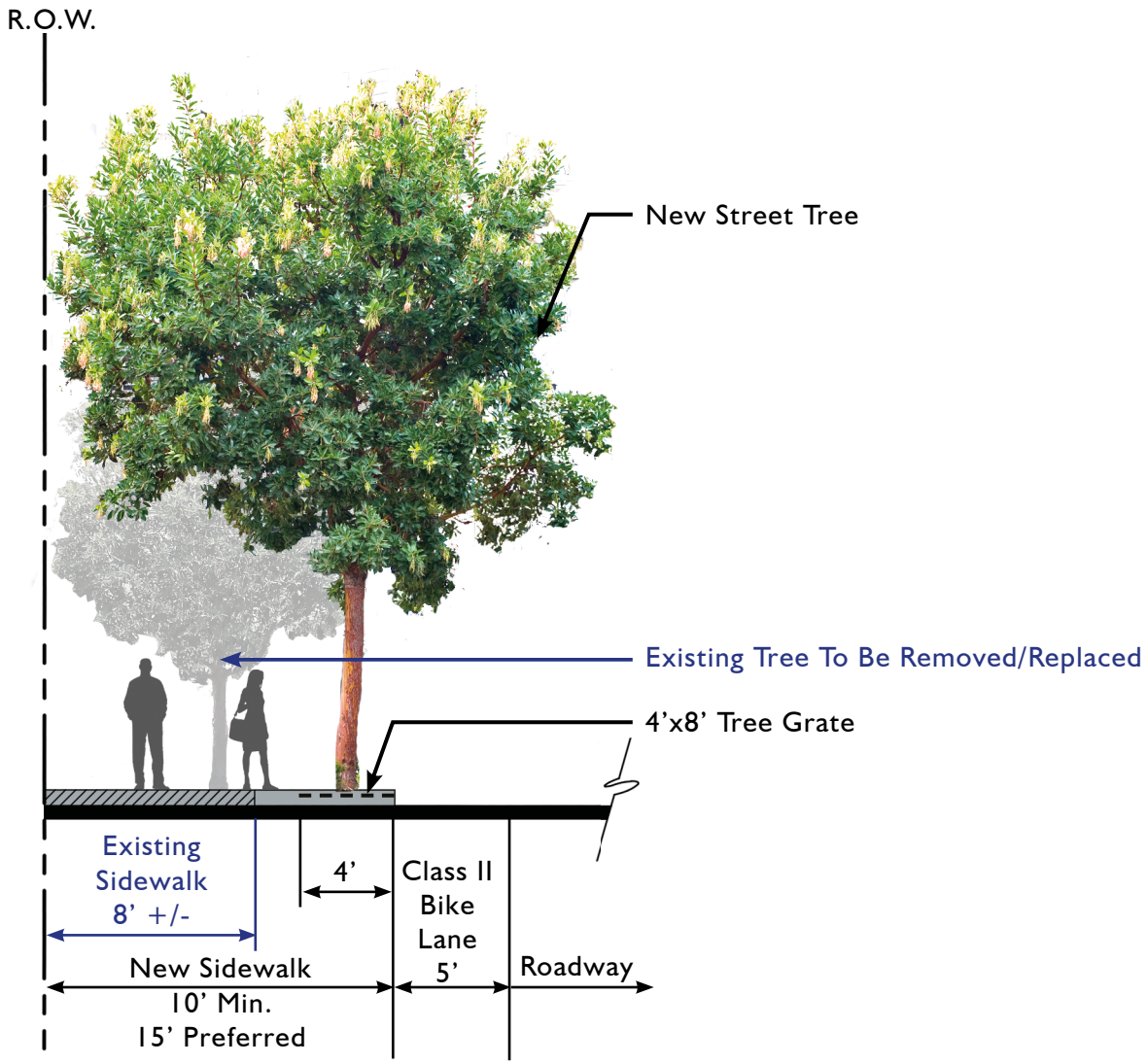
LEGEND

- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Tree Grate
- Street Light
- Bench
- Bike Rack
- Trash Receptacle
- Bus Stop
- ① Existing Sidewalk: 8' +/-
- ② New Sidewalk: 10' Minimum, 15' Preferred



KEY MAP

RALSTON AVENUE (EAST) - CROSS SECTION



SECTION A-A'
TYPICAL SECTION

0 4' 8'
SCALE

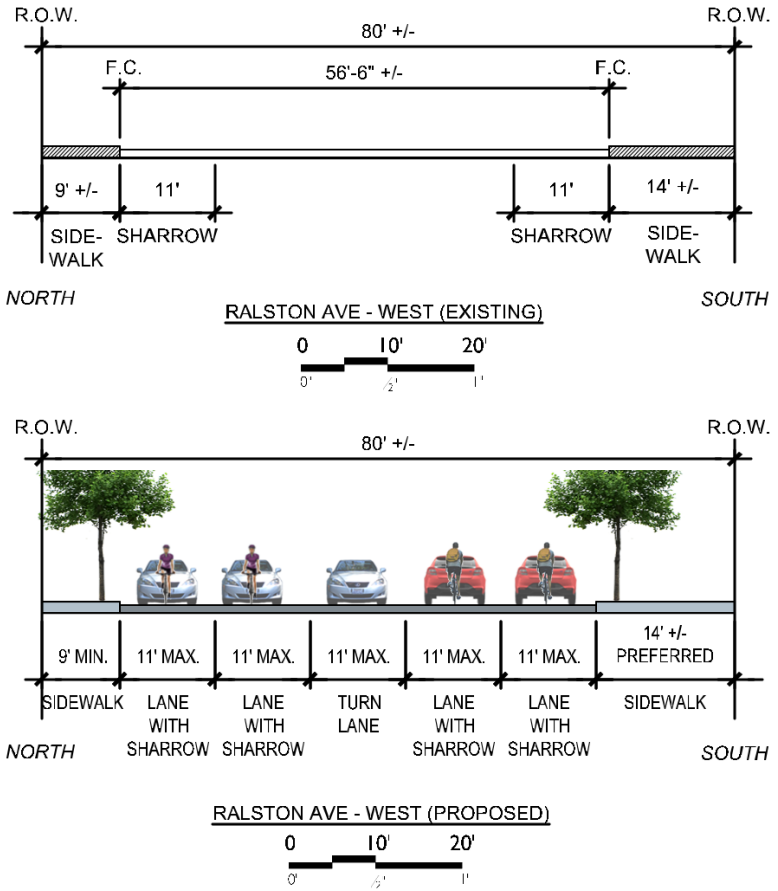
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RALSTON AVENUE (WEST)

The existing limited right-of-way precludes use of designated Class II bike lanes along this segment of Ralston Ave. The Bicycle and Pedestrian Master Plan identifies a parallel Class I Bike Path through Twin Pine Park connecting to Class III bike route on Emmett Street. A wider sidewalk is proposed on the south side of this portion of Ralston Ave.

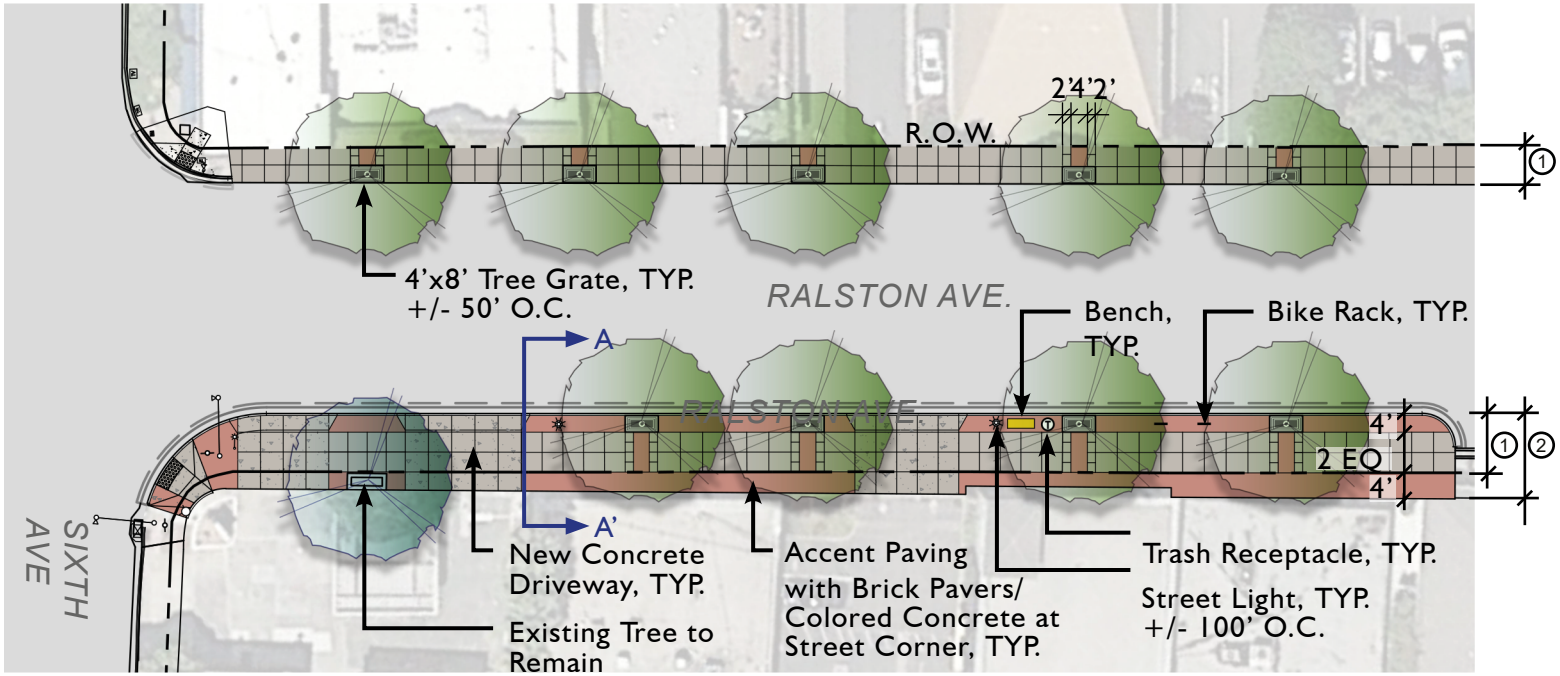


RALSTON AVENUE (WEST)



TYPICAL STREET SECTION

RALSTON AVENUE (WEST) - PLAN



LEGEND

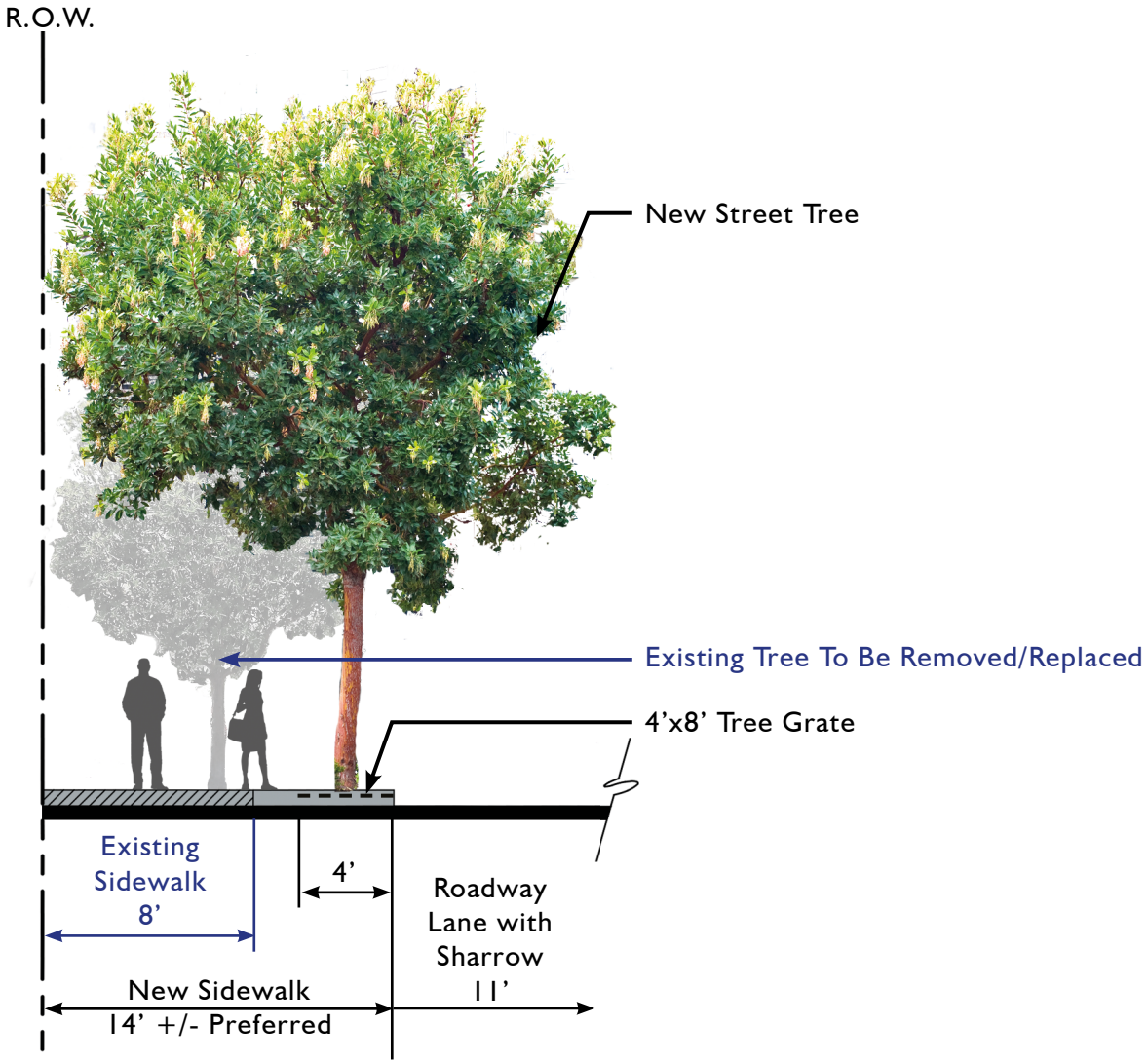
- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Tree Grate
- Street Light
- Bench
- Bike Rack
- Trash Receptacle
- Bus Stop
- ① Existing Sidewalk: 8' +/-
- ② New Sidewalk: 14' +/- Preferred

0 15' 30'



KEY MAP

RALSTON AVENUE (WEST) - CROSS SECTION



SECTION A-A'
TYPICAL SECTION

0 4' 8'
SCALE

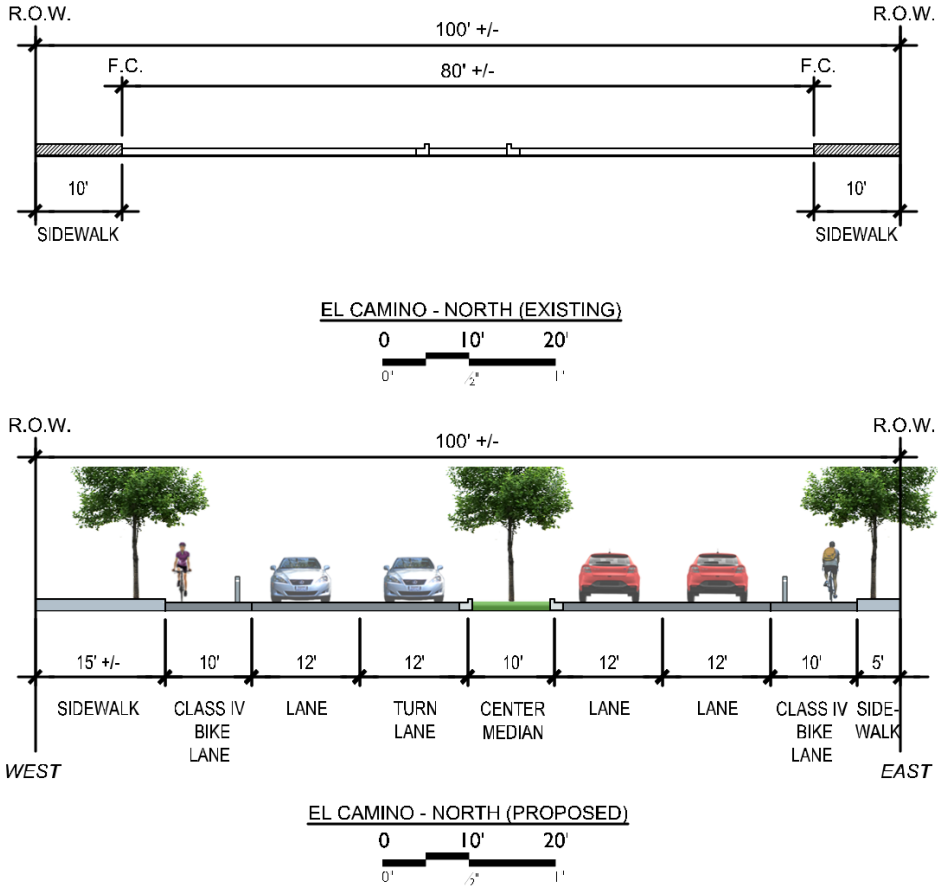
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EL CAMINO REAL (NORTH)

All vehicle lane widths, and the sidewalk width on the east side of the street are reduced to accommodate Class IV buffered bike lanes on both sides of the street. A widened sidewalk is proposed for the west side of the street.

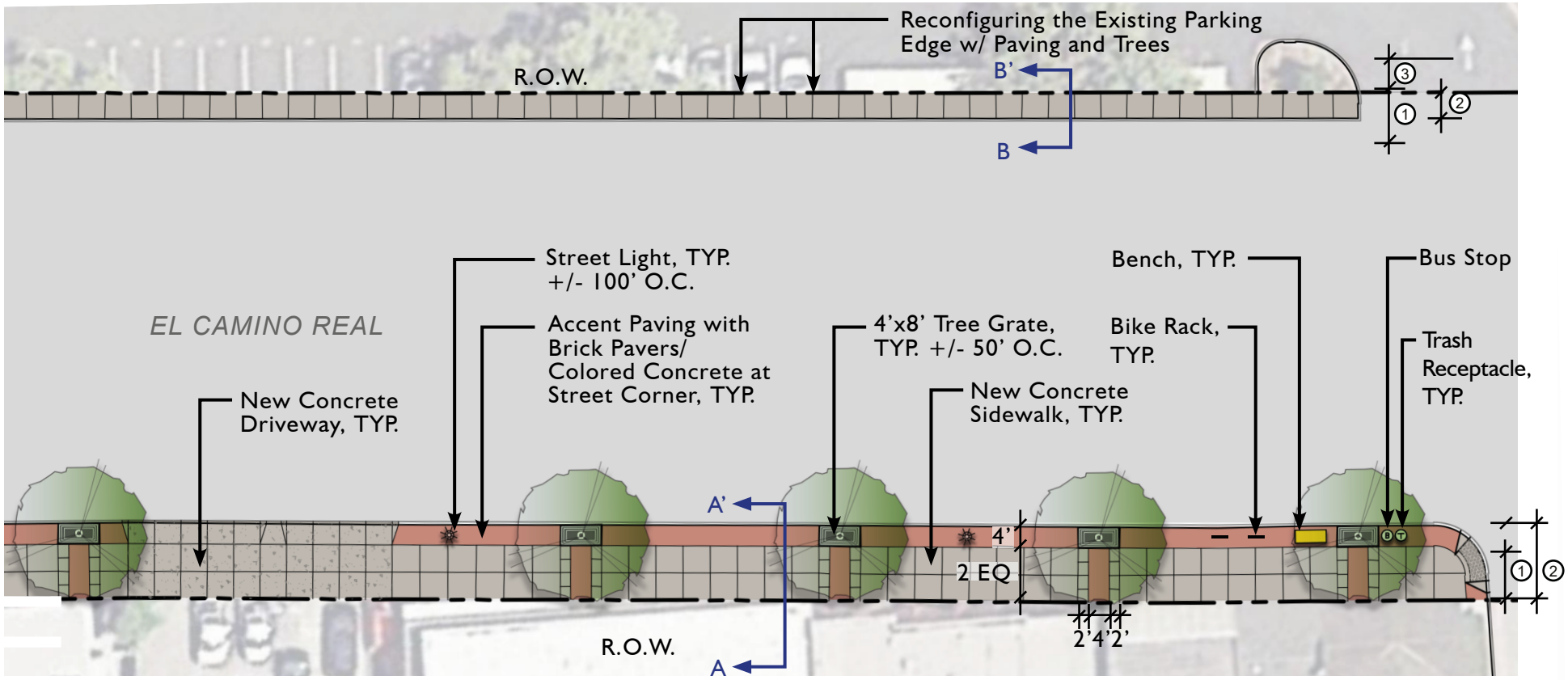


EL CAMINO REAL (NORTH)



TYPICAL STREET SECTION

PLAN - EL CAMINO REAL (NORTH)



LEGEND

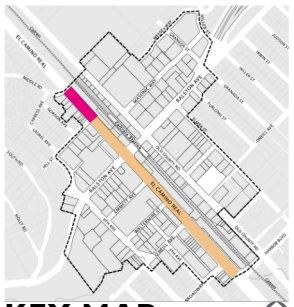
- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Tree Grate
- Street Light
- Bench
- Bike Rack
- Trash Receptacle
- Bus Stop

① Existing Sidewalk 10'

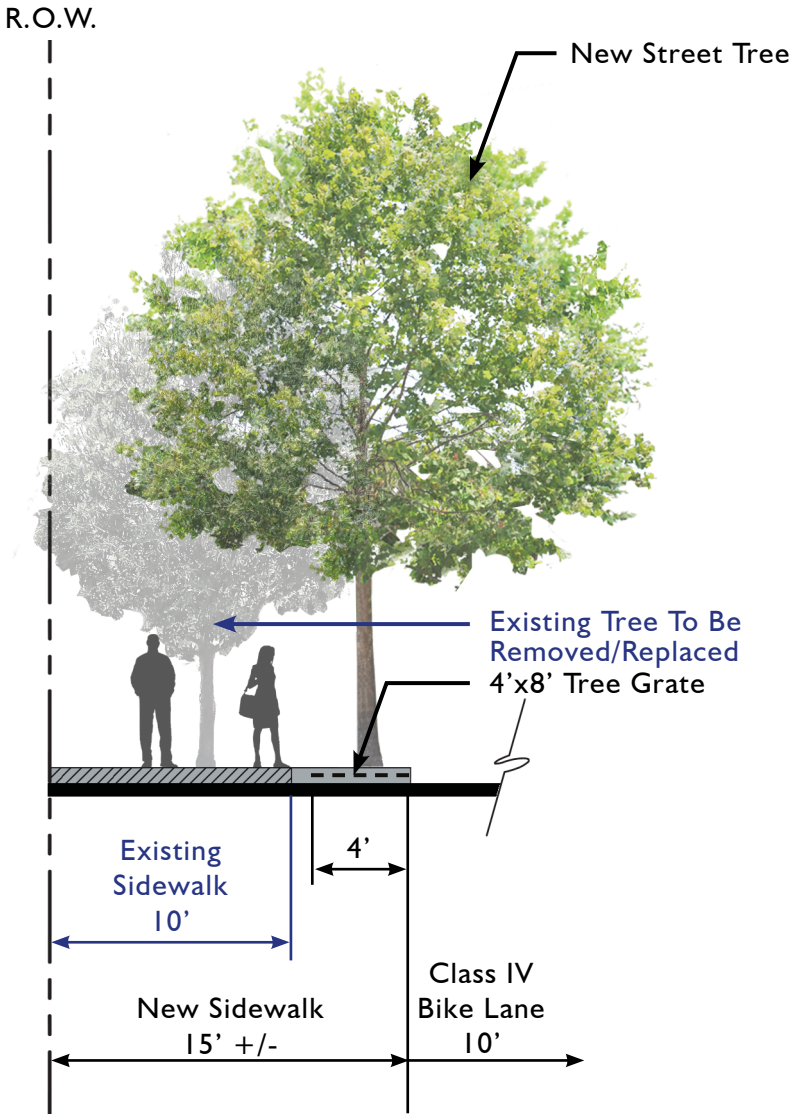
② New Sidewalk 15' +/- (west), 5'(east)

③ Reconfiguring the Existing Parking Edge w/ Paving and Trees

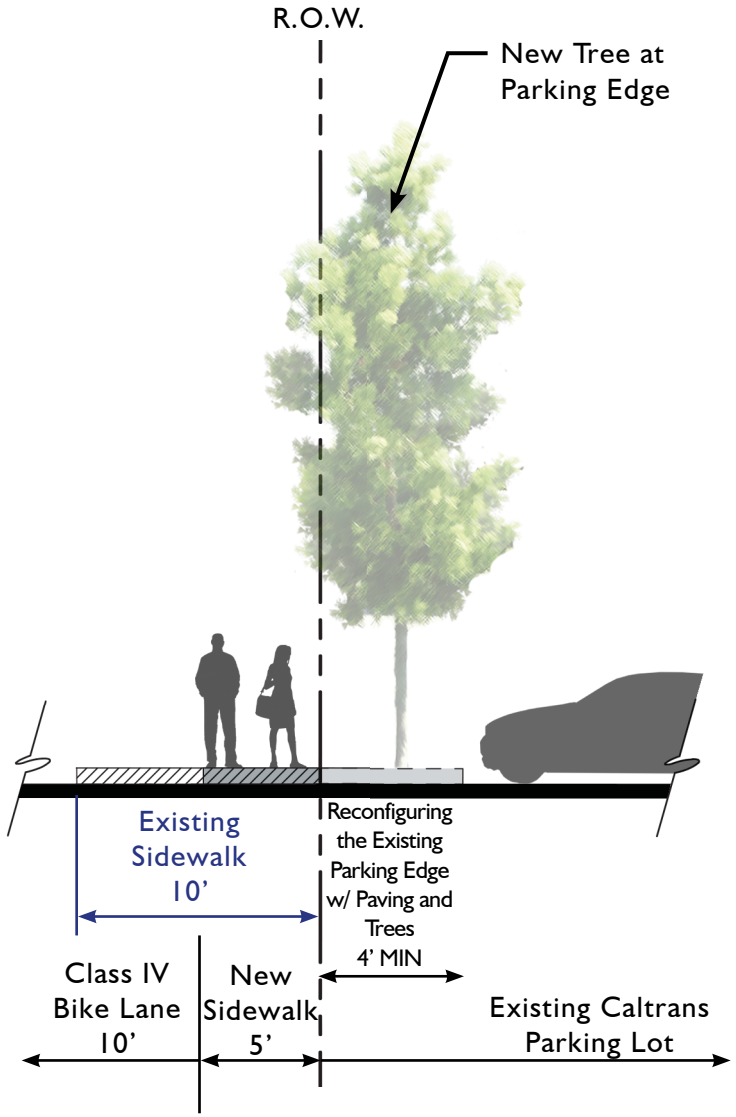
0 15' 30'



KEY MAP



SECTION A-A'
TYPICAL SECTION



SECTION B-B'
ADJACENT TO CALTRANS PARKING



SCALE

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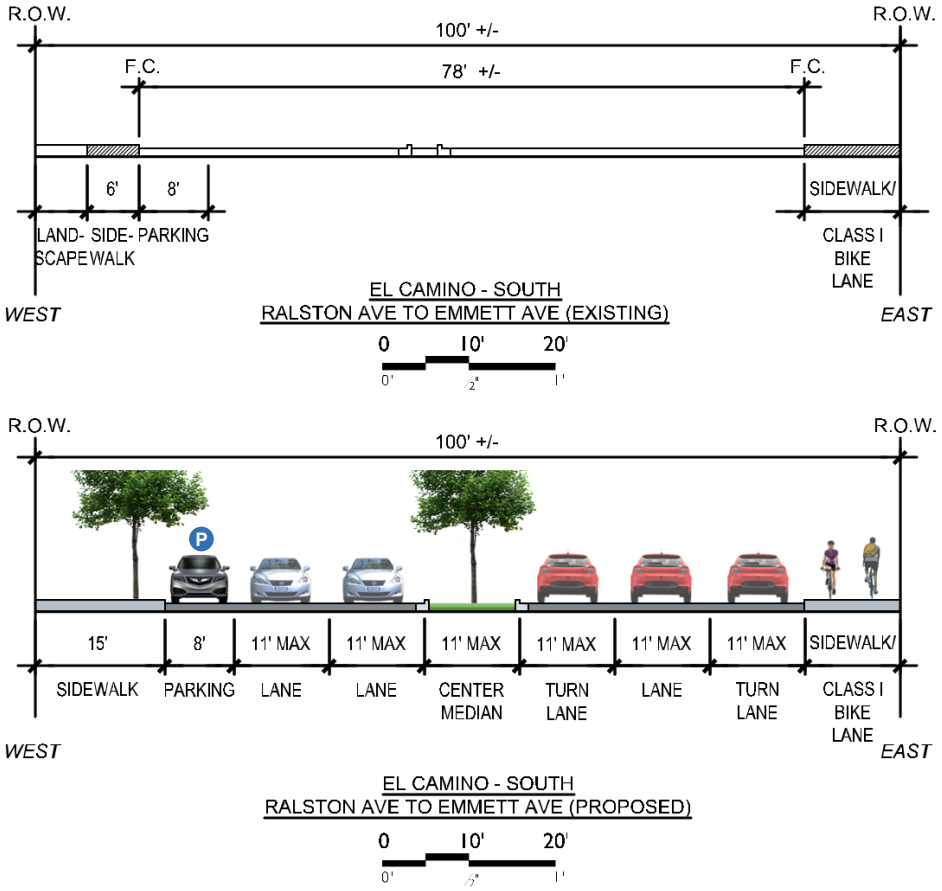
EL CAMINO REAL (SOUTH)

El Camino south Ralston Ave to Emmett Steet is currently developed with a Class I bike path on the east side. As redevelopment occurs on this block, widen the sidewalk on the west side.

South of Emmett Street, on-street parking on the east side of the street adjacent to Caltrans is eliminated to accommodate a Class II bike lane and a widened sidewalk with a planted buffer on the east side to protect pedestrians.



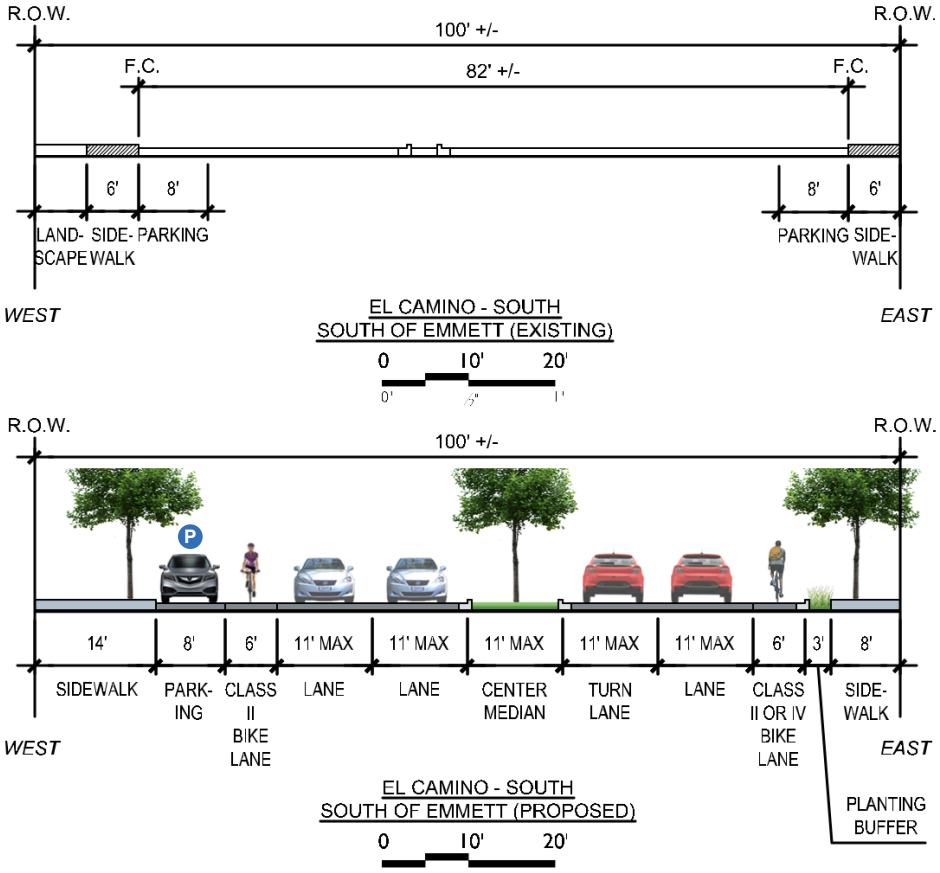
EL CAMINO REAL (SOUTH) - RALSTON AVE TO EMMETT AVE



TYPICAL STREET SECTION

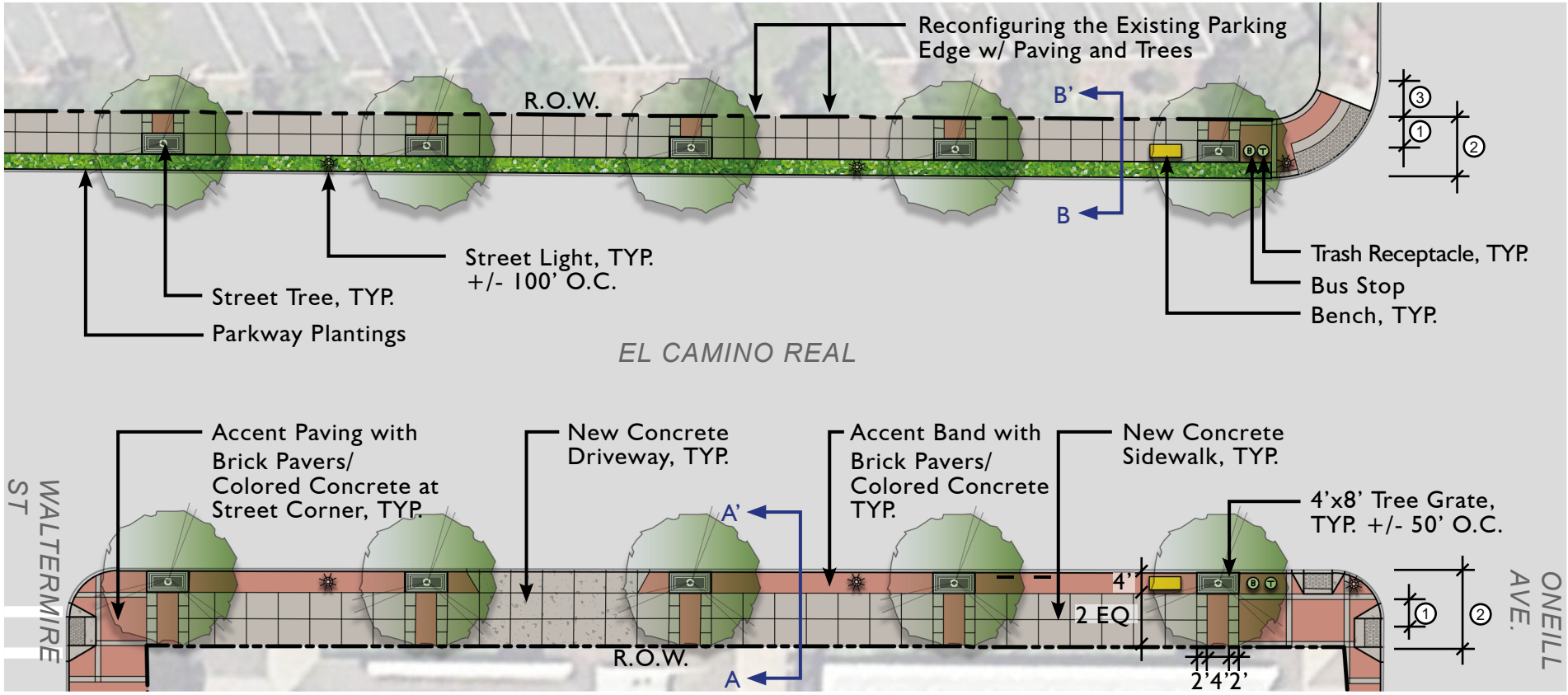


EL CAMINO REAL (SOUTH) - SOUTH OF EMMETT AVE



TYPICAL STREET SECTION

EL CAMINO REAL (SOUTH), SOUTH OF EMMETT AVE - PLAN



LEGEND

- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Tree Grate
- Street Light
- Bench
- Bike Rack
- Trash Receptacle
- Bus Stop

① Existing Sidewalk 6'

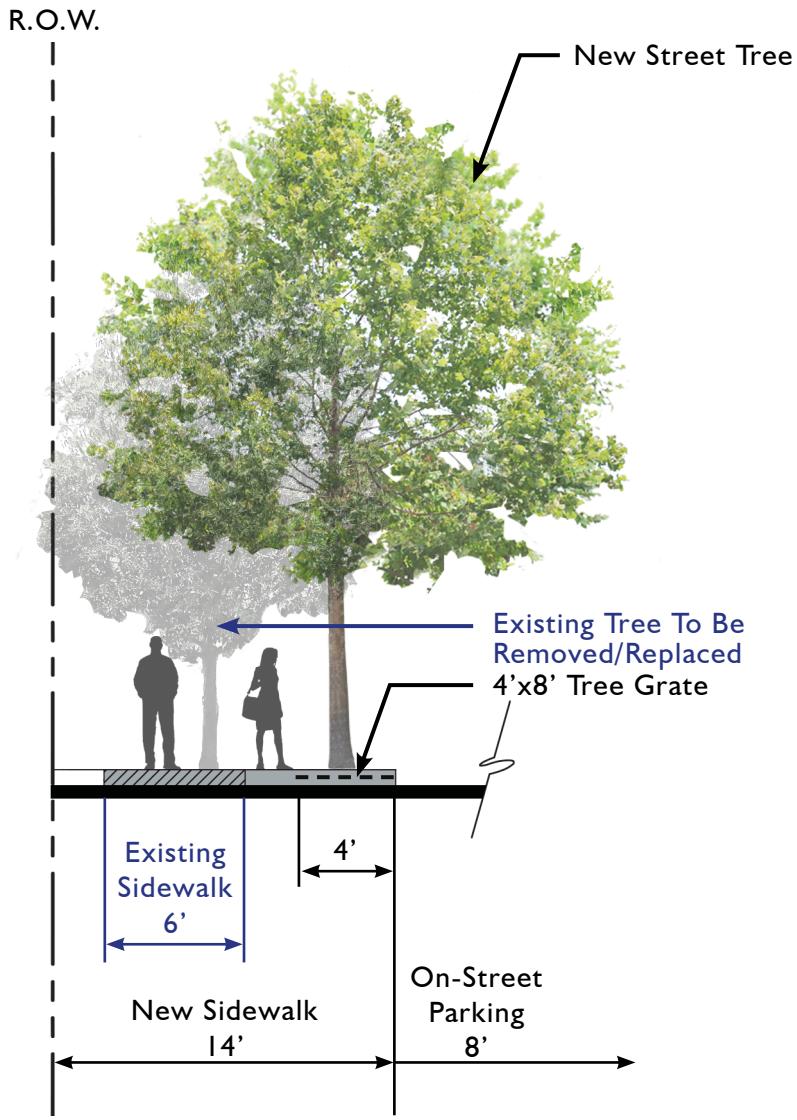
② New Sidewalk 14' (west), 8'(east)

③ Reconfiguring the Existing Parking Edge w/ Paving and Trees

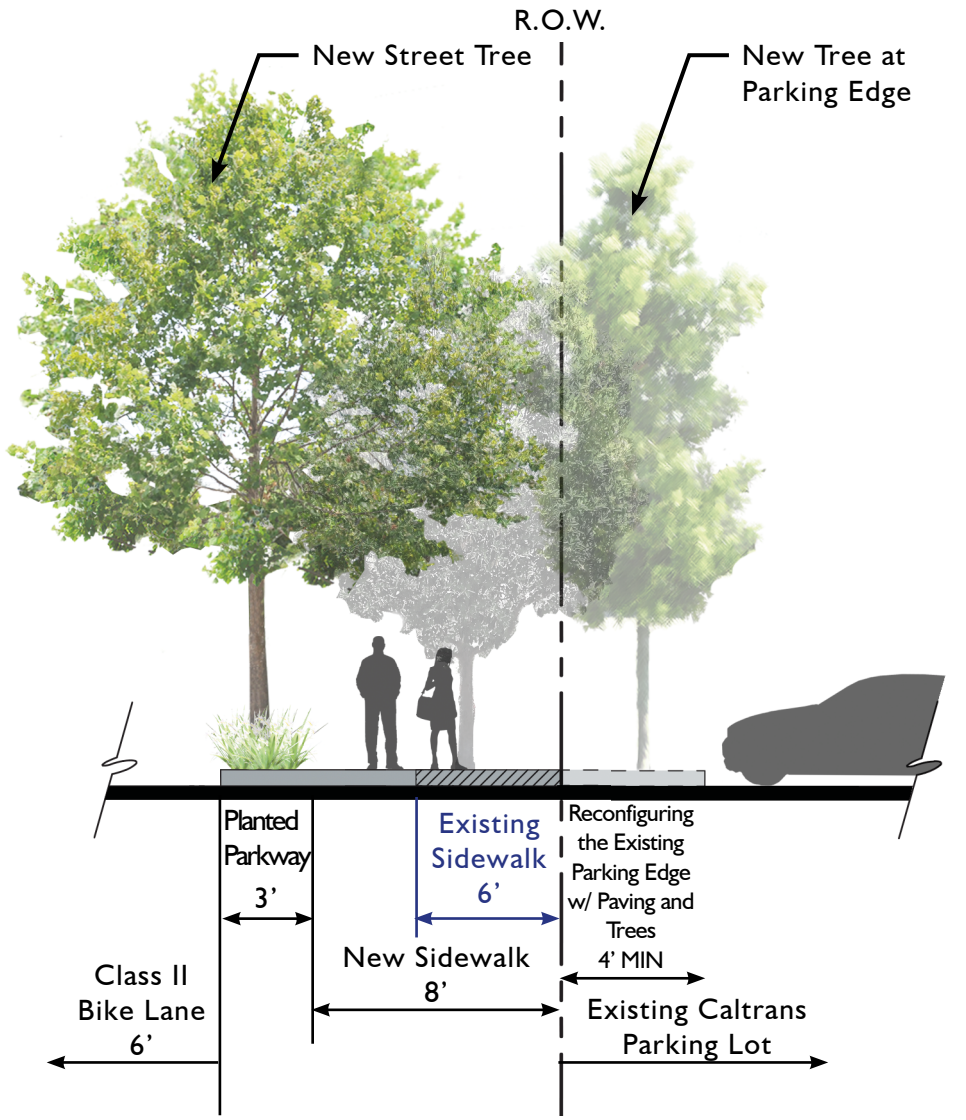


KEY MAP

EL CAMINO REAL - CROSS SECTIONS



SECTION A-A'
TYPICAL SECTION



SECTION B-B'
ADJACENT TO CALTRANS PARKING

0 4' 8'
SCALE

VILLAGE AVENUE PROTOTYPICALS

OLD COUNTY ROAD

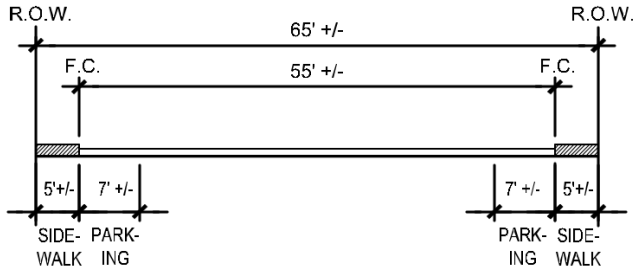
These streets provide connections between retail areas and local residential neighborhoods. They have narrow rights-of-way which need to accommodate on-street parking. Widened sidewalks with bulb-outs are essential to create shortened street crossings and encourage pedestrian circulation. Bike circulation shares the road on these narrow, slow streets. The Specific Plan classifies Old County Road and Elmer Street and as Village Avenues.

Old County Road

Where right-of-way or land dedication permits, sidewalks should be widened. Bulb-out crossings should be created at intersections to facilitate pedestrian circulation and to slow traffic. This street is designated as a Class III bike route, indicated with sharrows.

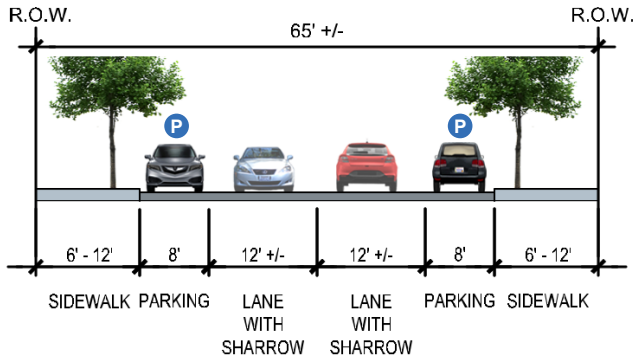


OLD COUNTY ROAD



OLD COUNTY ROAD (EXISTING)

0 10' 20'

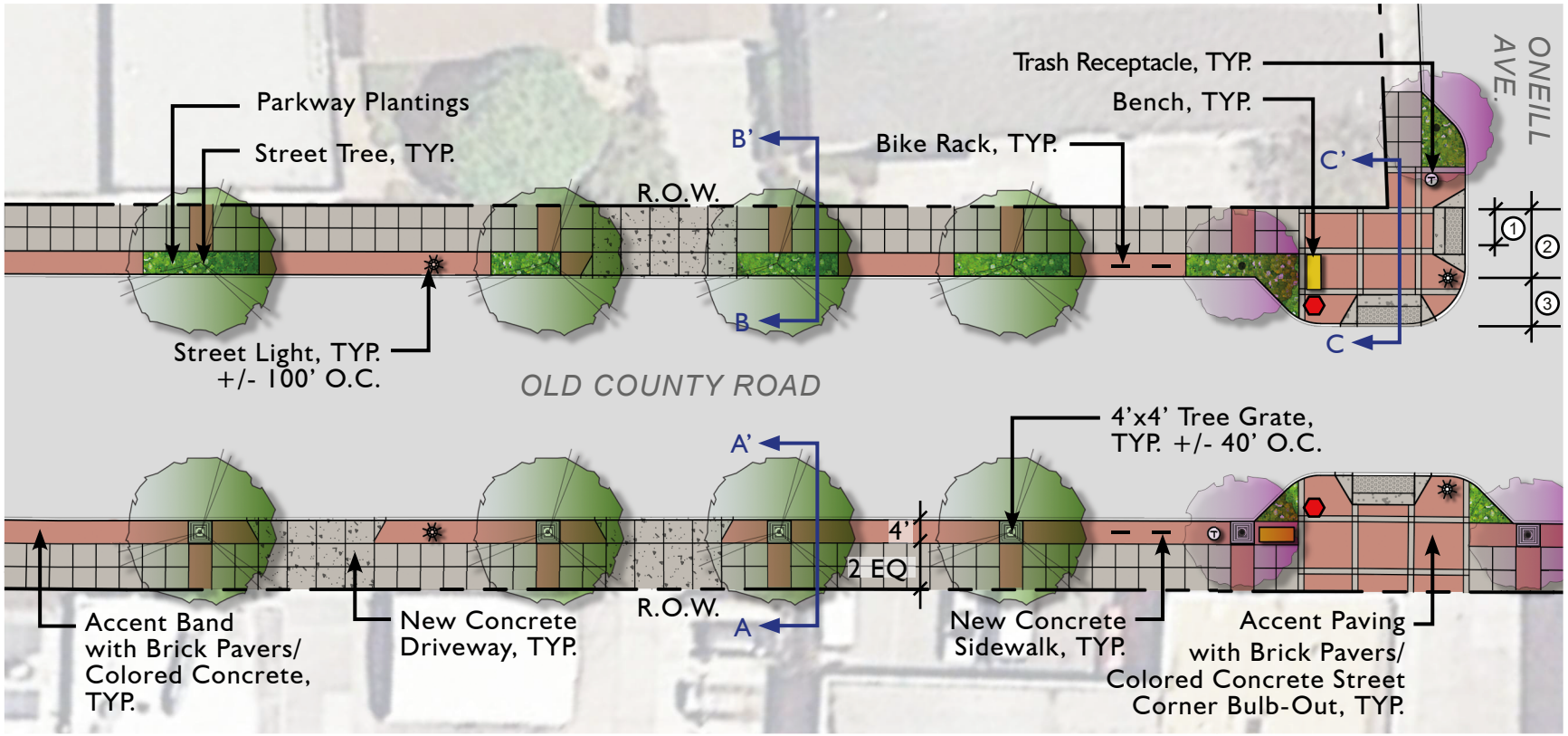


OLD COUNTY ROAD (PROPOSED)

0 10' 20'

TYPICAL STREET SECTION

OLD COUNTY ROAD - PLAN



LEGEND

- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Tree Grate
- Street Light
- Bench
- Bike Rack
- Trash Receptacle
- Wayfinding Hotspot

① Existing Sidewalk 5' +/-

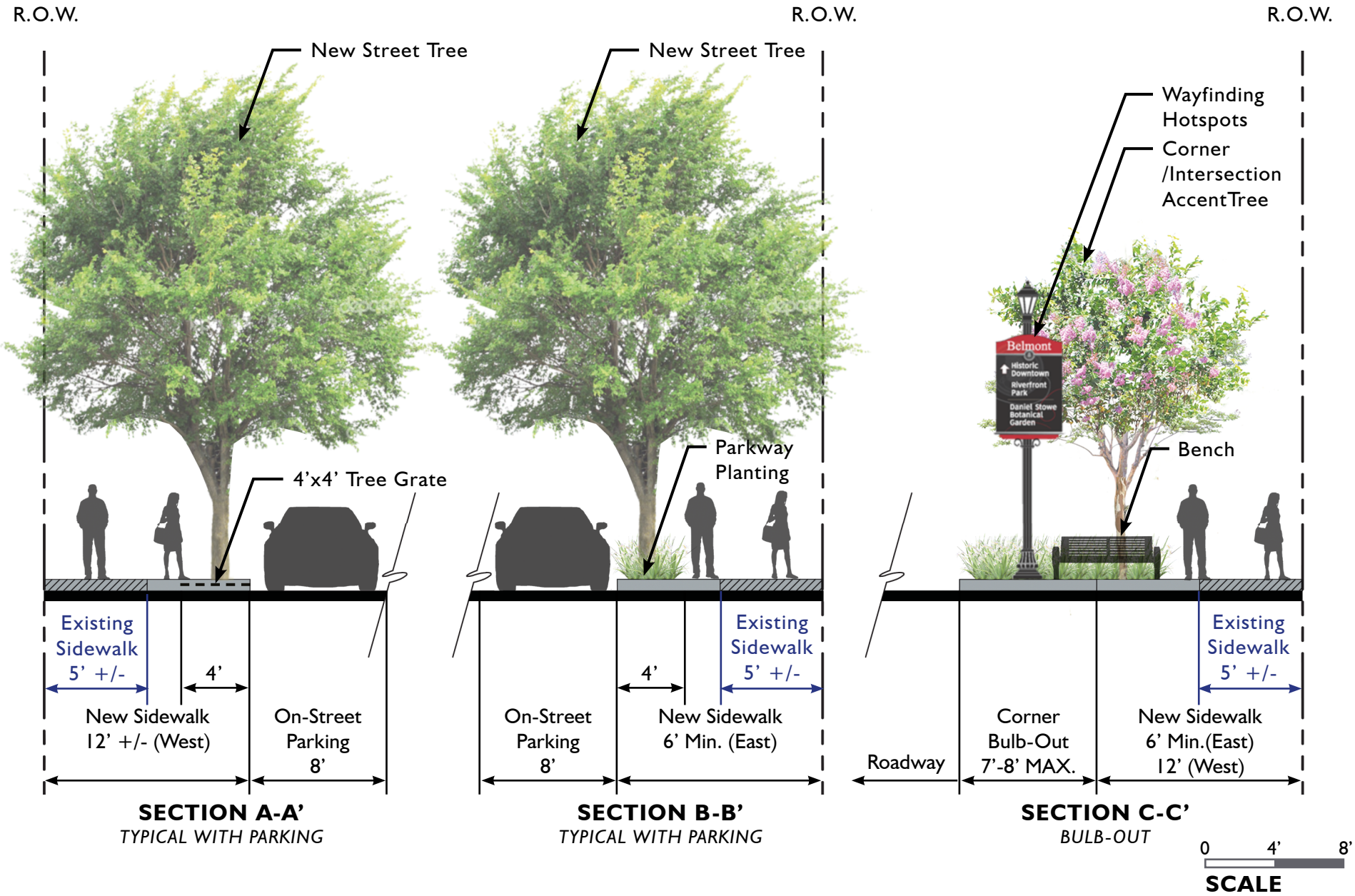
② New Sidewalk 6' Min. (East), 12' +/- (West)

③ Bulb-Out 7'-8' Maximum



KEY MAP

OLD COUNTY ROAD - CROSS SECTIONS



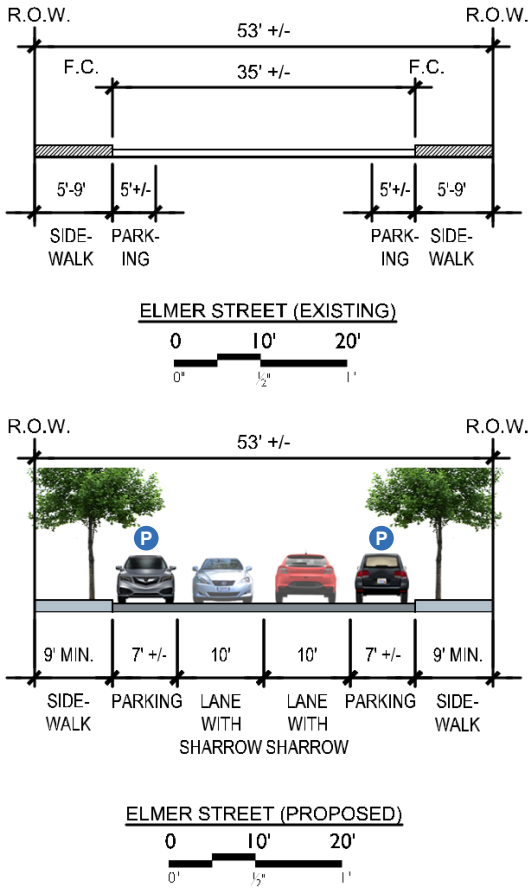
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ELMER STREET

As right-of-way and land dedication permits, sidewalks should be widened and bulb-outs added at intersections.

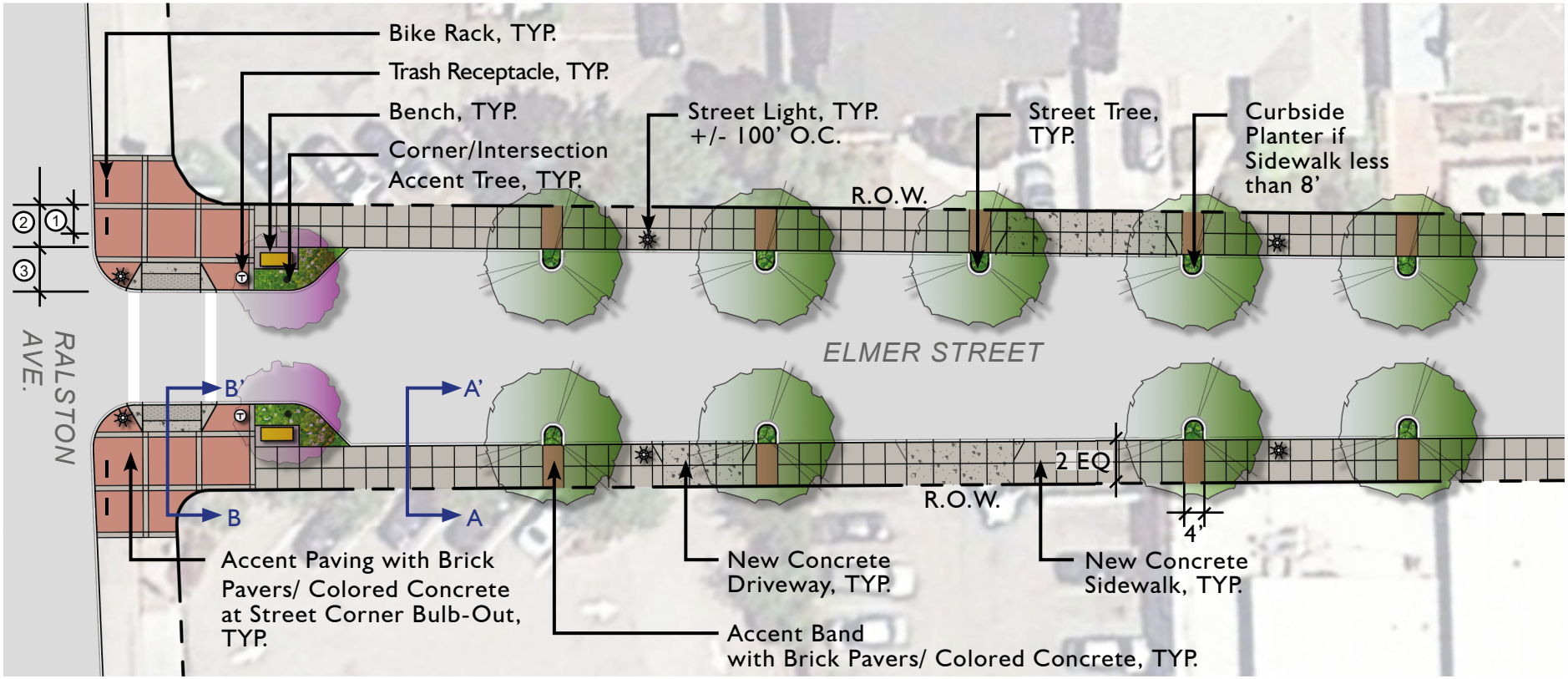


ELMER STREET



TYPICAL STREET SECTION

ELMER STREET - PLAN



LEGEND

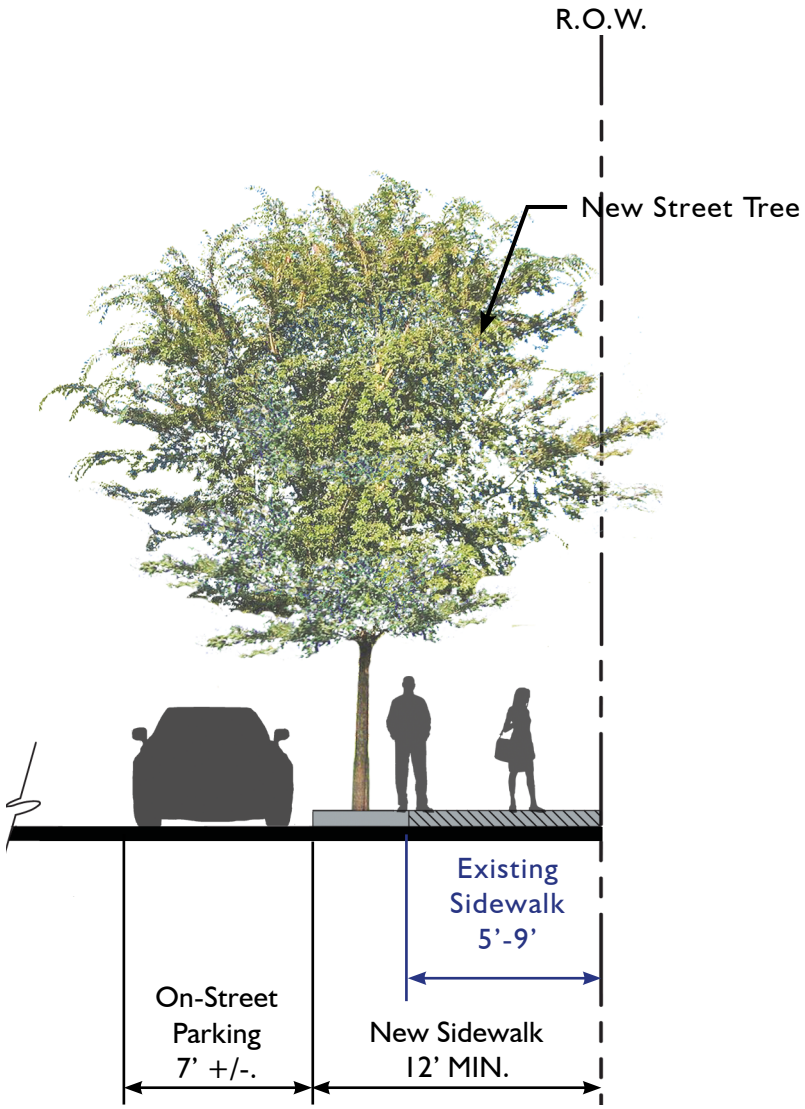
- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Street Light
- Bench
- Bike Rack
- Trash Receptacle
- ① Existing Sidewalk 5'-9'
- ② New Sidewalk 9' Minimum
- ③ Bulb-Out 7'-8' Maximum

0 15' 30'

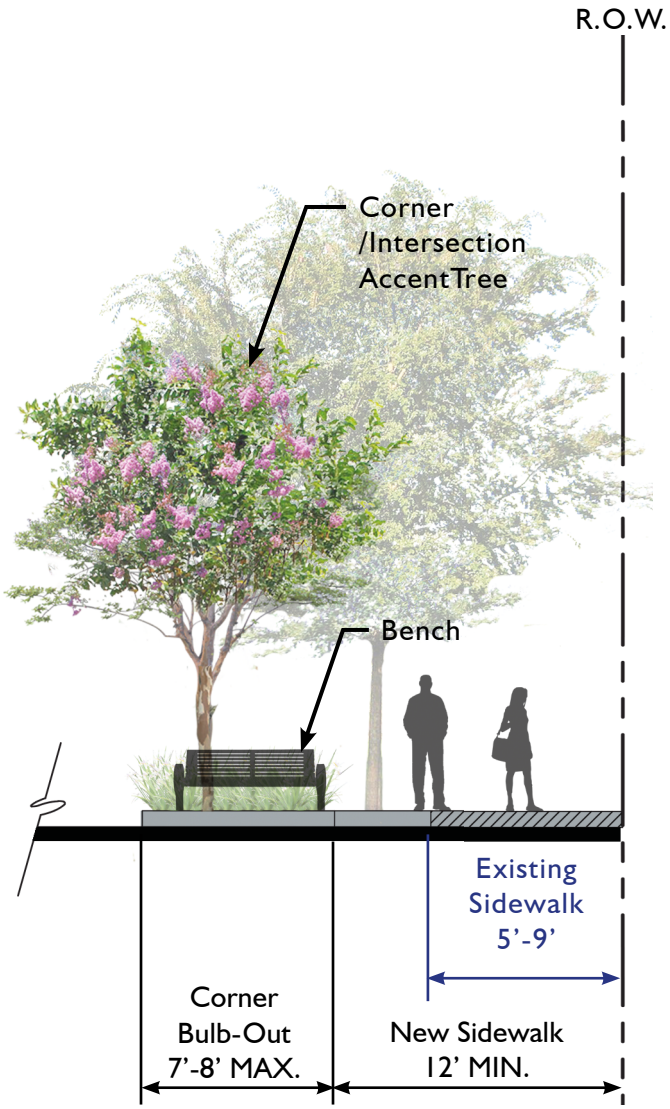


KEY MAP

ELMER STREET - CROSS SECTIONS



SECTION A-A'
TYPICAL WITH PARKING



SECTION B-B'
BULB-OUT

0 4' 8'
SCALE

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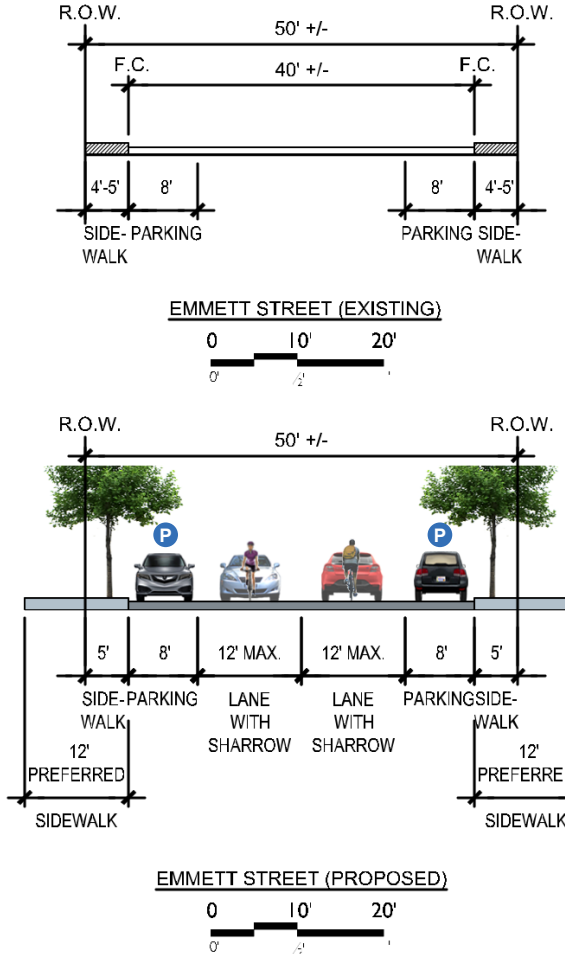
VILLAGE MAIN STREET PROTOTYPICALS

APPLY TO O'NEILL AVENUE, EMMETT STREET, HILL STREET, MASONIC WAY, WESSEX WAY, FLASHNER WAY

These streets form the heart of the retail and shopping area, typically with curbside parking, generous sidewalks and areas for outdoor dining and display. Bulb-outs at intersections are required. The Specific Plan classifies 5th Ave., 6th Ave., O'Neill Ave., Emmett Street, Hill Street, Masonic Way, Flashner Way, and Wessex Way as Village Main Streets. The Bike and Pedestrian Master Plan proposes a Class II bike lanes for portions of 5th and 6th Avenues.

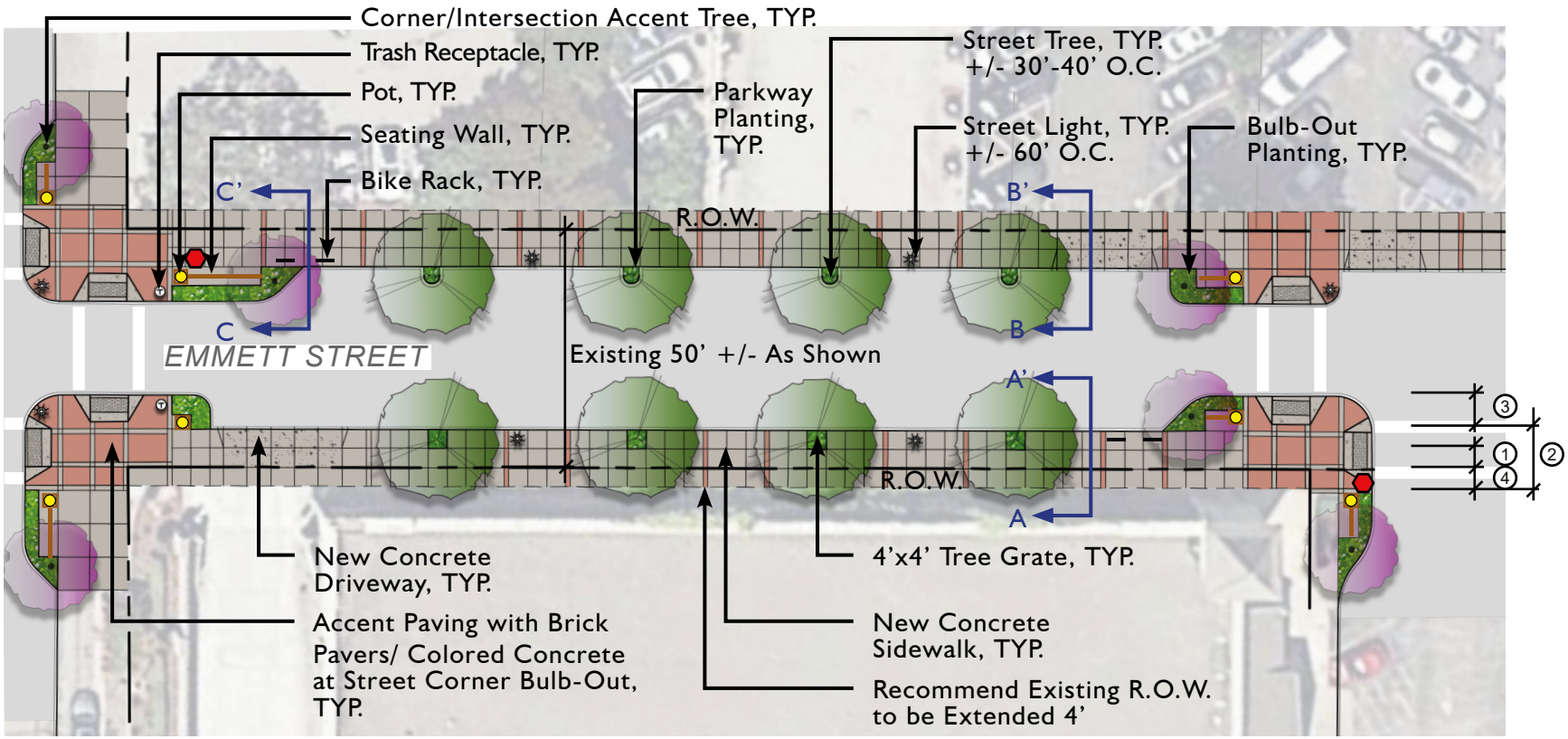


EMMETT STREET



TYPICAL STREET SECTION

VILLAGE MAIN STREET - PLAN



LEGEND

- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Tree Grate
- Street Light
- Seating Wall w/ Pot
- Bike Rack
- Trash Receptacle
- Wayfinding Hotspot

① Existing Sidewalk 4'-5'

② New Sidewalk 12' Preferred

③ Bulb-Out 7'-8' Maximum

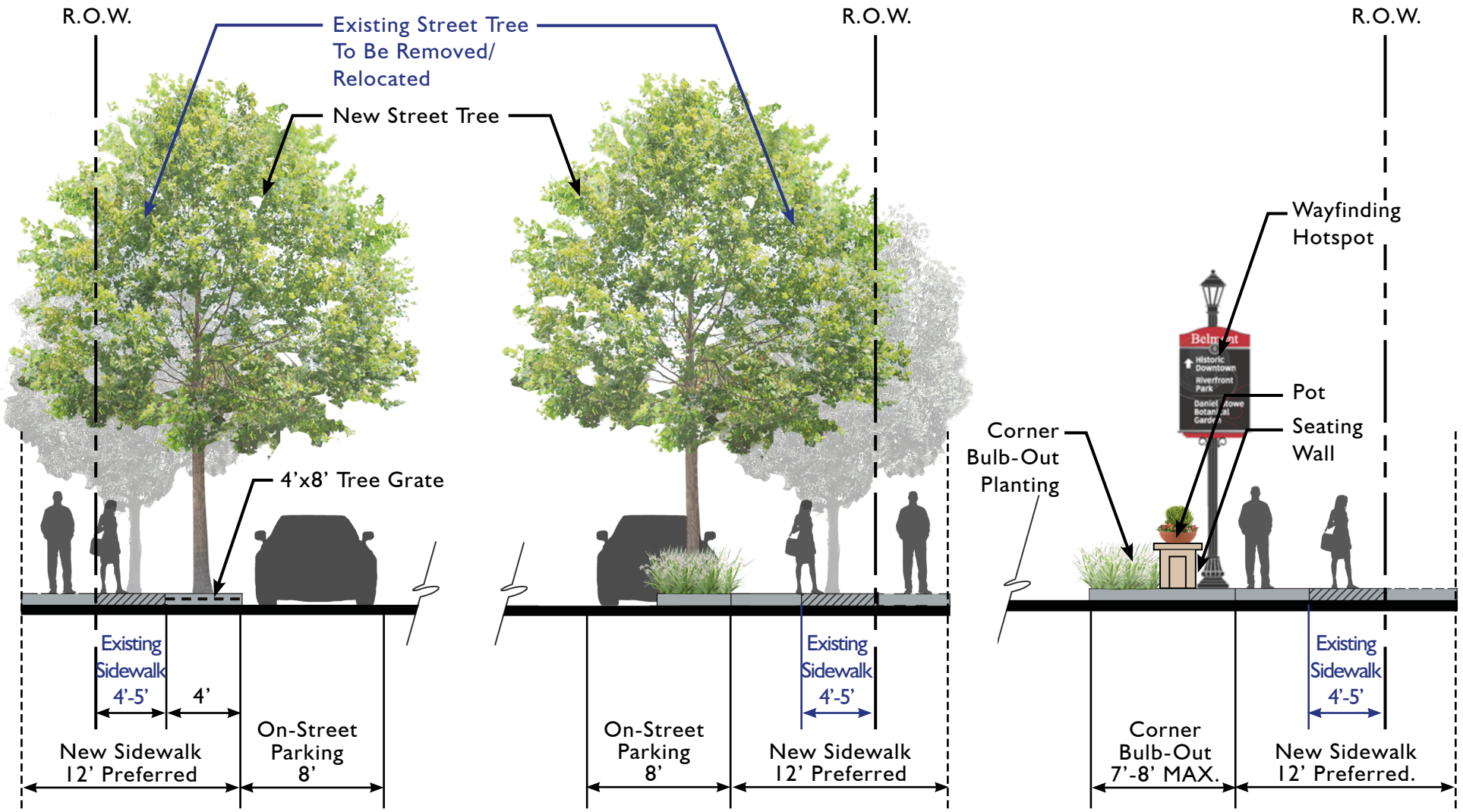
④ Recommend Existing R.O.W. to be extended

0 15' 30'



KEY MAP

VILLAGE MAIN STREET - CROSS SECTIONS



SECTION A-A'
TYPICAL WITH PARKING

SECTION B-B'
TYPICAL WITH PARKING

SECTION C-C'
BULB-OUT

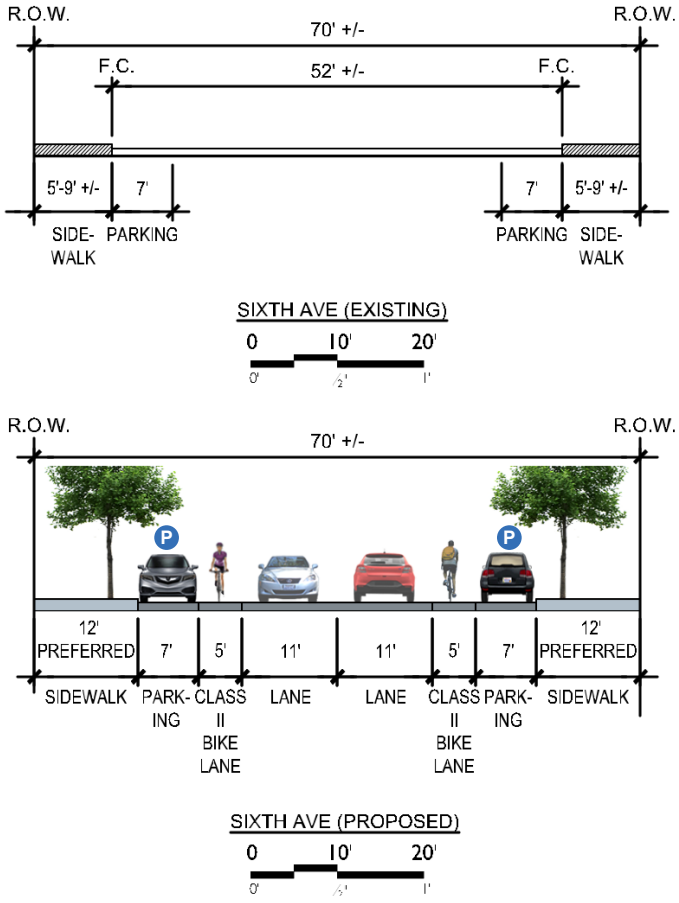
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SIXTH AVENUE PROTOTYPICAL

As redevelopment occurs, provide Class II bike lanes on both sides of the street with areas for on-street parking or future parklets. Sidewalks should be widened to accommodate pedestrian activities.

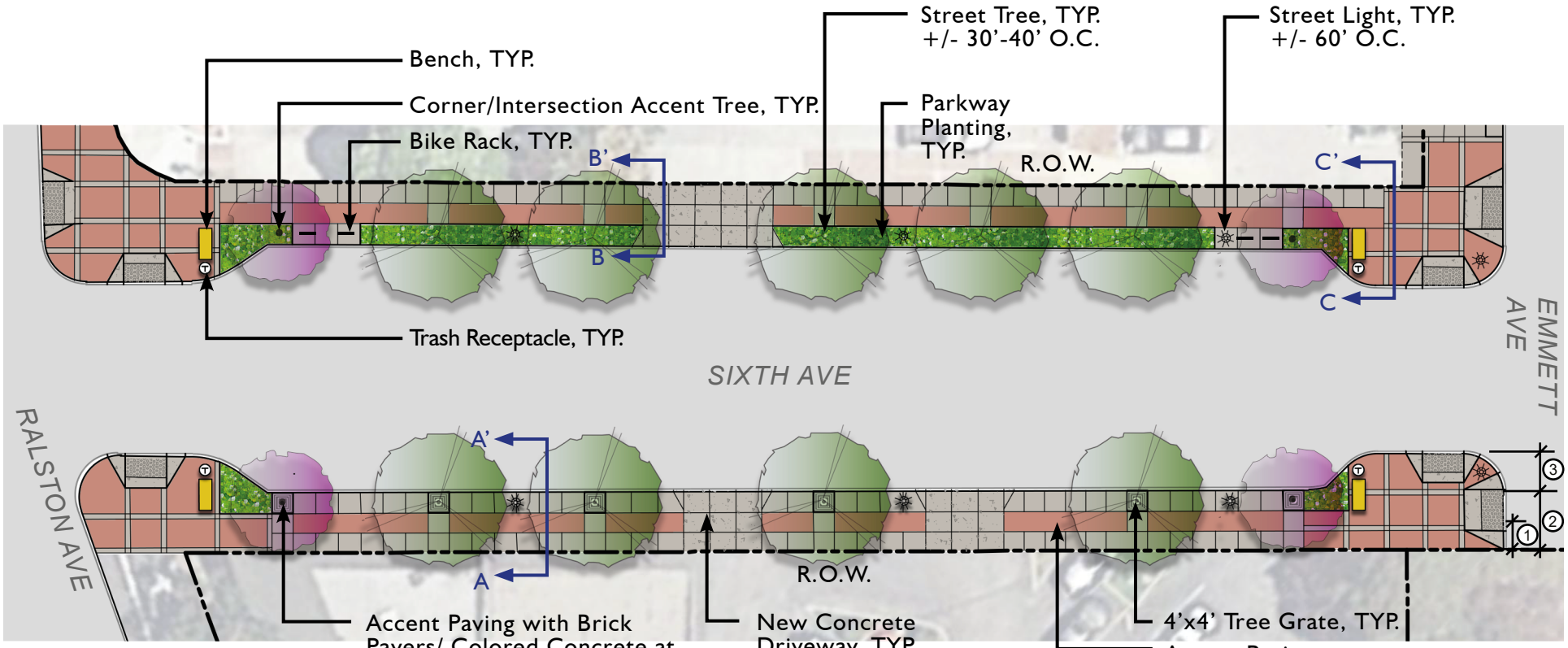


SIXTH AVE



TYPICAL STREET SECTION

SIXTH AVE - PLAN



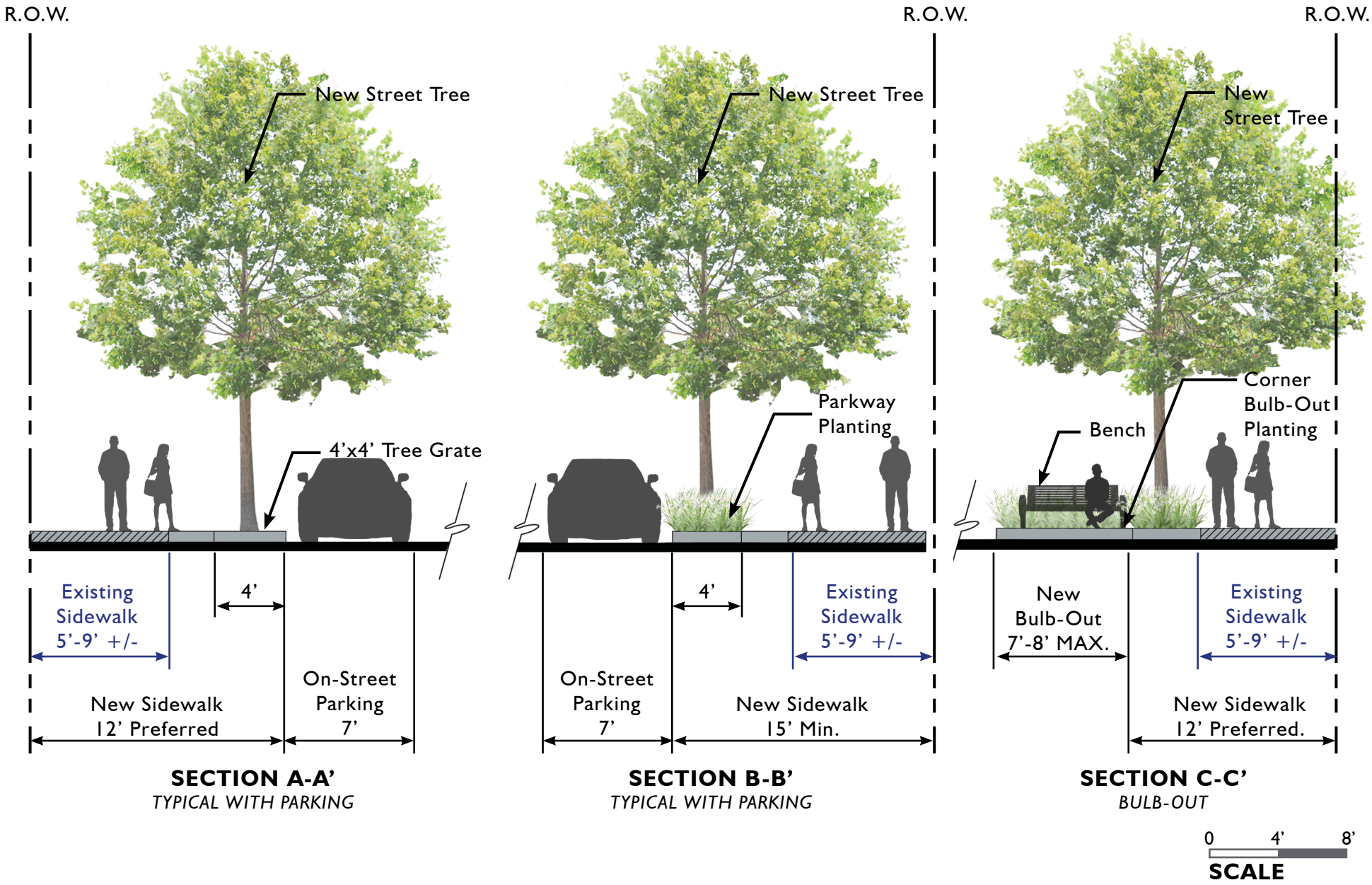
LEGEND

- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Tree Grate
- Street Light
- Bench
- Bike Rack
- Trash Receptacle
- ① Existing Sidewalk 5'-9' +/-
- ② New Sidewalk 12' Preferred
- ③ Bulb-Out 7'-8' Maximum



KEY MAP

SIXTH AVE - CROSS SECTIONS



SECTION A-A'
TYPICAL WITH PARKING

SECTION B-B'
TYPICAL WITH PARKING

SECTION C-C'
BULB-OUT

0 4' 8'
SCALE

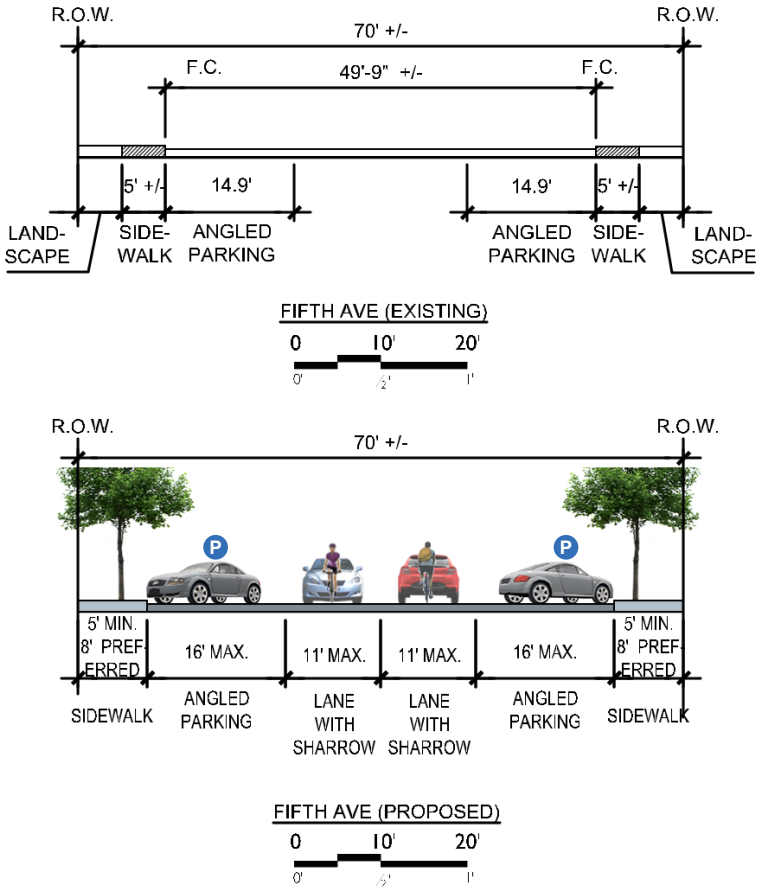
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FIFTH AVENUE PROTOTYPICAL

5th Avenue between O'Neill Ave and Broadway, length of retained angled parking increased and travel lanes narrowed, as redevelopment occurs, sidewalks will be widened.

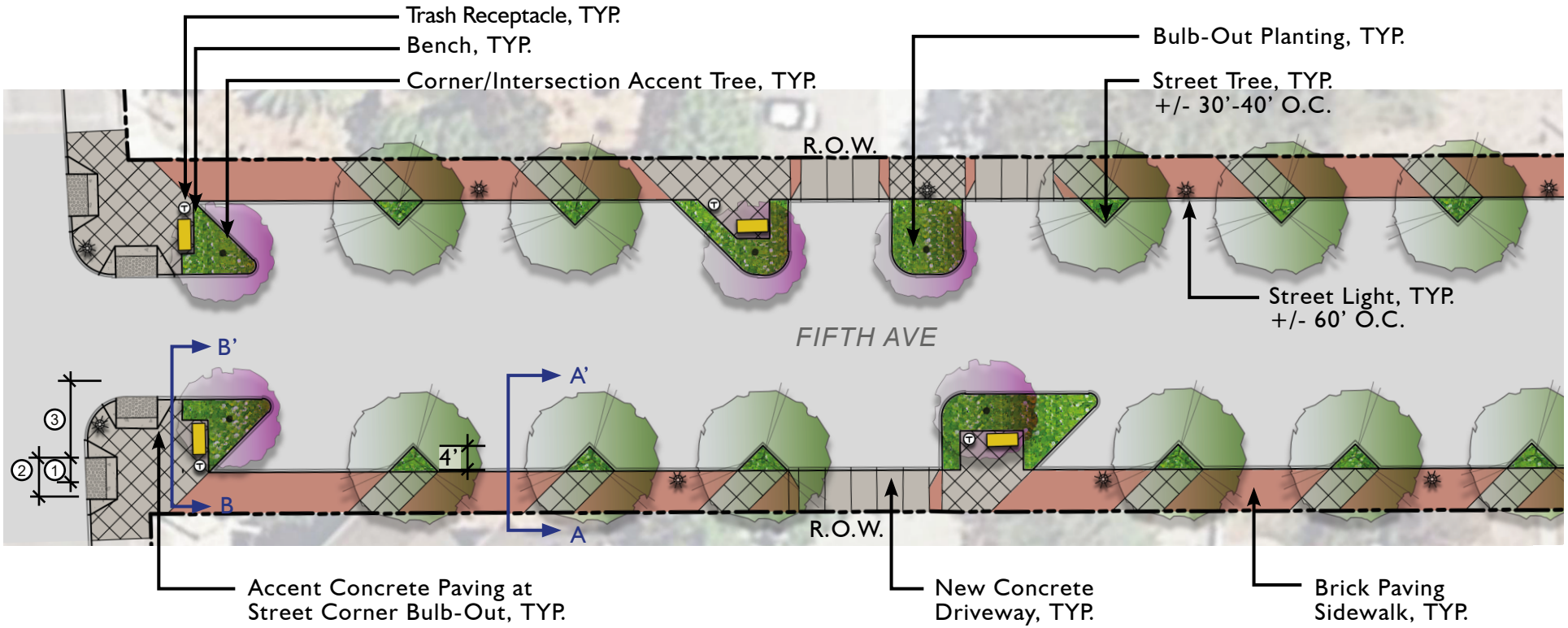


FIFTH AVE



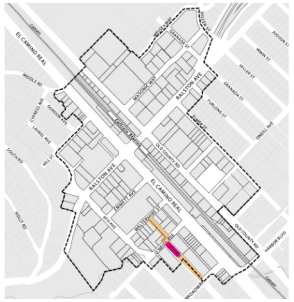
TYPICAL STREET SECTION

FIFTH AVE - PLAN



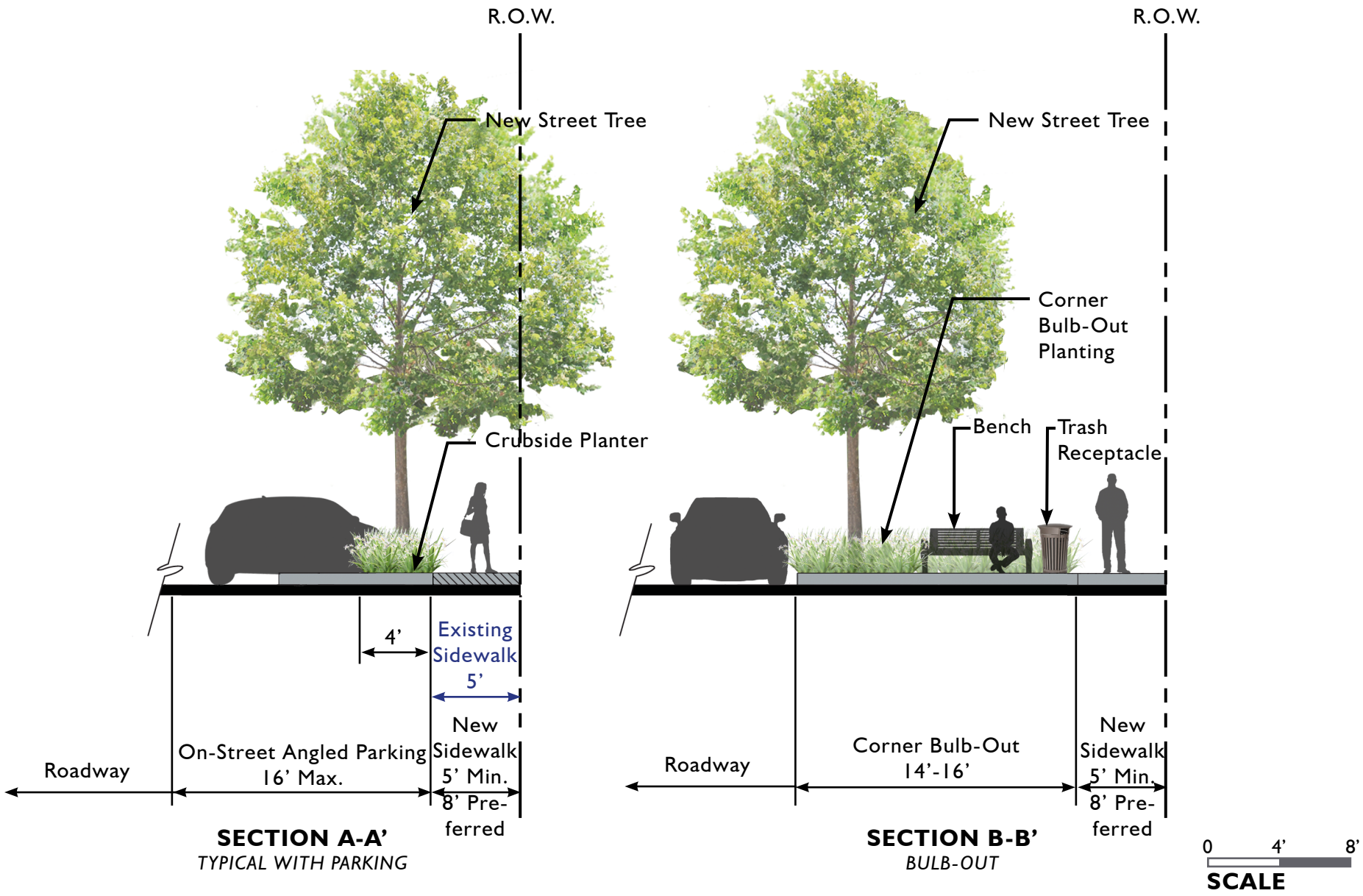
LEGEND

- Brick Pavers/ Colored Concrete
- Concrete Sidewalk
- Concrete Driveway
- Property Line / Right of Way
- Street Light
- Bench
- Trash Receptacle
- ① Existing Sidewalk 5'
- ② New Sidewalk 5' Minimum, 8' Preferred
- ③ Bulb-Out 14'-16'



KEY MAP

FIFTH AVE - CROSS SECTIONS



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3 SITE ELEMENTS

There are 3 distinct “site element” palettes tailored to reflect the diversity of uses and the architectural character of the Downtown.

Village Core

Builds upon the traditional, well-established vocabulary of Brick Paving Band and Lantern Light standards while introducing more contemporary elements.

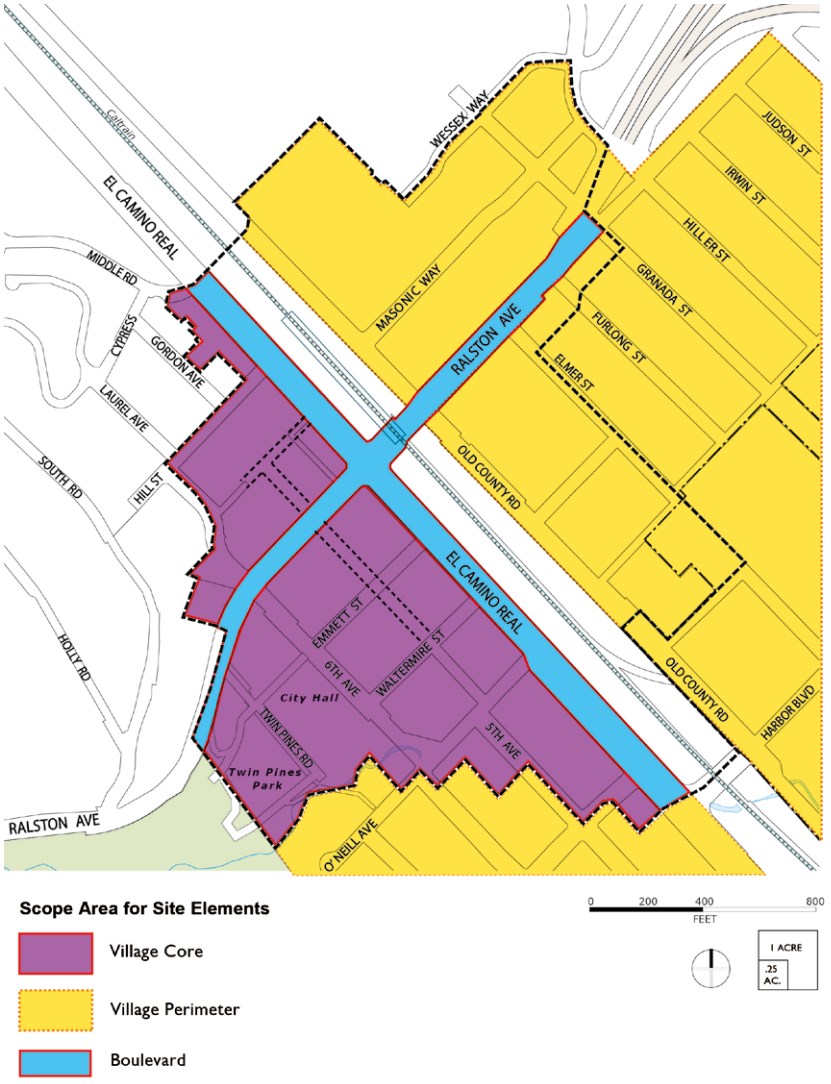
Boulevard

Introduces a distinctly contemporary, pedestrian-friendly palette.

Village Perimeter

Celebrates an aesthetic, playful streetscape by introducing technology.

The guidelines do not replace City standards, such as requirements regarding ADA access, utility clearances and corner sight line clearances. All site furnishings must be durable and appropriate for high intensity public use. Final selection of site furnishings may involve to respond to community needs.



Site Elements Key Map

VILLAGE CORE

The vocabulary of site elements proposed for the Village Core builds upon the current historic materials palette of brick paving and lantern style streetlights while incorporating some updated flair. For example the color of traditional brick paver is updated to a mix of gray and beige.

The street furnishings are designed to support pedestrian activities, providing visual interest in the textured paving and ornamental tree grates, comfortable benches with backs and arm rests, and convenient trash receptacles and bike racks.

Main Street, as the primary pedestrian corridor, has enhanced accessories such as brackets for hanging baskets and for decorative street signs.



SITE ELEMENTS ON RALSTON AVENUE

VILLAGE CORE - PAVING MATERIALS



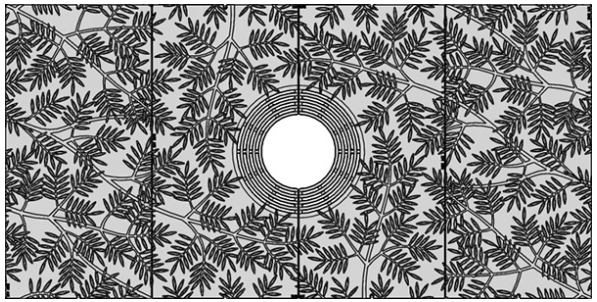
Accent Band/Street Corner:
Interlocking Pavers set on
Concrete sub-grade
MFR: Basalite or equal
Size: 4 x 8 x 2-3/8” thickness
Color: as shown



Sidewalk:
Color: Integral Color Concrete
Pebble by Davis Colors
Joint: Sawcut Scoring Joint
Finish: Medium Broom

VILLAGE CORE - SITE FURNISHINGS

TREE GRATE





MFR: Iron Age Designs
Model: Locust – ADA compliant
Frame: “E” Frame Installation
Size: 4’ x 8’ or 4’ x 6’ Rectangular
Material: Cast Iron
Finish: Natural Raw Finish

BENCH





MFR: Landscape Forms
Model: Plainwell
Size: 72” long (25” x 72” x32”)
Seating and Back Slats: IPE
Arm Rest and Frame Color Finish: Powder Coat Titanium
Mounting: Surface Mount

VILLAGE CORE - SITE FURNISHINGS

TRASH RECEPTACLE



MFR: Forms and Surfaces

Model: Poe Litter Receptacle, Side Opening

Size: 34 gallon

Material and Finish: Cast and Extruded Aluminum

Mounting: Surface Mount

BIKE RACK



MFR: Landscape Forms

Model: Bola Bike Rack

Material: Powdercoated Steel, color finish to match bench.

Size: 2” x 28” x 32”

Mounting: Embedded



MFR: Landscape Forms

Model: Ring Bike Rack

Material: Powdercoated Steel, color finish to match bench.

Size: 1.5” x 25” x 27”

Mounting: Embedded

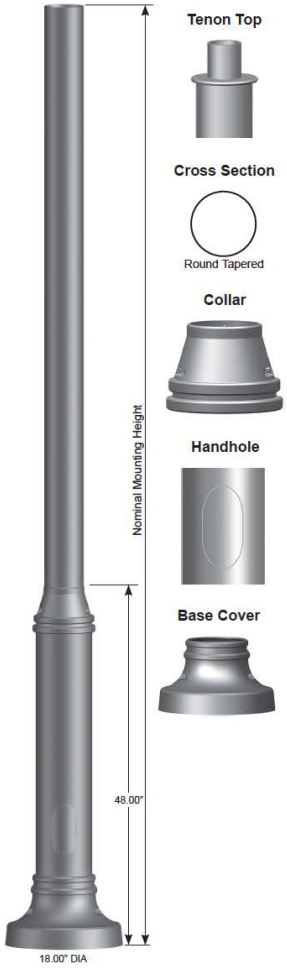
VILLAGE CORE - STREET LIGHT



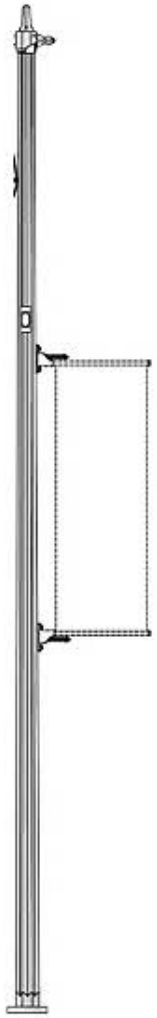
LANTERN LIGHT



CUSTOM CASTING AT LIGHT POLE



DORCHESTER POLES



BANNER ARM

Accessories



PLANTER BRACKET



STREET NAME BRACKET

BOULEVARD

The Boulevard continues the use of traditional brick pattern in paving bands, while introducing a more contemporary palette of benches, bike racks and trash receptacles.



SITE ELEMENTS ON RALSTON AVENUE

BOULEVARD - PAVING MATERIALS



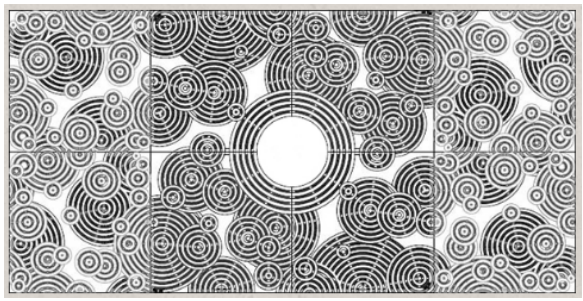
Accent Band/Street Corner:
Interlocking Pavers set on
Concrete sub-grade
MFR: Basalite or equal
Size: 4 x 8 x 2-3/8” thickness
Color: as shown



Sidewalk:
Color: Standard Gray Concrete
Joint: Sawcut Scoring Joint
Finish: Medium Broom

BOULEVARD - SITE FURNISHINGS

TREE GRATE







MFR: Iron Age Designs
Model: Oblio – ADA compliant
Frame: “E” Frame Installation
Size: 4’ x 8’ Rectangular
Material: Cast Iron
Finish: Natural Raw Finish

BENCH



MFR: Forms and Surfaces
Model: Balance Bench with Logo/Branding Incorporated
Size: 6’ long
Material and Finish: Solid Cast Aluminum with Powder Coat Finish
Arm Rest and Frame Color Finish: Powder Coated with Slate Texture
Seat and Back Color Finish: Powder Coated with Aluminum Texture or Cream Texture
Mounting: Surface Mount

BOULEVARD - SITE FURNISHINGS

TRASH RECEPTACLE





MFR: Forms and Surfaces

Model: Dispatch Litter & Recycling Receptacle with Logo/ Branding Incorporated

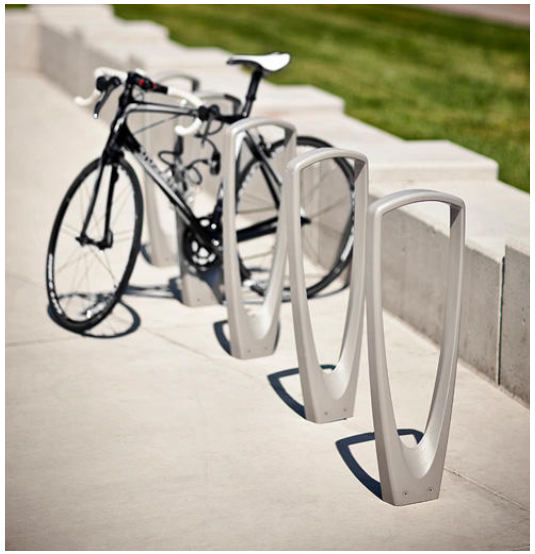
Model: SLDIS-220, 40 gallons (20 gallons each side)

Top Lide Color Finish: Powder Coated with Slate Texture

Body Slats Color Finish: Powder Coated with Aluminum Texture or Cream Texture.

Mounting: Surface Mount

BIKE RACK



MFR: Forms and Surfaces

Model: Trio Bike Rack with Logo/Branding Incorporated

Material: Solid Cast Aluminum

Finish: Powder Coated with Aluminum Texture

Size: 12” x 33.5”H

Mounting: Surface with Embedded Anchors

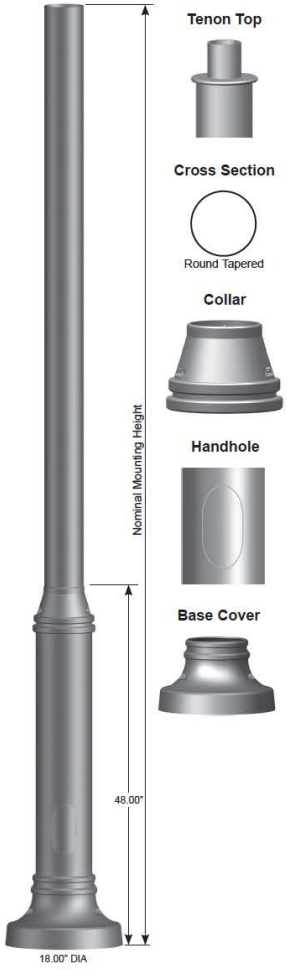
BOULEVARD - STREET LIGHT



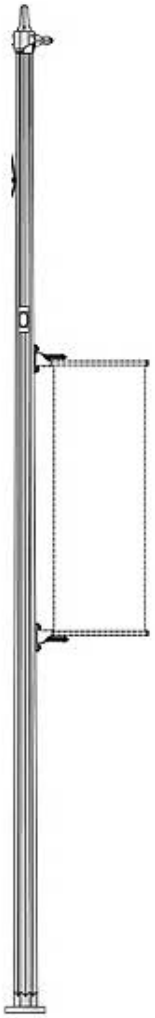
LANTERN LIGHT



CUSTOM CASTING AT LIGHT POLE



DORCHESTER POLES



BANNER ARM

VILLAGE PERIMETER

Outside of the Village Core, Belmont is emphasizing a modern architectural style. Thus, the proposed street amenities embrace this emerging style with plank pavers and refined concrete finishes for hardscape, playful bench styles, recycling trash containers, and solar charging stations integrated into site furniture.



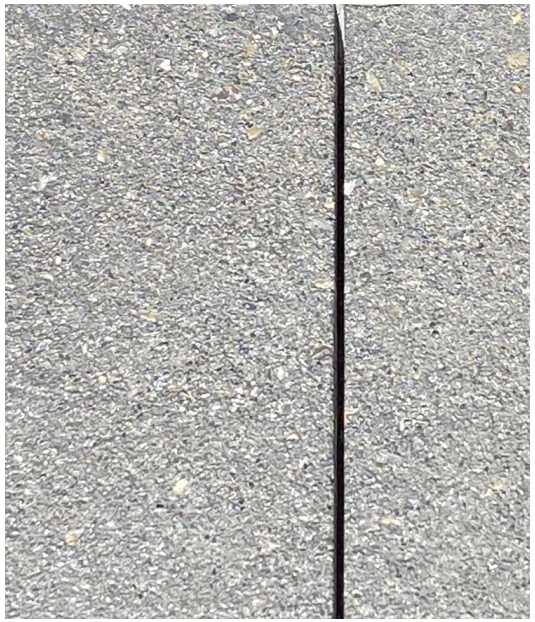
REDEVELOPMENT IN CONTEMPORARY ARCHITECTURAL STYLE
CREDIT: 601 HARBOR PUBLIC ART OPPORTUNITIES LORES BY SLATE ART CONSULTING

VILLAGE PERIMETER - PAVING MATERIALS



MFR: Basalite or equal
Model: Plank Pavers
Color: T.B.D.





MFR: Davis Color
Sawcut Integral Color Concrete
Color: T.B.D.
Finish: Topcast

VILLAGE CORE - SITE FURNISHINGS

TREE GRATE



MFR: Urban Accessories
Model: Cascade
Size: 4’ x 8’ Rectangular
Material: Ductile Iron
Finish: Rust Conditioner



MFR: Iron Age Designs
Model: Rain Heel Proof
Size: 4’ x 4’ or 4’ x 8’ Rectangular
Material: Cast Iron
Finish: Baked Oil Finish

BENCH



MFR: InfraMarks Green Innovations

Model: Smart Solar Bench



MFR: INCLUDE

Model: Steora City Smart Bench





Art Benches

MFR: T.B.D.





TRASH RECEPTACLES



MFR: MTR
Model: 650 Trash Containers
Size: 32 Gallon
Pattern: Birch Pattern
Color: T.B.D.
Finish: Powdercoat



MFR: MTR
Model: 2900 Series
Size: 32 Gallon
Pattern: Vinyl Graphics
Color: T.B.D.
Finish: Powdercoat

BIKE RACKS



MFR: T.B.D.
Model: T.B.D.
Mounting: Surface Mount



MFR: Forms and Surfaces
Model: Bike Garden Bike Rack
Mounting: Surface Mount



MFR: Santa & Cole
Model: Tactil
Mounting: Surface Mount

OTHER SITE FURNISHINGS



4 STREET TREE MASTER PLAN

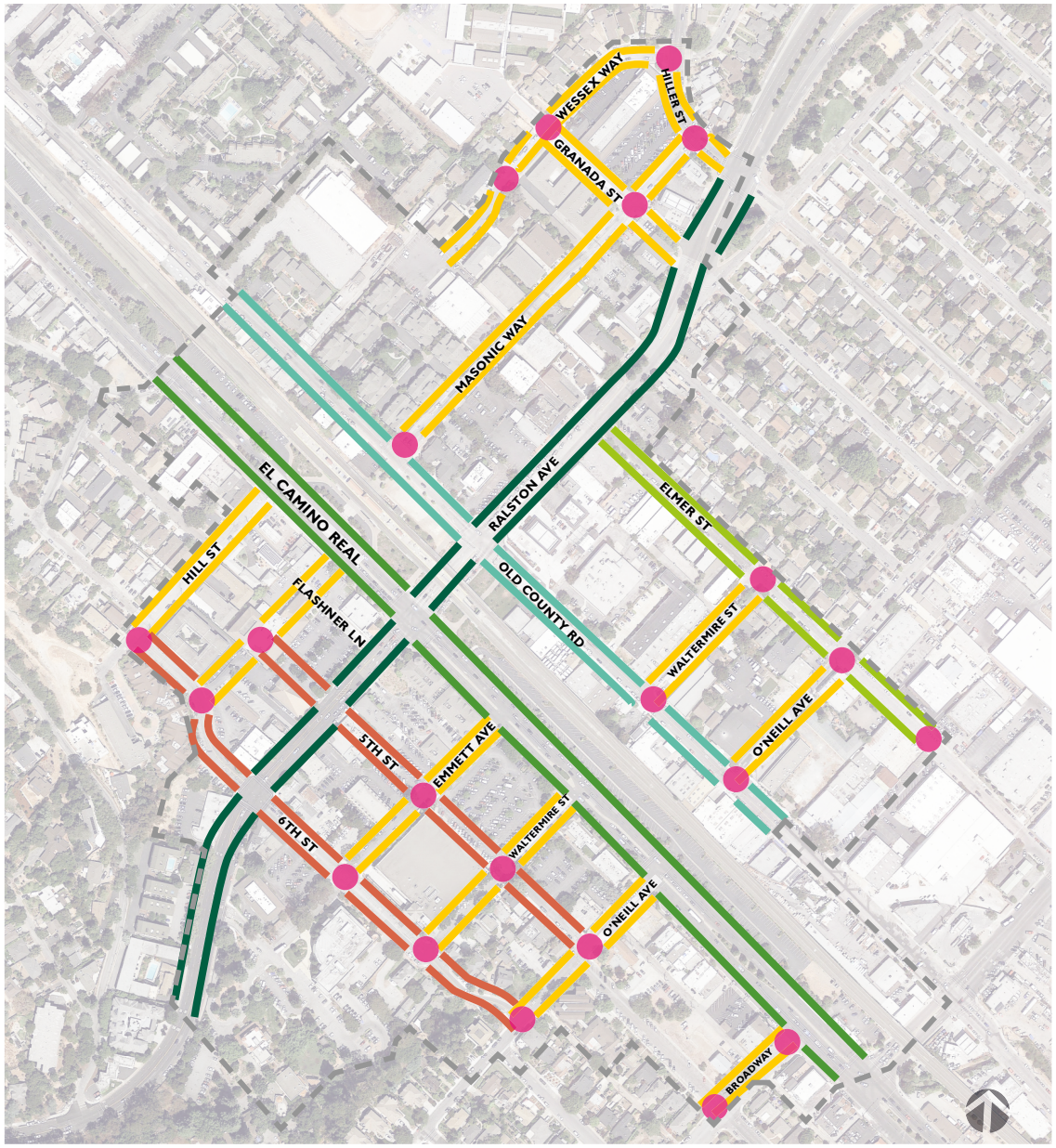
Street trees may be installed as part of a streetscape improvement project, or incrementally as new adjacent development occurs. The Street Tree Master Plan creates a distinct characteristic for each street by identifying a unifying tree species. Where more than one tree species is identified it is important that all the trees in a block are the same species. Accent trees may be used to highlight intersection or parklets along the street.

The tree palette is a mixture of deciduous and evergreen trees. Larger canopy trees are proposed for use on the wide major corridors, while columnar trees would be used on the narrower streets.

All trees have been selected for their tolerance of urban conditions and local climate.



STREET TREE MASTER PLAN



LEGEND

- Boulevard Tree - Ralston Ave
  Arbutus marina
- Boulevard Tree - El Camino Real
  Platanus acerifolia 'Columbia'
- Avenue Tree - Old County
  Ulmus parvifolia 'Drake'
  Quercus shumardii
- Avenue Tree - Elmer Street
  Ulmus hybrid 'Frontier'
- 5th Street/6th Street
  Pistachia chinensis
- Main Street
  Acer rubrum 'Armstrong Gold'
  Acer rubrum 'October Glory'
  Zelkova serrata 'Musashino'
- Accent Trees
  Lagerstroemia indica 'Tonto'
  Lagerstroemia indica 'Muskogee'
- Project scope area

Note:
1. Boulevard trees to be 36" box minumum.
2. Avenue trees to be 24" box minumum.
3. Main Street trees to be 24" box minumum.

STREET TREE PALETTE

BOULEVARD TREE



Arbutus marina
Strawberry Tree



Platanus acerifolia 'Columbia'
London Plane Tree

AVENUE TREE



Quercus shumardii
Shumard oak



Ulmus parvifolia 'Drake'
'Drake' Chinese Elm



Ulmus hybrid 'Frontier'
Frontier Elm

5TH AVE./6TH AVE.



Pistachia chinensis
Chinese pistache

MAIN STREET TREE



Acer rubrum 'Armstrong Gold'
Armstrong Gold Maple



Acer rubrum 'October Glory'
October Glory Maple



Zelkova serrata 'Musashino'
Musashino Columnar Zelkova

ACCENT TREE



Lagerstroemia indica 'Tonto'
Tonto Crape Myrtle



Lagerstroemia indica 'Muskogee'
Muskogee Crape Myrtle

STAFF REPORT

Meeting Date:	November 8, 2022
Agency:	City of Belmont
Staff Contact:	Afshin Oskoui, City Manager Scott Rennie, City Attorney
Agenda Title:	Update to Council Protocols
Agenda Action:	Resolution

Recommendation
Consider amendments to the Council's protocols and adopt a resolution amending the protocols.

Strategic Focus Area
Fiscal and Organizational Sustainability

Background
The Council has adopted protocols that memorialize existing policies, procedures, and the general ways of conducting Council business. The protocols are intended as guidelines to help to improve the efficiency and effectiveness of Council. The Council typically reviews the protocols annually at the Council's strategic planning workshop. The protocols where last amended in April 2020.

Analysis
Most of the proposed edits are to improve flow, clarify existing provisions, or memorialize existing practices. A few edits are proposed to address changes in circumstances.

Role of City Clerk
The city clerk's role as secretary to the council is memorialized in the "Council Meeting" Section.

Uniform References
The meeting procedure sections (Rules of Discussion and Addressing the Body), which apply to all city legislative bodies, is modified to provide uniform references ("chair", "body", "member") rather than body-specific references.

Audience Decorum
The procedure that must be followed before ejecting an audience member from the meeting room is modified to incorporate the warning requirement in new Government Code Section 54957.95, enacted by SB 1100 (2022).

Mayor and Vice-Mayor
The procedure for the annual appointment of the mayor is deleted as the mayor is now elected. The current practice of annually appointing the vice-mayor is modified by deleting the first tie-breaking rule as members are now elected by-district and do not compete for vote count in an election. Staff also proposes

that a member serve at least one year on the council before being eligible to serve as vice-mayor. This proposed edit is intended to ensure the vice-mayor has some familiarity with meeting procedure and Brown Act requirements before potentially serving as chair.

Intergovernmental Assignments
A new Section VIII is added to memorialize the council's annual review of intergovernmental assignments. Staff also proposes that the council authorize the mayor to make temporary assignments, with the consent of the person assigned, to vacant seats whenever there is a vacancy in both the primary and any alterative seat.

Citizen Advisory Body Appointments
The council's current practice of interviewing candidates as a body is memorialized. Remaining edits are intended to improve flow and consistency.

Council/Mayor Vacancy
Minor edits are proposed to reflect that the council may fill a vacancy in the office of mayor.

Alternatives
1. Take no action
2. Direct additional changes

Attachments
A. Resolution
B. Draft Protocols

Fiscal Impact
☒ No Fiscal Impact
☐ Funding Source Confirmed:

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

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AMENDING THE COUNCIL'S PROTOCOLS

WHEREAS, the City Council has reviewed proposed modifications prepared by staff to the Council's protocols and finds the changes appropriate.

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

SECTION 1. The City Council's protocols are amended as set forth in the updated protocols attached hereto.

* * *

ADOPTED November 9, 2022 by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

CITY COUNCIL PROTOCOLS

November 2022

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

A. 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 7:00 p.m. 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's Chambers, and will be shown on the Council's 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's Chambers, the meetings may be held for the duration of the emergency at such other place as may be designated by the Mayor or, if the Mayor does not so designate, by the Vice Mayor or the City Manager.

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

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

C. Adjourned Meetings – The Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment in

accordance with the procedures set forth in the Ralph M. Brown Act. (Government Code Section 54950, et. seq.)

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

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

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

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

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

F. Quorum - A majority of the Council Members is sufficient to do business, and motions may be passed 2–1 if only 3 attend. There are some actions such as ordinances, resolutions, granting franchises and payment of money that may require at least 3 affirmative votes. When there is no quorum, the Mayor, Vice Mayor or any Councilmember shall adjourn such meetings, or if no Councilmember is present, the City Clerk shall adjourn the meeting.

G. Teleconferencing by Council Members – Teleconferencing by Councilmembers is permitted, subject to the requirements in Government Code Section 54953. 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 Vice 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 – Digital recordings of proceedings shall be 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 shall state the topic to be reviewed or analyzed and the name of the Councilmember(s) submitting the request. The Councilmember submitting the request shall 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 shall be done for these items prior to 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 Mayor, 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 Mayor 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 a Code of Ethics and Conduct 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 3 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.

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.

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

   a. 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.

   b. 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.

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

D. Presentation of Agenda Items. The procedure for considering agenda 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. Project Applicants and Appellants – 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 any motion is adopted on the merits of the issue to be 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 – The opportunity for public input is closed and Member discussion and consideration occurs. 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 input portion.

6. Decision occurs via motion.

7. The Chair or Secretary announces the final decision.

E. 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.

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

G. 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.

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

I. 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.

J. 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.

K. 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.

L. 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 Council Member position.

2. Staff responses to correspondence addressed to Council will be copied to the full Council and City Clerk along with the original citizen 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 Council Member expenses shall conform to City Council Resolution No. 9749 and any authorized amendments thereto.

H. Compensation - Belmont 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. CITIZEN ADVISORY BODY APPOINTMENTS

To facilitate the appointment and approval process for citizen advisory bodies, the following procedures will be used:

A. Whenever a membership vacancy occurs, 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 any applicants who were not selected to see if she/he is still interested in serving. The names of those applicants interested in being appointed will be brought directly to Council for consideration or for alternative direction.

D. The whole Council will interview the candidates.

E. Members of citizen advisory bodies must abide by the Council's Code of Ethics and Conduct.

F. The City Clerk will keep a record of the appointments.

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 COUNCIL PROTOCOLS

These protocols are adopted to expedite the transaction of the business of the Council in an orderly fashion and are procedural only and the failure to strictly observe such rules does not affect the jurisdiction of the Council 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/or 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 COUNCIL PROTOCOLS

~~April~~ November 2020~~2~~2

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

A. 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 7:00 p.m. 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 ~~City~~ Council may, from time to time, elect to meet at other locations within the c~~C~~ity. Notice of a change of location or time will be posted at the front entrance of City Hall and entrance to the Council's Chambers, and will be shown on the Council's 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's Chambers, the meetings may be held for the duration of the emergency at such other place as may be designated by the Mayor or, if the Mayor does not so designate, by the Vice Mayor or the City Manager.

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

B. Special Meeting & Emergency Meetings - Special meetings and emergency meetings of the ~~City~~ 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 ~~City~~ 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 ~~City~~ 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. Council ~~M~~members 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 ~~City~~ Council may be canceled in advance by a majority vote of the Council ~~M~~members.

F. Quorum - A majority of the Council Members is sufficient to do business, and motions may be passed 2–1 if only 3 attend. There are some actions such as ordinances, resolutions, granting franchises and payment of money that may require at least 3 affirmative votes. When there is no quorum, the Mayor, Vice Mayor or any Council ~~M~~member shall adjourn such meetings, or if no Council ~~M~~member is present, the City Clerk shall adjourn the meeting.

G. Teleconferencing by Council Members – Teleconferencing by Council ~~M~~members ~~shall be~~is permitted, subject to the requirements in Government Code Section 54953~~(b)~~. When posting of the agenda is required at the teleconference location, ~~T~~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. ~~Mayor~~ Chairperson - The Mayor ~~serves as the Chair~~presides at meetings and has ~~the~~ authority ~~to preserve order at all City Council meetings, to remove any person from any meeting of the City Council for disorderly conduct,~~ to enforce the Council's protocols ~~of the City Council~~ as provided herein and to determine the order of business under the Council's rules~~. of the City Council. The Mayor, or designee, shall also have the power to administer oaths and affirmations.~~

1. Absence of Mayor - The Vice 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 ~~City~~ 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 ~~City~~ Council are open to the public in accordance with the Ralph M. Brown Act. (Government Code Section 54950, et. seq.)

J. Minutes - Minutes of ~~City~~ 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 ~~City~~ 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 ~~City~~ Council.

1. Timing of ~~City~~ Council Approval of Minutes – Minutes of meetings are generally submitted to the ~~City~~ Council within two meetings for approval. Any ~~C~~council ~~M~~member 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 – Digital recordings of proceedings shall be maintained by the City Clerk for the period set forth on the c~~C~~ity's retention schedule.

K. ~~City~~ Council Agenda - The following rules for the preparation of the meeting agenda ~~for the City Council meetings~~ are based on the premise that it is in the interest of good government that the ~~City~~ Council be fully informed on all matters upon which it is called upon to act. The ~~City~~ Council relies upon c~~C~~ity staff to perform research, conduct investigations, furnish technical information and recommend solutions to various problems of ~~C~~city ~~G~~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.~~Manager,

2. The City Attorney and in the City Attorney's absence, the Deputy City Attorney.

3. Agenda requests by Council ~~–~~m~~M~~embers (Including Mayor) - Any Council ~~M~~member 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 shall state the topic to be reviewed or analyzed and the name of the Council ~~M~~member(s) submitting the request. The Councilmember submitting the request shall 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 shall be done for these items prior to discussion by the entire ~~City~~ Council

except that Council may briefly discuss the matter with staff prior to placing the item on the agenda. Council ~~M~~members may vote on the item at the meeting if there is no need for additional staff analysis required on the item for the ~~City~~ 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~~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 - ~~Those items on the~~ Agenda items ~~which are~~ considered ~~to be of a~~ routine and non-controversial in nature are ~~listed on the~~ calendared on the agenda as "Consent ~~Calendar~~Business."

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

2. Members may comment on Consent BusinessCalendar 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 BusinessCalendar.

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

5. The public may comment on the remaining Consent BusinessCalendar 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 meeting 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 Mayor Chair – The role of the Mayor Chair includes chairing andis to preside at the meeting, facilitate discussion, maintain order, and ensure the body's business is conducted efficiently and effectively.facilitating meetings. In the role as facilitator, the Mayor Chair will assist the members to focus on their agenda, discussion and deliberations. The Mayor Chair shall have thehas 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 Mayor Chair shallshould be courteous and fair and should presume that the moving party is acting in good faith.

C. Member Deliberation & Order of Speakers - The Mayor Chair is responsible to control the debate and the order of speakers. Speakers will generally be called upon by name in the order the requests to speak were received by the City ClerkSecretary.

D. Questions Addressed to Another Member - With the concurrence of the Mayor, 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 Mayor 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 ~~presiding officer~~Chair, providing that before a motion is offered by the ~~presiding officer~~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 ~~City Clerk~~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 ~~City~~ Council has adopted a Code of Ethics and Conduct which expresses standards of ethical conduct expected for members of the ~~City~~ 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 ~~CITY COUNCIL~~BODY

A. Public Comments.

1. Opportunity to Comment - Any person wishing to address the ~~City Council~~ 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 3 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.

~~1.~~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.

~~2. Public comment should adhere to the following guidelines:~~

~~. Speaker Card – Anyone wishing to address the City Council is encouraged to fill out a speaker card specifying which part of the agenda they wish to speak on and submit it to the City Clerk in a timely fashion. Speakers should submit Speaker Cards in advance of the agenda item, so that the Mayor can allocate appropriate time limits.~~

~~. Comment Card – A person may also submit a "Comment Card" if they do not wish to or cannot verbally address the Council during the meeting. A person may indicate his/her opposition or support for an agenda item on the comment card. If a Comment Card has been submitted on an item on the agenda, the City Clerk will indicate this during the public testimony portion of that item and the minutes will reflect the Council's receipt of comment cards in opposition or support.~~

~~. Speak from Podium – When called upon, the person should come to the podium. Individuals who serve on City commissions or task forces but are not speaking on behalf of that group should so state. Speaking from the audience is not allowed.~~

~~. Questions, if any, should be directed to the Mayor who will determine whether, or in what manner, an answer will be provided.~~

~~. Comments in Writing Encouraged - Members of the public may submit, and are encouraged to submit, comments in writing to the City Council relating to any items of Council 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.~~

~~. Written Material Presented at Meeting - Members of the public who wish to present written materials to the Council as part of the public comment portion of the agenda should do so by handing the material to the City Clerk. If sufficient copies are provided (7 copies recommended), those will be distributed. Otherwise, copies will be provided to the Council by the City Clerk subsequent to the meeting. Submitted materials are deemed public records.~~

~~9.~~ Use of AV ~~Equipment~~ Technology by the Public – Members of the public may not use any ~~equipment~~ technology to play amplify sound or ~~play,~~ 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.

4.

~~10.~~ Repetitious or Dilatory Comments ~~Prohibited~~ – Speakers ~~shall~~ may not present the same or substantially same items or arguments to the ~~City Council~~ body repeatedly or be repetitious or dilatory in presenting their oral comments. If a matter has been presented orally before the ~~City Council~~body, whether the ~~City Council~~ 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 ~~City Council~~ body in writing for such action or non-action as the body, in its discretion, may deem appropriate.

5.

~~11.~~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.~~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 Council on the same subject matter, those persons are encouraged to designate a spokesperson to address the City Council. The Mayor may extend the time allocation for a designated spokesperson.~~

~~Time Limits - Public comments are limited to 3 minutes each. The Mayor may adjust the time limit per speaker as he or she determines is reasonably necessary for the orderly and efficient conduct of the Council's business. Time limits are~~

~~for each individual speaker submitting a card, and time cannot be "donated" to other speakers.~~

~~C.~~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.

~~a.~~b. Audience members may not engage in ~~conduct~~ behavior that disrupts a meeting. "Disrupting a meeting" means ~~conduct~~ behavior that substantially impairs the ability of the body to orderly and efficiently ~~manage~~ conduct the meeting, or substantially interferes with the rights of other audience members. Disruptive ~~conduct~~ behavior ~~can~~ 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 ~~and deliberation~~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.

~~2. Criticism not Prohibited. These rules do not prohibit public criticism of policies programs or services, or of the body or the city.~~

~~3.~~2. Enforcement Protocol. The goal of enforcement is restoring order, not punishment for failure to follow the rules and should be guided as follows.

a. The C~~c~~hair 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.

b. 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 ~~e~~Chair may eject a person from a meeting only if the person willfully disrupts the meeting and only as necessary to restore order.

~~c.~~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.

~~d.~~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.

~~e.~~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 ~~e~~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.

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

~~D.~~

~~E.~~

~~F.~~D. Presentation of Agenda Items. ~~When a matter on the agenda comes before the City Council, the City Council's procedure is generally as follows~~The procedure for considering agenda items is as follows:

1. Staff – The staff presents its report. ~~Council~~ 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 – 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 any motion is adopted on the merits of the issue to be heard, the ~~Mayor~~ 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 ~~Mayor~~ Chair may determine the appropriate time limit for rebuttal. Applicants and appellants are encouraged to be succinct in their presentations.

5. ~~Council~~ Consideration – The opportunity for public input is closed and ~~Council~~ Member discussion and consideration occurs. In this connection, there may be further questions of or comments by staff, or questions by the ~~Council~~ Members of others (including Applicant or Appellant) as deemed necessary or appropriate without reopening the public input portion.

6. ~~City Council d~~Decision occurs via motion.

7. The ~~Mayor~~ Chair or ~~City Clerk~~Secretary announces the final decision. ~~of the City Council~~

~~G.~~E. Presentations Submitted in Writing – All persons interested in an agenda item~~the matter being heard by the City Council~~ 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, ~~care of the City~~to the ~~Clerk~~Secretary, for prior distribution to the ~~City Council~~Members and other interested parties, whenever possible, by the Thursday morning preceding the ~~scheduled~~ Tuesday ~~City Council~~ meeting ~~relating to the matter or~~at which the item will be considered, and if that is not possible, at the earliest feasible time ~~prior to~~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.~~F. Due Process – The ~~Mayor~~ Chair will conduct the meeting in such a manner as to afford due process.

~~I.~~G. 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 determines relevance.~~A determination of relevance shall be made by the Mayor, but may be appealed to the full City Council.~~

~~J.~~H. Continuance of Hearings – Any hearing ~~being held or noticed or ordered to be held by the City Council~~ may~~, by order or notice of continuance,~~ be continued or re-continued to any subsequent meeting by order or a notice of continuance.

~~K.~~I. Communications and Petitions – Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the ~~Mayor~~Chair. Written communications will be read ~~A reading~~ in full ~~shall take place~~ if requested by ~~any~~ a ~~Council~~ Member.

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

~~N.~~L. Non Exclusive Rules – These rules ~~set forth~~ are not exclusive and do not limit the inherent power and general legal authority of the ~~City Council~~body, or ~~of its Mayor~~the Chair, to govern the conduct of its ~~City Council~~ meetings as ~~may be~~it consider~~eds~~ appropriate from ~~time to time or in particular circumstances for purposes, of~~for the orderly and effective conduct of ~~the affairs of the City~~business.

VI. ~~MAYOR/~~VICE MAYOR

A. Selection –

1. ~~The Belmont City Council shall rotate the office of Mayor and~~ The member holding the office of Vice Mayor rotates annually.

2. The ~~City~~ Council will choose a ~~Mayor and~~ 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~~, unless a special meeting is scheduled to install the Mayor and Vice Mayor~~.

3. In order to provide the maximum opportunity for each member to serve as ~~Mayor and~~ Vice Mayor the Council should nominate ~~as Vice Mayor~~ the ~~Council~~member with the longest contiguous tenure of more than one year on the Council without serving as Vice Mayor. ~~; if there should be~~ If a tie, the tie-breaker is as follows:

   ~~a. If the Councilmembers were last elected to the Council in the same election, nominate the individual who received the most votes; If the election was an uncontested election, or the Councilmembers received the same number of votes, nominate the individual 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; or~~

a. ~~If the Councilmembers were not last elected to the Council in the same election, n~~Nominate the member~~individual~~ who has served fewest times as Vice Mayor.

b. ~~; i~~If there is a tie, nominate the ~~individual~~ 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 ~~Council~~ Member, or a staff member.

VII. COUNCIL MEMBER ADMINISTRATIVE SUPPORT

A. Incoming Correspondence.

1. Correspondence addressed to the ~~City~~ 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 ~~City~~ Council email address shall also include the ~~City Manager~~City Clerk to ensure that the communication is retained for the record and so the City ~~Manager~~ 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 ~~City~~ Council not an individual Council Member position.

2. Staff ~~R~~responses to correspondence addressed to ~~City~~ Council will be copied to the full ~~City~~ Council and City Clerk along with the original citizen 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 Council Member expenses shall conform to City Council Resolution No. 9749 and any authorized amendments thereto.

H. Compensation - Belmont 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.

~~VIII.~~IX. ~~BOARDS AND COMMISSIONS~~CITIZEN ADVISORY BODY APPOINTMENTS

~~The following procedures will be used in considering appointments by the City Council to the various City boards and commissions~~To facilitate the appointment and approval process for citizen advisory bodies, the following procedures will be used:

A. Whenever a membership vacancy occurs ~~on a City board or commission~~, the City Clerk ~~shall~~ 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 ~~a City board or commission~~ must ~~have on~~ 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 any applicants who were not selected to see if she/he is still interested in serving. The names of those applicants interested in being appointed will be brought directly to Council for consideration or for alternative direction.

D. The whole Council will interview the candidates.

~~C.~~

~~D.~~E. ~~Each member of a board or commission created and appointed by the City Council serves at the pleasure of the City Council and~~Members of citizen advisory bodies must abide by the ~~adopted~~ Council's Code of Ethics and Conduct.

F. The City Clerk ~~shall~~ will keep a record of the appointments.

X. COUNCIL VACANCY

Whenever a vacancy occurs in the office of ~~City~~ a Council ~~-~~member or the Mayor, the ~~City~~ 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 COUNCIL PROTOCOLS

These protocols are adopted to expedite the transaction of the business of the Council in an orderly fashion and are procedural only and the failure to strictly observe such rules does not affect the jurisdiction of the Council 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/or 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.