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

www.belmont.gov

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

TELECONFERENCE PARTICIPANTS
Councilmembers will participate by teleconference under Government Code Section 54953(e), and City Council Resolution 2022-001. All votes shall be by roll call.

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 City Council 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 City Council 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 Mayor.

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

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. Continuation of Fully Virtual Meetings – February 2022

Recommendation: Adopt a resolution (1) finding that as a result of the COVID-19 statewide emergency, meeting in person would present imminent risks to the health or safety of attendees of council and citizen advisory body meetings, and that state and local officials continue to recommend measures to promote social distancing, and (2) directing the Council's Citizen Advisory Bodies to make consistent findings.

Attachment(s):

Continuation of Fully Virtual Meetings - February 2022 - Staff Report
Continuation of Fully Virtual Meetings - February 2022 - Resolution

B. Revenue, Audit and Recovery Services

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute 3-year term agreements with HdL Companies for revenue, audit and recovery services for sales, use and transaction tax for an amount not to exceed $70,000, and business license tax for an amount not to exceed $300,000, subject to annual Council budget appropriation.

Attachment(s):

HdL Revenue Audit and Recovery Services - Staff Report
HdL Revenue Audit and Recovery Services - Reso

C. Burke, Williams & Sorensen LLP Agreement Amendment

Recommendation: Adopt a resolution authoring an amendment the City's agreement for legal services with Burke, Williams & Sorensen LLP and the procurement of legal services at the rates set forth in the attachment to the resolution.

Attachment(s):

Amendment to Agreement with Burke Williams for Legal Service - Staff Report
Amendment to Agreement with Burke Williams for Legal Service - Resolution

D. Resolution Approving a Memorandum of Understanding between the City of Belmont and the American Federation of State, County and Municipal Employees (AFSCME)

Recommendation: Adopt a resolution approving the Memorandum of Understanding between the City of Belmont and AFSCME. The Memorandum of Understanding is a three and one-half year agreement for the term of January 1, 2022, through June 30, 2025.

Attachment(s):

MOU between AFSCME and City 2022 - Staff Report
MOU between AFSCME and City 2022 - Reso
MOU between AFSCME and City 2022 - 2025

8. PUBLIC HEARINGS

A. Third Public Hearing for Transition from At-Large Elections to By District Elections for Council Seats and At Large Mayor – Draft Map Presentation
(Presentation and Public Hearing will begin at 7:30 PM)
Recommendation: Receive presentation from City's Consultant Partners on draft district maps.

Attachment(s):
- 3rd PH- Transition to District Elections - Draft Map Presentation - Staff Report
- Districting Partners Presentation
- Belmont Draft Plan A with NH
- Belmont Draft Plan A
- Belmont Draft Plan B with NH
- Belmont Draft Plan B
- Belmont Draft Plan C with NH
- Belmont Draft Plan C

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. Report on Mid-Year Financial Results as of December 31, 2021
Recommendation: Adopt resolutions amending the City of Belmont and Belmont Fire Protection District (BFPD) Fiscal Year (FY) 2022 Budgets.

Attachment(s):
- FY22 Midyear Budget Review - Staff Report
- FY22 Midyear Budget Review - Resolutions Attachment A
- FY22 Midyear Budget Review - MYR Budget Financial Reports
- FY22 Midyear Budget Review - Presentation Attachment B.pdf

B. Energy Reach/EV Infrastructure Code Update
Recommendation: 1. Receive update regarding Energy Reach & EV Infrastructure Codes and provide feedback.
2. Consider options and provide direction for development of a Reach Code Ordinance.

Attachment(s):
- Reach Energy Code Update - Staff Report
- Reach Code - Biotech-Life Sciences Memos

10. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

A. Resolution Proclaiming January 6 "Eugene Goodman Day" in Belmont
(Councilmembers Davina Hurt and Charles Stone)
Recommendation: It is our belief that Officer Goodman is a true American hero and that Eugene Goodman Day should be federally recognized.

Attachment(s):

"Eugene Goodman Day"- Council Memo

B. Creation of an Honorary City Historian Position (Mayor Julia Mates)

Recommendation: Determine the Council's level of interest in including on an upcoming Council agenda a discussion to create a position of City Historian

Attachment(s):

City Historian - Council Memo.pdf

12. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. The speech and hearing-impaired may call (650) 637-2999 for TDD services. 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:	February 8, 2022
Agency:	City of Belmont
Staff Contact:	Scott Rennie, City Attorney
Agenda Title:	Continuation of Fully Virtual Meetings – February 2022
Agenda Action:	Resolution

Recommendation

Adopt a resolution (1) finding that as a result of the COVID-19 statewide emergency, meeting in person would present imminent risks to the health or safety of attendees of council and citizen advisory body meetings, and that state and local officials continue to recommend measures to promote social distancing, and (2) 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.

Under Government Code Section 54953(e) as amended by AB 361, fully virtual meetings are allowed 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. This finding must be renewed after 30 days.

In order to continue to use teleconference to hold fully virtual meetings, the legislative body must reconsider at least every 30 days the circumstances of the emergency and whether the above findings can continue to be made.

The City Council initially made the findings necessary to hold fully virtual public meetings on September 28, 2021 and has reconsidered the circumstances of the emergency and made updated findings at least every 30 days since.

On November 15, 2021, the San Mateo County Health Officer issued a statement, as part of an order

rescinding previous home quarantine and home isolation orders, that individuals 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"). The CDC recommends individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html. The current emergency COVID-19 regulations of the California Department of Industrial Relations Division Occupational Safety and Health (CalOSHA) 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).

On January 19, 2022, the San Mateo County Health Chief noted that the 7-day lagged case rate average jumped to 217 from 116 with an average of 1,692 new COVID-19 cases per day compared to 905 new cases per day in the previous week's data, and that the level of community transmission was high under CDC standards. She also noted that the hospitalization rate has increased. The Chief summarized the current conditions by stating: "[t]his remains a very challenging period as you all are experiencing in which many lives are being disrupted by high transmission of the virus, imposing greater strains on hospitals and the 911 system, schools, child-care providers, law enforcement and almost every sector of the economy."

As of January 23, 2022, both the community transmission rate and the severity of disease as measured by hospitalization did not meet criteria for relaxing the County Health Officer's indoor mask mandate.

Analysis

While vaccination rates in San Mateo County are high, the Omicron variant surge continues to drive up cases and hospitalizations in the county. Despite sustained efforts to impede its transmission, COVID-19 remains a significant public health hazard among both vaccinated and 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 continue to 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 that the County Health Officer recommends individuals follow CDC guidance

which continues to encourage six feet of separation in indoor public places between individuals who are not up to date on vaccination as a COVID-19 prevention strategy. Additional, Council may also reasonably find that CalOSHA regulations continue to promote physical distancing, in combination with other actions, as a COVID-19 prevention strategy. 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 MAKING FINDINGS FOR CONTINUED USE OF FULLY VIRTUAL MEETINGS AND DIRECTING 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 Governor 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;; and,

WHEREAS, on September 28, 2021, the City Council found that the Governor had declared a state of emergency that remains in effect due to the COVID-19 pandemic and that meeting in person at that time without the benefits of the teleconferencing means authorized by Government Code Section 54953, subdivision (e) as amended by AB 361, would present imminent risks to the health or safety of meeting attendees, including meetings attendees of the full council and its permanent subcommittees; and,

WHEREAS, on November 15, 2021, the San Mateo County Health Officer issued a statement, as part of an order rescinding previous home quarantine and home isolation orders, that advised that individuals 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, to date San Mateo County has not achieved the criteria established for lifting County Health Officer's Order C19-12 requiring individuals to wear face coverings in indoor public settings; and,

WHEREAS, San Mateo County is currently experiencing a surge of COVID-19 cases and hospitalizations; and,

WHEREAS, the CDC recommends individuals who are not up to date on COVID-19 vaccinations stay six feet apart from other people in indoor public places; and,

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

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:

(a) The state of emergency continues to directly impact the ability of the Council, its permanent subcommittees, and the citizen advisor bodies and other subordinate legislative bodies of the city to meet safely in person.

(b) State and local officials currently 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 by clear and convincing evidence that circumstances considered by the Council at its February 8, 2022 regular meeting have since changed and neither of the findings in Section 1(a) or (b) can be made, 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. This Resolution is effective immediately.

* * *

ADOPTED February 8, 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

STAFF REPORT

Meeting Date:	February 8, 2022
Agency:	City of Belmont
Staff Contact:	Grace Castaneda, Finance Director, gcastaneda@belmont.gov Nawel Voelker, Management Analyst, nvoelker@belmont.gov
Agenda Title:	Revenue, Audit and Recovery Services
Agenda Action:	Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute 3-year term agreements with HdL Companies for revenue, audit and recovery services for sales, use and transaction tax for an amount not to exceed $70,000, and business license tax for an amount not to exceed $300,000, subject to annual Council budget appropriation.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Revenue, audit and recovery services are specialized in nature and require an in-depth knowledge of local and state government operations and legislation. The City periodically conducts audits of businesses to ensure compliance with the City Code and collection and remittance of the appropriate amount of taxes.

The City has contracted with HdL Companies to provide a broad array of audit and revenue enhancement services that promote increased revenues via complex audit procedures. These services include, but are not limited to, Sales/Use and Transactions Tax, Business License Taxes, Transient Occupancy Taxes (TOT), and Property Tax.

Analysis

Based on the satisfactory service that HdL has provided, and because the City's current contract with HdL Companies is expiring, staff recommends renewing a contract with HdL Companies as the City's revenue consultant and that the City Manager be authorized to negotiate task order agreement(s) with HdL Companies for the required services within the approved budget.

Revenue, audit and recovery services ensure that the City is applying local law equitably and accurately for all individuals and entities subject to local taxation in the City of Belmont. Through the City's revenue consultant, audits of the various tax revenue streams are performed regularly. The information below provides a brief description of the components that would be subject to audits and revenue enhancement under this Master Service Agreement.

Sales, Use and Transactions Tax –
Regular audits of the City's Sales and Use Tax finds and corrects errors that result in underpayments of

tax or lost revenue to the City. The consulting services provided by HdL Companies include regular meetings with staff on revenue projections, filing of claims with the California Department of Tax and Fee Administration (CDTFA) for the correction of errors, and working with the CDTFA to ensure prompt recovery of all escaped revenue.

Business License Tax and Administration –
The City issues over 2,000 business licenses annually. HdL Companies currently administers the City's Business License Tax program, including renewal processing, new account processing, delinquent account processing and online filing and payment posting, in addition to regular audits monitoring for tax compliance.

Transient Occupancy Tax (TOT) –
The audit services provided by HdL for TOT include conducting audits of businesses and lodging properties to ensure compliance with local taxation regulations. HdL Companies' services also include administering the City's TOT activities, as well as compliance monitoring and audits.
Property Tax –
HdL Companies' services for property tax include identification and correction of errors by auditing the secured and unsecured property tax rolls. HdL Companies also provides a web-based software application to access the City's property tax data.

If approved by Council, the contract with HdL Companies to perform revenue, audit, and recovery services would commence effective immediately and would last for a 3-year term, expiring December 31, 2024.

Alternatives
1. With direction, seek an alternative firm.
2. Take no action.

Attachments
A. Resolution

Fiscal Impact
☐ No Fiscal Impact
☒ Funding Source Confirmed: Compensation under HdL's Master Service Agreement includes a combination of contingency based and fixed fee arrangements.

Based on historical data, the estimated annual fees for Sales and Use Tax and Business License Tax services are reflected in the table below:

Estimated Annual Fees	
Sales/Use Tax	$23,000
Business License Tax	100,000
Total	**$123,000**

The FY 2022 Budget has included expenditures for these services, and no supplemental appropriation is required. Future funding for these 3-year Task Orders is contingent on annual Council budget appropriation.

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

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE TASK ORDERS WITH HDL COMPANIES FOR REVENUE, AUDIT AND RECOVERY SERVICES FOR SALES, USE AND TRANSACTION TAX AND BUSINESS LICENSE TAX

WHEREAS, the City of Belmont ("City") targets to collect all revenues to which it is entitled; and,

WHEREAS, HdL Companies possess specialized and technical expertise in the area of auditing compliance with municipal tax revenue sources, business license tax administration, documentary transfer tax, and property tax services and have been providing such services for the City since 2016; and,

WHEREAS, HdL Companies has agreed to provide revenue, audit and recovery services under the terms and conditions of the City's Master Service Agreement; and,

WHEREAS, staff recommends authorization of two Task Orders with HdL Companies to provide revenue, audit and recovery services for Sales, Use and Transaction Tax and Business License Tax at the fees set forth in Exhibit A.

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

SECTION 1. The City Manager is authorized to negotiate and execute a Task Order for Sales, Use and Transaction Tax revenue, audit and recovery services from HdL Companies for an amount not to exceed $70,000 for a 3-year term.

SECTION 2. The City Manager is authorized to negotiate and execute a Task Order purchasing Business License Tax revenue, audit and recovery services from HdL Companies for an amount not to exceed $300,000 for a 3-year term.

SECTION 3. The procurement of services in subsequent fiscal years is contingent on the appropriation of funds in each of those fiscal years.

* * *

ADOPTED February 8, 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

HdL Companies

EXHIBIT A

REVENUE, AUDIT AND RECOVERY SERVICES

BUSINESS LICENSES ADMINISTRATION SERVICES

SCOPE OF SERVICES

Consultant will provide the following Services relative to Client's business license tax administration. These services are for a three year period agreement ending on December 31st, 2024.

1. **Operations Management Services**
   - 1.1. Establish and maintain database of Client businesses.
   - 1.2. Receive and process applications, renewals and payments in a timely fashion.
   - 1.3. Send renewal notices to active businesses within 30 days of the renewal period end date or at another interval specified by Client.
   - 1.4. Provide businesses multiple options for submitting applications, renewals, payments, or support requests (including via website, email, mail, phone, and fax. Consultant license specialists will be available for live interactions Monday through Friday, 8:00am to 5:00pm Pacific).
   - 1.5. Remit revenue to Client no less than monthly.
   - 1.6. Provide Client staff access to website portal offering business registry inquiry, reporting, and electronic department approval capabilities.
2. **Compliance Services:** 1) Identify and register businesses which are subject to licensure or taxation, 2) collect known debt as pertains to business license or tax, and 3) identify under-reported tax liability.
   - 2.1. **Discovery Services**
     - 2.1.1. Develop a list of businesses subject to Client licensure or taxation.
     - 2.1.2. Notify non-compliant businesses of their options to comply or dispute their non-compliant status. Notification and support to businesses will be facilitated through the website, mail, email, phone and fax.
     - 2.1.3. Review information and forms submitted by the business for completion and accuracy, inclusive of any additional required documentation (i.e., home occupation permit). All submissions are filed and stored electronically and made available to Client upon request.
     - 2.1.4. Provide businesses with detailed invoicing and options to pay via website, mail, and phone.
     - 2.1.5. Remit revenue to Client no less than monthly, along with all business applications and any additional documentation.
   - 2.2. **Collection Services**
     - 2.2.1. Identify businesses subject to Client licensure or taxation which have known debt to Client and have failed to pay within an appropriate time frame.
     - 2.2.2. Notify businesses of their options to comply or dispute their non-compliant status.
     - 2.2.3. Provide businesses with detailed invoicing and options to pay via website, mail and phone.
     - 2.2.4. Remit revenue to Client no less than monthly.
   - 2.3. **Audit Services**
     - 2.3.1. Identify potential under-reporting and/or misclassified businesses.
     - 2.3.2. Audit businesses mutually agreed to by Client and Consultant that are identified as potential under-reporting businesses.
     - 2.3.3. Submit audit summaries to Client and discuss further actions.

2.3.4. Educate businesses on proper reporting practices.
2.3.5. Invoice and collect identified delinquencies.

FEES

3. Operations Management Services

3.1. Fees for performing operations management Services shall be $14.42 for each processed account, which is any account for which an application or renewal/return was processed, or active account which was sent a renewal notice.

3.2. Fees will be increased as of January 1st of each calendar year with reference to the 12-month percent change in the most recently published annual Consumer Price Index for All Urban Consumers (CPI-U), West Region, as reported by the U.S. Bureau of Labor Statistics (the "CPI Change"). Each annual increase in the Fees will be equal to the greater of two percent (2%) or the actual CPI Change and the lesser of ten percent (10%) or the actual CPI Change. For example, if the actual CPI Change is 1.5%, then the annual increase will be 2%, if the actual CPI Change is 3.5%, then the annual increase will be 3.5%, and if the actual CPI Change is 12%, then the annual increase will be 10%.

3.3. Fees related to travel and lodging expenses are billed at cost and apply to all meetings (including implementation, training, operations and support). Travel expenses only apply to out-of-scope travel and must therefore be pre-approved by Client.

3.4. Fees will be invoiced monthly to Client for Services performed during the prior month. Fees will be netted out of Client's monthly revenue disbursement. Client will submit payment for any balance due to Consultant within 30 days of receiving the invoice.

4. Compliance Services

4.1. Fees for performing compliance Services apply to all monies received for the current tax/license period and any other prior period collected (including monies received for taxes, penalties, interest, and fees).

4.1.1. Fees for performing discovery Services shall be a contingency Fee of 35% of the revenues received as a result of the Services.

4.1.2. In the event that Client discovers a non-compliant business and reports the business to Consultant (including a calculation of all taxes/fees due), Consultant will categorize the business as a collection service effort and thus apply the lower collection Services contingency Fee rate.

4.1.3. Fees for performing collection Services shall be a contingency Fee of 25% of the revenues received as a result of the Services.

4.1.4. Fees for performing audit Services shall be a contingency Fee of 40% of the revenues received as a result of the Services.

4.2. Consultant recognizes Client's authority to waive or reduce the tax/fee debt of a business. Should Client decide to do so for a business whose deficiency was identified by Consultant, Consultant shall be entitled to compensation in the amount of one half (1/2) of the Fees Consultant would have otherwise earned. Deficiencies which are uncollectable due to insolvency or dissolution of the business, or for deficiencies which are otherwise incapable of collection (i.e., statute of limitation or other legal defense) shall not be considered a Client voluntary election to waive, and thus, Consultant would not be entitled to compensation related thereto under this provision.

4.3. Fees related to travel and lodging expenses are billed at cost and applied to all meetings (including implementation, training, operations, and support). Travel expenses only apply to out-of-scope travel and must therefore be pre-approved by Client.

4.4. Fees will be invoiced monthly to Client for Services performed during the prior month. Fees will be netted out of Client's monthly revenue disbursement. Client will submit payment for any balance due to Consultant within 30 days of receiving the invoice.

SALES, USE AND TRANSACTION TAX SERVICES

These services are for a three-year period agreement ending on December 31st, 2024.

1. Sales, Use and Transactions Tax and Economic Analysis/Forecasting Services/Reports

1.1. Establish a special database identifying the name, address, and allocations of Client's sales tax producers. This database will be utilized to generate special reports to Client on major sales tax producers by rank and category, sales tax activity by categories, identification of reporting aberrations, and per capita and outlet comparisons with regional and statewide sales.

1.2. Provide periodic updated reports to Client identifying changes in sales by individual businesses, business groups and categories, and by geographic area. These reports may include, without limitation, aberrations due to State audits, fund transfers, and receivables, along with late or double payments, and reconciliation worksheets to assist with budget forecasting.

1.3. Provide periodic summaries for Client to share with others if it so desires (including the general public) that analyze Client's sales tax trends by major groups and geographic areas without disclosing confidential individual tax records.

1.4. Establish a special database with California Department of Tax and Fee Administration ("CDTFA") registration data for businesses within applicable measure/district boundaries holding seller's permit accounts. Endeavor to identify transactions and use tax measure/district allocations under such accounts for the most current quarter and immediately prior quarter where available.

1.5. Pursuant to MSA Section 6.3, periodically license for the limited, non-exclusive, non-transferable use by Client's staff certain of Consultant's web-based sales, use and/or transactions tax program(s) containing sellers permit, registration, allocation and related information for business outlets within Client's jurisdiction registered with the CDTFA.

1.6. Provide periodic updated reports endeavoring to identify and assist with budget forecasting (i) changes in allocation totals by individual businesses, business groups and categories, and (ii) aberrations due to State audits, fund transfers, and receivables, along with late or double payments.

2. Allocation and Audit Recovery Services

2.1. Conduct (as and when mutually agreed with Client) initial and on-going sales, use and transactions tax audits of businesses to help identify and correct distribution and allocation errors, and to help effect favorable registration, reporting or formula changes thereby generating previously unrealized sales, use or transactions tax income for Client and/or recover misallocated tax from registered taxpayers. Common errors to be monitored and corrected include transposition errors resulting in misallocations; erroneous consolidation of multiple outlets; formula errors; misreporting of "point of sale" to the wrong location; delays in reporting new outlets; misallocating use tax payments to the allocation pools or wrong jurisdiction; and erroneous fund transfers and adjustments.

2.2. Initiate contacts with the CDTFA and sales management and accounting officials in companies that have businesses where a probability of error exists to endeavor to help verify whether current tax receipts accurately reflect the local sales activity.

2.3. Prepare and submit to the CDTFA information for the purpose of correcting any identified allocation errors, and follow-up with individual businesses and the CDTFA to advocate for Client recovery of back or prospective payments that may be owing.

2.4. If, during the course of its audit, Consultant finds businesses located in Client's jurisdiction that are properly reporting sales, use or transactions taxes but have the potential for modifying their operation to provide an even greater share to Client, Consultant may so advise Client and collaborate with those businesses and Client to encourage such changes.

3. Consulting and Other Optional Services

From time to time in its sole discretion, consult with Client's staff, including without limitation, regarding (i) technical questions and other issues related to sales, use and transactions tax, (ii) utilization of reports to enhance collection efforts, (iii) sales tax projections for proposed annexations, economic development projects and budget planning, (iv) negotiating/review of tax sharing agreements, (v) establishing purchasing corporations, (vi) meeting with taxpayers to encourage self-assessment of tax obligations, and (vii) other sales, use or transactions tax revenue-related matters.

FEES

4. Sales, Use and Transactions Tax and Economic Analysis/Forecasting Services/Reports

4.1. Fees for performing the sales tax and economic analysis/forecasting Services as described above shall initially be **$450** per month. Fees for performing the transactions/use tax reports Services related to a meaure/district as described above shall initially be **$100** per month.

4.2. Consultant may change the non-hourly Fees established above upon at least 30 days' prior written notice to Client (but not more than once a year). Any such change must be with reference to the 12-month percent change in the most recently published annual Consumer Price Index for All Urban Consumers (CPI-U), West Region, as reported by the U.S. Bureau of Labor Statistics (the "CPI Change"), and be equal to the greater of two percent (2%) or the actual CPI Change and the lesser of ten percent (10%) or the actual CPI Change. For example, if the actual CPI Change is 1.5%, then the annual increase will be 2%, if the actual CPI Change is 3.5%, then the annual increase will be 3.5%, and if the actual CPI Change is 12%, then the annual increase will be 10%.

5. Allocation and Audit Recovery Services

5.1. Fees for performing the allocation and audit recovery Services described above shall be (a) 15% of all new, increased and recovered sales and use tax revenue and (b) 25% of all new, increased and recovered transactions and use tax measure/district revenue received by Client as a result, in whole or in part, of such Services, including without limitation, any reimbursement or other payment from any State fund and any point of sale misallocations. These Fees shall be paid notwithstanding any related Client assistance, work in parallel, and/or incurrence of attorneys' fees or other costs or expenses in connection, with the relevant Services.

5.2. The Fees described in Section 5.1(a) include, without limitation, State fund transfers received for back quarter reallocations and monies received in the first eight (8) consecutive reporting quarters following completion of Consultant's allocation audit and confirmation by the CDTFA of the relevant corrections.

5.3. These Fees shall be paid by Client upon Consultant's submittal of evidence of Consultant's relevant Services in support thereof, including, without limitation, copies of relevant communications between Consultant and the CDTFA and/or taxpayers.

5.4. Consultant recognizes Client's authority to waive or reduce the tax/fee-related debt of a business. Should Client decide to do so for a business whose deficiency was identified by Consultant, Consultant shall be entitled to compensation in the amount of one half (1/2) of the Fees Consultant would have otherwise earned. Deficiencies which are uncollectable due to insolvency or dissolution of the business, or for deficiencies which are otherwise incapable of collection (i.e. statute of limitation or other legal defense) shall not be considered a Client voluntary election to waive, and thus, Consultant would not be entitled to compensation related thereto under this provision.

6. Consulting and Other Optional Services

6.1. Fees for performing the consulting and other optional Services described above shall be based on the following initial hourly rates: (i) Principal - $325; (ii) Programmer - $295; (iii) Senior Analyst - $245; and (iv) Analyst - $195.

6.2. Consultant may change the rates for its hourly Fees from time to time in its sole discretion upon at least 30 days' prior written notice to Client.

7. General Provisions Relating to Fees

7.1. Fees for travel and lodging expenses will be invoiced at cost and applied to all meetings (including implementation, training, operations and support). Travel expenses only apply to out of scope travel and must therefore be pre-approved by Client.

7.2. Fees will be invoiced monthly to Client for Services performed during the prior month. To the extent that Consultant has commercially reasonable means to do so, Fees will be netted out of Client's monthly revenue disbursement.

8. Confidentiality Information

Section 7056 of the State of California Revenue and Taxation Code ("R&T Code") specifically limits the disclosure of confidential taxpayer information contained in the records of the CDTFA. Section 7056 specifies the conditions under which a California city, county or district may authorize persons other than such city, county or district's officers and employees to examine state sales and use tax records.

Notwithstanding anything to the contrary set forth in this Schedule A to the MSA, the MSA itself, or otherwise, the following conditions specified in Section 7056-(b)(1) of the R&T Code are hereby incorporated into and made part of this Schedule A to the MSA:

8.1. Consultant is hereby authorized by Client under this Schedule A to the MSA to examine sales or transactions and use tax records of the CDTFA provided to Client pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law (commencing with R&T Code Section 7200) and the Transactions and Use Tax Law (commencing with R&T Code 7251).

8.2. Consultant is required to disclose information contained in, or derived from, those sales or transactions and use tax records only to an officer or employee of Client who is authorized by Client resolution provided to the CDTFA to examine the information.

8.3. During the term of this Schedule A to the MSA, Consultant is prohibited from performing consulting services for a retailer (as defined in R&T Code Section 6015).

8.4. After the term of this Schedule A to the MSA has expired, Consultant is prohibited from retaining the information contained in or derived from those sales or transactions and use tax records.

Information obtained by examination of CDTFA records shall be used only for purposes related to the collection of local sales or transactions and use taxes by the CDTFA pursuant to this Schedule A to the MSA, or for purposes related to other governmental functions of Client as set forth by resolution of the Client adopted pursuant to R&T Code Section 7056(b). Such resolution shall designate Consultant and its personnel as authorized to (i) examine such sales or transactions and use tax records and (ii) certify that this Section 8 to Schedule A to the MSA meets the requirements set forth in R&T Code Section 7056(b)(1).

STAFF REPORT

Meeting Date:	February 8, 2022
Agency:	City of Belmont
Staff Contact:	Scott Rennie, City Attorney
Agenda Title:	Burke, Williams & Sorensen LLP Agreement Amendment
Agenda Action:	Resolution

Recommendation

Adopt a resolution authoring an amendment the City's agreement for legal services with Burke, Williams & Sorensen LLP and the procurement of legal services at the rates set forth in the attachment to the resolution.

Strategic Focus Area

Not Applicable

Background

From time to time the City has need of legal services related to municipal law issues and civil litigation that are highly technical and require the services of legal practitioners with particular expertise. In 2014, the City Council authorized the procurement of such legal services on an as needed basis from the law firm of Burke, Williams & Sorensen LLP (BWS) at the following rates: senior partners $295; partners $275, associates $250, law clerks $135 and paralegals $125. BWS has requested to amend the rates as set forth in Attachment 1 to the proposed resolution accompanying this report.

Analysis

The sources of funds that may be used for payment of legal services will vary dependent on the matter at issue. This request for authorization to procure legal services is limited to the amount of available funds appropriated within the budget for the particular matter.

Alternatives

1. Deny the requested authority
2. Continue the item for further discussion

Attachments

A. Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: The budget for outside legal services is included in the City Attorney's operating budget (101-1-121-8322). Request and appropriation of funds will be incorporated as part of the annual budget development process.

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

RESOLUTION NO. 2022 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING AN AMENDMENT TO THE RATES IN THE CITY'S AGREEMENT WITH BURKE, WILLIAMS & SORENSEN LLP TO PROCURE LEGAL SERVICES

WHEREAS, the City has need from time to time of legal services related to municipal aw issues and in particular to civil litigation and other municipal law matters; and,

WHEREAS, the law firm of Burke, Williams & Sorensen LLP has demonstrated expertise in these fields;

WHEREAS, the City entered into an agreement with Burke, Williams & Sorensen LLP (BWS) for legal services at specified rates in 2014 ("2014 Agreement") and the parties now desire to amend the rates; and,

WHEREAS, the authorization granted herein for procurement of legal services is limited to the amount of available funds appropriated within a fiscal year budget for that purpose;

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

SECTION 1. The City Manager is authorized to negotiate and execute an amendment to 2014 Agreement with BWS to provide legal services at the rates set forth in Attachment 1 and the City Attorney is authorized to retain BWS to provide legal services at the rates set forth in Attachment 1. This authorization is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

* * *

ADOPTED February 8, 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

Attachment 1
Resolution No. __

Burke, Williams & Sorensen Billing Rates

Attorneys and staff who have been approved in writing by the City's Authorized Representative to perform services under a specific Task Order are authorized to perform legal services under this Agreement at the following billing rates:

Partners	$375
Associates	$305
Law Clerks	$135
Paralegals	$125

The Consultant may revise the billing rates set forth above not earlier than July 1, 2022 and not more than once per fiscal year (July 1 to June 30) thereafter, by providing at least 30 days prior written notice to the City. The amount of any such increase shall not exceed the annual percentage increase in the Consumer Price Index for all urban consumers (CPI-U) for San Francisco-Oakland-Hayward.

Billing shall be provided in increments not greater than 1/10th of an hour.

In addition to billing for services based on the hourly rates set forth above, the Consultant is authorized to bill the City for reimbursement of its actual costs directly related to the services; provided that the total billing (for hourly services and reimbursable costs) shall not exceed the amount identified in each Task Order, and provided that the Consultant either: (a) obtains the approval of the City's Authorized Representative prior to incurring the costs, or (b) the costs fall into one of the following categories:

(1) Travel expenses within the Bay Area.
(2) Court costs, such as filing fees.
(3) Service of process.
(4) Court reporter fees.
(5) Expert witnesses, consultants, or investigators.
(6) Copying costs, at $0.10 per page.
(7) Actual costs of mailing.

STAFF REPORT

Meeting Date:	February 8, 2022
Agency:	City of Belmont
Staff Contact:	Cora Dino, Human Resources Director, (650) 637-2988, cdino@belmont.gov
Agenda Title:	Resolution Approving a Memorandum of Understanding between the City of Belmont and the American Federation of State, County and Municipal Employees (AFSCME)
Agenda Action:	Resolution

Recommendation

Adopt a resolution approving the Memorandum of Understanding between the City of Belmont and AFSCME. The Memorandum of Understanding is a three and one-half year agreement for the term of January 1, 2022, through June 30, 2025.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

The term of the existing Memorandum of Understanding (MOU) between the City and the AFSCME expired on December 31, 2021. The City and AFSCME negotiation teams have met and conferred in good faith since November 2021. The parties reached a tentative agreement on January 10, 2022, and the AFSCME membership ratified the tentative agreement on January 26, 2022.

Analysis

There are several changes to the proposed MOU (Exhibit A), the most notable are highlighted below:

- **Wage Increases**
  - 2% effective January 9, 2022, contingent upon ratification of the successor agreement by the Council and the Union by February 8, 2022
  - 0.5% effective the beginning of the first pay period including July 1, 2022
  - 2.5% effective the beginning of the first full pay period including July 1, 2023
  - 3% effective the beginning of the first full pay period including July 1, 2024

- **$1500 Lump Sum**
  On July 15, 2022, each employee in the group will receive a one-time, non-pensionable payment.

- **Certification Pay – Adjustments and Additions**
  - $50 per month: Addition of Permit Tech certificate to list of building inspection certifications
  - $200 per year: Qualified Applicator Certificate (QAC), Class B tanker endorsement, Backflow, Playground & Safety, Pest Control, National Association of Sewer Services Companies (NASSCO) Certificate

- $350 per month: (New) International Society of Arboriculture (ISA) Certified Arborist
- California Water Environment Association (CWEA) Certificate – Waste Water: Grade 1 $125/month; Grade 2 $175/month; Grade 3 $225/month; Grade 4 $275/month
- California Water Environment Association (CWEA) – Mechanical Tech. Cert to Repair Pumps: Grade 1 $125/month; Grade 2 $175/month; Grade 3 $225/month; Grade 4 $275/month

- **Reduction of Employee Cash/Difference of City Health Contribution**
  Applicable only to Tier 1 employees who were hired prior to August 1, 2012. For details, please refer to the draft successor Memorandum of Understanding, exhibit to the resolution

Alternatives

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

Attachments

A. Resolution
B. Memorandum of Understanding between the City of Belmont and the American Federation of State, County, and Municipal Employees

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	The budget for the current fiscal year had included an overall wage increase in the AFSCME that will be able to account for the specific changes to the proposed MOU, so no supplemental appropriation is required. If approved, the fiscal impact of the proposed changes will be incorporated into the FY 2023 budget 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 A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BELMONT AND THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) FOR THE TERM OF JANUARY 1, 2022 THROUGH JUNE 30, 2025

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

WHEREAS, the representatives of the City and AFSCME have reached a tentative agreement on the terms of a collective bargaining agreement; and,

WHEREAS, the representatives of the parties jointly prepared a written memorandum of understanding entitled, "Memorandum of Understanding between the City of Belmont and the American Federation of State, County, and Municipal Employees" ("Memorandum of Understanding") attached hereto as Exhibit "A", and presented the document to the City Council for determination.

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

SECTION 1. The terms of the Memorandum of Understanding presented to the City of Belmont and attached hereto as Exhibit "A" are approved.

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

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

* * *

ADOPTED February 8, 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

MEMORANDUM OF UNDERSTANDING

Between

CITY OF BELMONT

And

AFSCME

January 1, 2022 – June 30, 2025

Table of Contents

MEMORANDUM OF UNDERSTANDING

BETWEEN

LOCAL 829/CITY OF BELMONT

January 1, 2022 – June 30, 2025

Section 1. Recognition 3

Section 2. Union Membership 3

Section 3. No Discrimination 4

Section 4. Representation Rights 4

Section 5. Salary Plan 5

Section 6. Probationary Period 9

Section 7. Transfer, Promotion, Employment Lists, Reclassification 9

Section 8. Layoff and Reemployment 10

Section 9. Resignation and Reinstatement 13

Section 10. Reallocation of Position 13

Section 11. Performance Evaluation Procedure 13

Section 12. Hours of Work, Overtime, Premium Pay 14

Section 13. Holidays 16

Section 14. Vacation Leave 17

Section 15. Sick Leave 18

Section 16. Other Leaves 19

Section 17. Health and Welfare Plans 21
D. Retirees after July 1, 2001 25
F. Retiree Dental 26

Section 18. Safety 27

Section 19. Disciplinary Actions 27

Section 20. Grievance Procedures 27

Section 21. Special Provisions 29

Section 22. Economic Hardship 31

Section 23. Past Practices 31

Section 24. Separability of Provisions 31

Section 25. Duration 32
MONTHLY SALARY SCHEDULE 33

Effective January 9, 2022, the salary ranges are as follows: 33
MONTHLY SALARY SCHEDULE 34

Effective June 26, 2022, the salary ranges are as follows: 34
MONTHLY SALARY SCHEDULE 35

Effective the first full pay period which includes July 1, 2023, the salary ranges are as follows: 35
MONTHLY SALARY SCHEDULE 36

Effective the first full pay period which includes July 1, 2024, the salary ranges are as follows: 36

SIDE LETTER OF AGREEMENT 37

MEMORANDUM OF UNDERSTANDING

BETWEEN

LOCAL 829, COUNCIL 57

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

AND THE

CITY OF BELMONT

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

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

This Memorandum of Understanding shall be presented to the Belmont City Council as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing January 1, 2022 and ending June 30, 2025.

Section 1. Recognition

1.1 City

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

1.2 Union

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

Section 2. Union Membership

2.1 Dues Deduction

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

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

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

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

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

2.2 Dues Deduction for PEOPLE

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

2.3 Communications with Employees

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

2.4 Advance Notice

Except in cases of emergency, reasonable advance written notice, not less than 15 calendar days, shall be given to the Union if it is affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, by any board or commission of the City, or by any department, as the Union shall be given the opportunity to meet with such body prior to adoption. In cases of emergency when the City management determines that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with the Union, City management shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution or regulation.

2.5 List of Unit Employees

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

Section 3. No Discrimination

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

Section 4. Representation Rights

4.1 Employee Representatives for Grievances

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

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

4.2 Access to Work Locations

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

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

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

4.3 Access to Personnel Files

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

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

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

Section 5. Salary Plan

5.1 Salaries

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

Effective January 9, 2022, the rate of pay for all job classes shall be increased by two percent (2.0%).

Effective June 26, 2022, the rate of pay for all job classes shall be increased by one half percent (0.5%).

Each employee in a represented classification shall be given a one-time, non-pensionable bonus of one thousand and five hundred dollars ($1,500) on July 15, 2022.

Effective the beginning of the first full pay period which includes July 1, 2023, the rate of pay for all job classes shall be increased by two- and one-half percent (2.5%).

Effective the beginning of the first full pay period which includes July 1, 2024, the rate of pay for all job classes shall be increased by three percent (3.0%).

5.2 Application of Wage Rates

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

5.3 Advancement Within Salary Range

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

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

The employee's salary anniversary date will change when:

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

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

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

D. The employee takes a leave of absence for any reason in excess of two (2) weeks.

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

5.4 Salary after Promotion or Demotion

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

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

When an employee is demoted in accordance with Section 8.1 (Layoff Procedure), the employee shall be placed at the step of the salary range prescribed for such lower class that

most nearly approximates the salary the employee was receiving, provided, however, that such salary does not exceed the maximum rate for such lower class.

5.5 Acting Assignment Pay

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

5.6 Pay Period

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

5.7 Certification Pay

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

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

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

C. Employees in the maintenance or lead maintenance classifications who are required to have and maintain a California Class B driver's license with tanker endorsement are eligible to receive a $200 annual lump sum payment upon certification and maintenance of their California Class B driver's license.

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

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

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

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

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

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

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

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

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

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

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

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

5.8 Bilingual Pay

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

Section 6. Probationary Period

6.1 Duration

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

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

6.2 Promotional Probation

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

Section 7. Transfer, Promotion, Employment Lists, Reclassification

7.1 Transfer

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

7.2 Promotion

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

7.3 Time Off for Interview or Examination

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

7.4 Reclassification

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

7.5 Employee-Initiated Reclassification Requests

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

Requests must include:

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

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

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

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

This provision is not subject to the grievance procedure.

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

Section 8. Layoff and Reemployment

8.1 Layoff

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

8.2 Notice of Layoff

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

8.3 Grievance of Layoff

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

8.4 Order of Layoff

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

8.5 Displacement Rights

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

off employee may also displace a less senior employee in another department, provided that the laid off employee has held regular status in that classification and performed in a satisfactory manner.

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

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

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

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

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

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

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

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

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

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

8.6 Reemployment

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

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

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

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

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

8.7 Abolition of Position

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

8.8 Contracting of Services

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

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

Section 9. Resignation and Reinstatement

9.1 Resignation

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

9.2 Reinstatement

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

Section 10. Reallocation of Position

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

Section 11. Performance Evaluation Procedure

11.1 Process

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

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

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

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

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

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

11.2 Performance Report Meeting With Employee

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

11.3 Appeals of Performance Report

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

11.4 Use of Performance Reports

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

11.5 Non-Grievability

This Section 11 shall not be subject to the grievance procedure in Section 20 of the Memorandum of Understanding.

Section 12. Hours of Work, Overtime, Premium Pay

12.1 Hours of Work

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

12.2 Overtime

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

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

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

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

12.3 Scheduled Workday

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

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

12.4 Call Back

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

12.5 Stand-By Duty

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

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

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

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

12.6 Back-Up Duty

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

12.7 Utilization of Compensatory Time Off

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

Section 13. Holidays

13.1 Authorized Holidays

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

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

In addition to the above-listed holidays, employees shall receive two (2) Floating Holidays, to be taken, after one (1) year of service, at any time mutually convenient to the department head and the employee and every day proclaimed by the President of the United States, Governor of California, or Mayor of this City as a public holiday. Floating Holidays will only be usable as time off and may not be paid out upon separation from City service. Floating Holidays must be used in the calendar year in which they are accrued and may not be carried over into a subsequent calendar year.

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

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

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

13.2 Work Performed on a Holiday

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

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

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

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

13.3 Holiday During Vacation

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

Section 14. Vacation Leave

14.1 Vacation Allowance

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

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

B. New Lateral Appointments

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

14.2 Vacation Accumulation

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

14.3 Pay Upon Termination

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

14.4 Vacation Scheduling

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

Section 15. Sick Leave

15.1 Accrual and Usage

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

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

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

15.2 Accumulation

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

15.3 Workers' Compensation - Integration with Sick Leave

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

15.4 Pay for Unused Sick Leave Upon Separation from City Service

Retirement

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

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

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

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

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

Death

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

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

15.5 Temporary Employees

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

Section 16. Other Leaves

16.1 Bereavement Leave

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

16.2 Industrial Disability Leave of Absence

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

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

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

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

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

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

16.3 Non-Industrial Disability Leave Without Pay

An employee who is disabled by reason of illness or injury which is not job-incurred may be granted a leave of absence without pay so long as such disability continues and is substantiated by a physician's statement. Such leave shall not exceed twelve (12) months. Unpaid leave may be granted only after the employee has used the entire employee's accrued sick leave. At the employee's option, accrued vacation and compensatory time off

may be used during the period of such leave, but in no case shall the combination of paid and unpaid leave exceed twelve (12) consecutive months.

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

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

16.4 Personal Leave of Absence

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

16.5 Limited Duty

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

16.6 Jury Duty

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

16.7 Military Leave

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

16.8 Seniority Rights and Salary Adjustments While On Leave of Absence

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

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

16.9 Catastrophic Leave Program

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

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

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

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

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

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

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

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

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

16.10 Family Care Leave and Paid Family Leave

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

Section 17. Health and Welfare Plans

17.1 Hospital/Medical Plans

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

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

17.2 Flexible Benefits Plan

17.2.1 Plan Design

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

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

An employee may use Flexible Benefit Plan funds that may be taken as cash in lieu of medical plan premiums contributions for health care reimbursement

account, dependent care reimbursement account, or cash option in accordance with Plan procedures.
An employee eligible for alternative group medical insurance may waive the City's medical insurance coverage and select such alternate plan upon proof of such alternate coverage.

17.2.2 City Contributions

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

17.2.3 Cash Option

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

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

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

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

(2) For any Tier 1 Employee who has waived the City's medical insurance as of the effective date of this MOU for plan year 2022, the employee will receive $150.07 per month in deferred compensation ("Additional Deferred Compensation Contribution"). Such compensation shall not be a vested benefit. In the event such an employee later elects to be covered by the City's medical insurance, the employee will no longer receive the Additional Deferred Compensation Contribution.

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

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

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

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

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

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

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

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

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

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

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

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

17.4 Changes in State or Federal Law

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

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

17.5 Vision Care

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

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

17.6 Dental Plan

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

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

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

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

17.7 Life and Accidental Death and Dismemberment Insurance

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

17.8 Long Term Disability

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

17.9 State Disability Insurance

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

B. Paid Family Leave

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

17.10 Retirement

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

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

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

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

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

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

Employee contribution to be determined by Government Code Section 7522.30

17.11 Retiree Health Benefits

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

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

B. Retirees with ten (10) years of service.

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

C. Retirees with twelve (12) years of service.

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

D. Retirees after July 1, 2001

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

E. Employees Hired after August 1, 2012

Notwithstanding (C) and (D) above, employees hired after August 1, 2012 shall be entitled to the following retiree health benefits:

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

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

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

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

F. Retiree Dental

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

17.12 Deferred Compensation

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

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

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

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

17.13 Domestic Partner Coverage

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

Section 18. Safety

18.1 Observance of Safety Rules and Regulations

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

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

18.2 Safety Equipment

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

Section 19. Disciplinary Actions

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

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

Section 20. Grievance Procedures

20.1 Definition

A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding excluding, however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any City official shall be final, the interpretation or application of those provisions not being subject to the grievance procedure.

20.2 Procedure

A grievance shall be filed according to the following procedure:

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

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

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

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

head, after conferring with the grievant, within ten (10) calendar days from receipt of the grievance.

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

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

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

E. Step 5. Arbitration. If an Adjustment Board is unable to arrive at a majority decision, either the Association or the City may require that the grievance be referred to an impartial arbitrator who shall be designated by mutual agreement between the Association and the City Manager. If the Union and the City are unable to agree on the selection of an arbitrator, they shall jointly request the State Mediation and Conciliation Service to submit a list of seven (7) qualified labor arbitrators. The representative for the Union and the representative for the City shall then alternately strike names until only one name remains, and that person shall serve as arbitrator. Selection of an arbitrator shall be within thirty (30) calendar days of appeal to arbitration. The fees and expenses of the arbitrator and or a Court Reporter shall be shared equally by the Union and the City. Each party, however, shall bear the cost of its own presentation, including preparation and post-hearing briefs, if any.

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

20.3 Extension of Time Limits

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

20.4 Compensation Complaints

All complaints involving or concerning the payment of compensation shall be initially filed in writing with the department head. In such cases no adjustment shall be retroactive for more than sixty (60) days from the date upon which the complaint was filed. Only complaints which allege that employees are not being compensated in accordance with the provisions of this Memorandum of Understanding shall be considered as grievances.

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

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

20.5 Suspension and Discharge Grievances

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

20.6 No Changes in Memorandum

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

20.7 No Strike

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

Section 21. Special Provisions

21.1 Safety Committee

The Safety Committee shall consist of a minimum of two (2) employees represented by the Union and selected by the Safety Committee Chair. The purpose of such Committee is to discuss various work safety issues and pr4ovide ideas for resolution. This Committee shall meet not less than once every four (4) months and not more than once a month.

21.2 Competency Check-Off Rosters

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

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

21.3 Training

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

21.4 Shower Room

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

21.5 Educational Reimbursement

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

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

21.6 Safety Shoes

Employees required to wear safety shoes will be reimbursed for the cost of such safety shoes. The City will pay up to two hundred fifty dollars ($250.00) annually for such safety shoes for each such employee; employees will be responsible for any cost in excess of two hundred fifty dollars ($250.00) for the safety shoes chosen.

21.7 Uniform Allowance

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

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

21.8 Class B License

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

21.9 Medical Exam

Employees who are required to have a medical exam in order to receive their drivers license required for their job, will have the exam done by their own physician on City time and the City will reimburse the employee for the office visit co-pay. If the exam is not covered by the employee’s medical plan, the City will make arrangements for an exam on City time.

21.10 Surveys

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

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

21.11 Maintaining Required Licenses and Certifications

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

Section 22. Economic Hardship

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

This provision is not subject to the grievance procedure.

Section 23. Past Practices

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

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

Section 24. Separability of Provisions

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

Section 25. Duration

This Memorandum of Understanding ("MOU") shall be effective upon Council approval except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as hereinabove set forth and shall remain in full force and effect through June 30, 2025. If this MOU expires before a successor agreement is reached, the parties agree that this MOU's provisions will continue in effect until impasse or a successor agreement is reached.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this _____day of _____2022.

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

_____
By Tina Acree, AFSCME Business Agent

_____
By Matt Ward

CITY OF BELMONT

_____
By Afshin Oskoui,
City Manager

_____
By Cora Dino,
Human Resources Director

_____
By Jonathan V. Holtzman,
Chief Negotiator

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective January 9, 2022, the salary ranges are as follows:

AFSCME Salary Increase – 2.0% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5353.27	5620.93	5901.98	6197.07	6506.93
Accounting Technician II	5888.75	6183.18	6492.34	6816.96	7157.81
Accounting Technician Ill	6613.44	6944.11	7291.31	7655.88	8038.67
Building Inspector I	7601.14	7981.20	8380.26	8799.27	9239.24
Building Inspector II	8062.71	8465.85	8889.14	9333.60	9800.28
Code Enforcement Officer	7142.37	7499.48	7874.46	8268.18	8681.59
Construction Inspector	8443.38	8865.55	9308.82	9774.26	10262.98
Electrician	6888.57	7233.00	7594.65	7974.38	8373.10
Engineering Technician	6835.61	7177.39	7536.26	7913.07	8308.73
Equipment Operator	6056.13	6358.93	6676.88	7010.72	7361.26
Head Teacher	4469.23	4692.69	4927.33	5173.69	5432.38
Maintenance Worker I	5007.47	5257.84	5520.73	5796.77	6086.61
Maintenance Worker II	5542.95	5820.09	6111.10	6416.65	6737.48
Mechanic	6141.13	6448.19	6770.60	7109.13	7464.59
Office Assistant I	4752.28	4989.90	5239.39	5501.36	5776.43
Office Assistant II	5279.42	5543.39	5820.56	6111.59	6417.17
Parks Maintenance Worker I	5007.47	5257.84	5520.73	5796.77	6086.61
Parks Maintenance Worker II	5542.95	5820.09	6111.10	6416.65	6737.48
Planning Technician	6477.22	6801.09	7141.14	7498.20	7873.11
Permit Technician	6477.22	6801.09	7141.14	7498.20	7873.11
Senior Mechanic	6523.23	6849.39	7191.86	7551.45	7929.02
PW Lead Maintenance	6358.70	6676.64	7010.47	7360.99	7729.04
Sr Parks Maintenance	6358.70	6676.64	7010.47	7360.99	7729.04
Street Sweeper Operator	5792.52	6082.14	6386.25	6705.56	7040.84
Teacher	3886.34	4080.66	4284.69	4498.93	4723.87
Teacher's Aide (Hourly)	19.62	20.61	21.64	22.72	23.85
Recreation Specialist II (Hourly)	16.86	17.70	18.59	19.52	20.49

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective June 26, 2022, the salary ranges are as follows:

AFSCME Salary Increase – 0.5% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5380.03	5649.03	5931.49	6228.06	6539.46
Accounting Technician II	5918.19	6214.10	6524.80	6851.04	7193.60
Accounting Technician Ill	6646.50	6978.83	7327.77	7694.16	8078.87
Building Inspector I	7639.15	8021.11	8422.16	8843.27	9285.43
Building Inspector II	8103.03	8508.18	8933.59	9380.27	9849.28
Code Enforcement Officer	7178.08	7536.98	7913.83	8309.52	8725.00
Construction Inspector	8485.59	8909.87	9355.37	9823.14	10314.29
Electrician	6923.01	7269.16	7632.62	8014.25	8414.97
Engineering Technician	6869.79	7213.28	7573.94	7952.64	8350.27
Equipment Operator	6086.41	6390.73	6710.27	7045.78	7398.07
Head Teacher	4491.58	4716.16	4951.96	5199.56	5459.54
Maintenance Worker I	5032.50	5284.13	5548.33	5825.75	6117.04
Maintenance Worker II	5570.66	5849.19	6141.65	6448.74	6771.17
Mechanic	6171.84	6480.43	6804.45	7144.68	7501.91
Office Assistant I	4776.04	5014.85	5265.59	5528.87	5805.31
Office Assistant II	5305.82	5571.11	5849.66	6142.14	6449.25
Parks Maintenance Worker I	5032.50	5284.13	5548.33	5825.75	6117.04
Parks Maintenance Worker II	5570.66	5849.19	6141.65	6448.74	6771.17
Planning Technician	6509.61	6835.09	7176.85	7535.69	7912.47
Permit Technician	6509.61	6835.09	7176.85	7535.69	7912.47
Senior Mechanic	6555.84	6883.63	7227.82	7589.21	7968.67
PW Lead Maintenance	6390.49	6710.02	7045.52	7397.80	7767.69
Sr Parks Maintenance	6390.49	6710.02	7045.52	7397.80	7767.69
Street Sweeper Operator	5821.48	6112.56	6418.18	6739.09	7076.05
Teacher	3905.77	4101.06	4306.12	4521.42	4747.49
Teacher's Aide (Hourly)	19.72	20.71	21.74	22.83	23.97
Recreation Specialist II (Hourly)	16.94	17.79	18.68	19.62	20.60

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective the first full pay period which includes July 1, 2023, the salary ranges are as follows:

AFSCME Salary Increase – 2.5% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5514.53	5790.26	6079.77	6383.76	6702.95
Accounting Technician II	6066.14	6369.45	6687.92	7022.32	7373.44
Accounting Technician Ill	6812.66	7153.30	7510.96	7886.51	8280.84
Building Inspector I	7830.13	8221.63	8632.71	9064.35	9517.57
Building Inspector II	8305.60	8720.88	9156.93	9614.77	10095.51
Code Enforcement Officer	7357.53	7725.41	8111.68	8517.26	8943.12
Construction Inspector	8697.73	9132.62	9589.25	10068.71	10572.15
Electrician	7096.09	7450.89	7823.44	8214.61	8625.34
Engineering Technician	7041.53	7393.61	7763.29	8151.46	8559.03
Equipment Operator	6238.57	6550.50	6878.02	7221.92	7583.02
Head Teacher	4603.87	4834.06	5075.76	5329.55	5596.03
Maintenance Worker I	5158.32	5416.23	5687.04	5971.40	6269.96
Maintenance Worker II	5709.93	5995.42	6295.19	6609.95	6940.45
Mechanic	6326.14	6642.44	6974.57	7323.29	7689.46
Office Assistant I	4895.44	5140.22	5397.23	5667.09	5950.44
Office Assistant II	5438.46	5710.38	5995.90	6295.70	6610.48
Parks Maintenance Worker I	5158.32	5416.23	5687.04	5971.40	6269.96
Parks Maintenance Worker II	5709.93	5995.42	6295.19	6609.95	6940.45
Planning Technician	6672.35	7005.97	7356.27	7724.08	8110.28
Permit Technician	6672.35	7005.97	7356.27	7724.08	8110.28
Senior Mechanic	6719.74	7055.73	7408.51	7778.94	8167.88
PW Lead Maintenance	6550.26	6877.77	7221.66	7582.74	7961.88
Sr Parks Maintenance	6550.26	6877.77	7221.66	7582.74	7961.88
Street Sweeper Operator	5967.02	6265.37	6578.64	6907.57	7252.95
Teacher	4003.42	4203.59	4413.77	4634.46	4866.18
Teacher's Aide (Hourly)	20.22	21.23	22.29	23.40	24.57
Recreation Specialist II (Hourly)	17.37	18.24	19.15	20.11	21.11

APPENDIX A

MONTHLY SALARY SCHEDULE

Effective the first full pay period which includes July 1, 2024, the salary ranges are as follows:

AFSCME Salary Increase – 3% Increase

CLASS TITLE	Step 1	Step2	Step3	Step4	Step 5
Accounting Technician I	5679.97	5963.97	6262.17	6575.27	6904.04
Accounting Technician II	6248.13	6560.53	6888.56	7232.99	7594.64
Accounting Technician Ill	7017.04	7367.90	7736.29	8123.11	8529.26
Building Inspector I	8065.03	8468.28	8891.70	9336.28	9803.09
Building Inspector II	8554.77	8982.51	9431.63	9903.22	10398.38
Code Enforcement Officer	7578.26	7957.17	8355.03	8772.78	9211.42
Construction Inspector	8958.67	9406.60	9876.93	10370.77	10889.31
Electrician	7308.97	7674.42	8058.14	8461.05	8884.10
Engineering Technician	7252.78	7615.42	7996.19	8396.00	8815.80
Equipment Operator	6425.73	6747.01	7084.36	7438.58	7810.51
Head Teacher	4741.98	4979.08	5228.04	5489.44	5763.91
Maintenance Worker I	5313.06	5578.72	5857.65	6150.54	6458.06
Maintenance Worker II	5881.22	6175.29	6484.05	6808.25	7148.66
Mechanic	6515.92	6841.72	7183.80	7542.99	7920.14
Office Assistant I	5042.31	5294.42	5559.14	5837.10	6128.96
Office Assistant II	5601.61	5881.70	6175.78	6484.57	6808.80
Parks Maintenance Worker I	5313.06	5578.72	5857.65	6150.54	6458.06
Parks Maintenance Worker II	5881.22	6175.29	6484.05	6808.25	7148.66
Planning Technician	6872.52	7216.15	7576.95	7955.80	8353.59
Permit Technician	6872.52	7216.15	7576.95	7955.80	8353.59
Senior Mechanic	6921.33	7267.40	7630.77	8012.31	8412.92
PW Lead Maintenance	6746.76	7084.10	7438.31	7810.22	8200.73
Sr Parks Maintenance	6746.76	7084.10	7438.31	7810.22	8200.73
Street Sweeper Operator	6146.03	6453.33	6776.00	7114.80	7470.54
Teacher	4123.52	4329.70	4546.18	4773.49	5012.17
Teacher's Aide (Hourly)	20.82	21.86	22.96	24.10	25.31
Recreation Specialist II (Hourly)	17.89	18.78	19.72	20.71	21.74

SIDE LETTER OF AGREEMENT

Between the City of Belmont and AFSCME Local 829
February 2022

Side Letter Regarding Miscellaneous Issues Not Addressed in the MOU

In addition to the agreement set forth in the AFSCME MOU, dated January 1, 2022 through June 30, 2025, the City of Belmont ("City") and AFSCME Local 829 ("Union") agree as follows.

1) **Catastrophic Leave Policy**
   Within 90 days of Council approval of the MOU, the City will create a Catastrophic Leave policy consistent with prior practice under the City's predecessor MOU with the Union. The policy shall to the maximum extent possible comply with IRS regulations permitting the taxation of recipients of Catastrophic Leave rather than the donors of such leave. However, the City makes no representations regarding ultimate tax dispositions reached by the IRS or Franchise Tax Board with respect to the treatment of individual Catastrophic Leave transfers.

2) **Air Quality Policy**
   Within 90 days of Council approval of the MOU, the City will adopt a citywide policy compliant with OSHA rules regarding the effects of air quality levels on work requirements.

3) **"Me Too" with MMCEA**
   If MMCEA receives in this round of MOU negotiations greater total percentage wage increases, lump sums and/or additional holidays, the City and Union will meet and confer on an equivalent economic benefit.

The parties further agree that this Side Letter of Agreement shall expire on June 30, 2025.

On behalf of the CITY OF BELMONT	On behalf of AFSCME LOCAL 829
_____	_____
Afshin Oskoui, City Manager	Tina Acree, Business Agent
_____	_____
Date	Date

STAFF REPORT

Meeting Date:	February 8, 2022
Agency:	City of Belmont
Staff Contact:	Jozi Plut, City Clerk/Communications Coordinator, jplut@belmont.gov, 650-595-7414
Agenda Title:	Third Public Hearing for Transition from At-Large Elections to By District Elections for Council Seats and At Large Mayor – Draft Map Presentation
Agenda Action:	Discussion & Direction

Recommendation
Receive presentation from City's Consultant Districting Partners on draft district maps.

Strategic Focus Area
Fiscal and Organizational Sustainability

Background
On July 30, 2021, the City received a letter from Kevin Shenkman, of the law firm Shenkman & Hughes, alleging that the City's at-large election system violated the California Voting Rights Act of 2001 (CVRA) on behalf of Southwest Voter Registration Education Project alleging violation of California Voting Rights Act demanding the city change to its at-large method of electing councilmembers.

An "at-large" system of elections is subject to legal challenge under the CVRA if that method of election impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of the election, as a result of the dilution or the abridgment of the rights of the voters who are members of the protected class. The threshold of proof to establish a violation is low and does not require discriminatory intent.

Many dozens of cities and other public agencies in California have been sued under the CVRA. Prevailing CVRA plaintiffs are guaranteed to recover their attorneys' fees and costs. With the exception of one case still in litigation, all public entities that have tried to contest the conversion to elections by district have either lost or have agreed to make the transition. In either instance, these jurisdictions have paid at least a portion of the plaintiff's attorney's fees and costs. Further, those cities that have litigated CVRA cases have paid millions of dollars in fees and were still forced to transition to by-district elections.

The Council met in closed session on October 26, 2021, to consider the litigation threat and held a public study session on November 2, 2021, to consider transitioning to district-based elections and whether to directly elect the mayor at-large. The Council concurred to transition to district elections with four districts and an at-large Mayor. At a regular Council meeting on November 9, 2021, the Council adopted Resolution 2021-096 outlining the city's intent to change the City's system of election for the City Council from an at-large system to a district-based system by adoption of an ordinance. The district-based elections

system will be in use in the City's General Municipal Election for City Councilmembers beginning in November 2022.

The City Council authorized the City Manager to retain legal, demographic, and communication services to assist the City in its transition to a district-based elections system for the election of City Council members. The City Manager retained the services of Hanson Bridgett LLP, who retained Redistricting Partners to assist the City in its transition to district-based elections by providing a detailed analysis of the City's current demographics and other information or data necessary to prepare a draft map or maps that divide(s) the City into voting districts in a manner consistent with the intent and purpose of the CVRA, the Federal Voting Rights Act, and all other federal and state laws

Analysis

The Council received a Pre-Map Presentation made by City Consultant Districting Partners on January 11, 2021 and January 25, 2022. The public hearing presentations and videos are available on the District Elections | City of Belmont Website.

A district mapping tool was launched on January 28, 2022 and can be accessed on the City's website. The Belmont Community is encouraged to participate by using the online tool or printing a map to draw lines and submit to the City Clerk for inclusion with other submissions. Both processes can be accessed on the Process/Mapping Tools | City of Belmont webpage.

Map Drawing Criteria

In creating the district boundaries, the City must ensure compliance with the following state and federally mandated criteria:

1. Each council district shall contain a nearly equal population; and
2. Each council district shall be drawn in a manner that complies with the Federal Voting Rights Act, and the Constitutions of the United States and California (e.g., race cannot be the predominant factor).

In addition to the above, under Elections Code Section 21621(c), certain criteria must be used to establish the boundaries of the council districts including the following, in order of priority:

3. Geographic contiguity
4. To the extent practical, maintain neighborhoods and local communities of interest (such as cultural or historical bonds, common issues, neighborhood activities, or legislative/election concerns. Communities of interest do not include relationships with political parties, incumbents or political candidates.)
5. Boundaries that are easily identifiable and understandable to residents (e.g., geographical and topographical features such as rivers and creeks, or other physical barriers such as railroads or major streets.)
6. Geographic compactness is encouraged.

Considerations on Drawing the Draft Maps

The demographer has drawn and evaluated these draft maps to ensure compliance with the above criteria. The City is using the latest 2020 Census data provided by the Statewide Database with the state prison population reallocated, as required under the Fair Maps Act. These maps use the underlying Census tract geography to establish the boundaries of individual City Council districts. In drawing these maps, every

care was taken to honor neighborhoods and communities of interest. However, please note that sometimes Census blocks do not perfectly align with known neighborhood boundaries or streets. Some census blocks follow natural geographic boundaries, such as a turn in a creek, which may be why some notches or boundary lines do not precisely follow neighborhood borders or roads.

Furthermore, each City Council map plan must be below 10% total deviations between the largest to smallest district by population. Deviation is calculated by first determining the ideal population for each district.

In Belmont's case, the ideal population is 7000 residents per district. The total deviation is determined by adding together the deviations of the largest and smallest districts from that ideal population size. For example, if your largest district is 5% larger than the ideal population and the smallest district is 3% smaller than the ideal population, then the total deviation is 8%. As achieving near population equality between districts is the first criteria that must be met, some known neighborhoods will be split between districts.

Part of this process is to encourage public input and Council discussion by providing several different distinct maps to consider. After taking public testimony, Council is asked to provide feedback on the preferred draft map(s) and any changes to be made. The demographer will take that direction and refine the proposed map(s), which will be considered during public hearing #4 on February 22.

Continued Outreach Efforts
Staff will continue outreach efforts with including conducting "pop-up" opportunities at local public venues for the community to view proposed maps and provide input. On Saturday, February 19, 2022 at 10 am the community is encouraged to participate in a mapping tool workshop at Twin Pines Community Center at The schedule and locations is posted on the District Elections | City of Belmont website.

To receive additional information about by-district elections, or to ask questions, interested persons may contact City Clerk Jozi Plut at cclerk@belmont.gov.

Alternatives

1. Defer to staff for more information.
2. Take no action

Attachments

A. Draft Map PDF or online at Process/Mapping Tools | City of Belmont
B. Districting Partners PPT Presentation

Fiscal Impact

☐ No Fiscal Impact

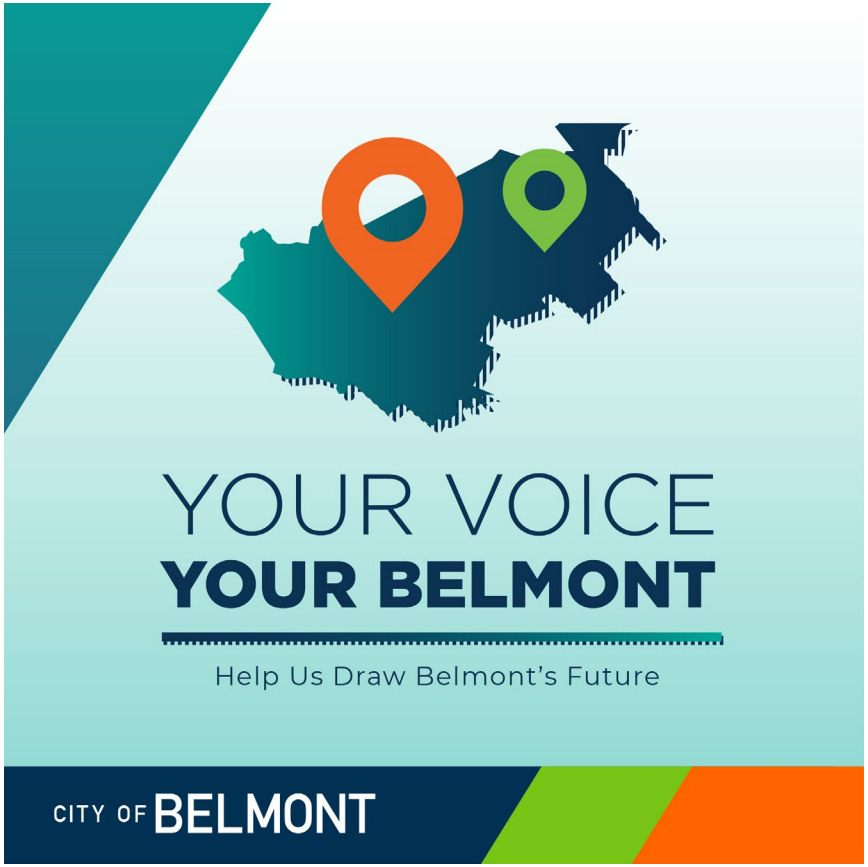
☒ Funding Source Confirmed: City Council approved appropriation of $180,000 at its October 26, 2021 meeting that is to be incorporated as part of the mid-year review for costs associated with this process.

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

Public Outreach also conducted on City's social media platform's, raising of a banner across Ralston Avenue, information included in the Weekly Update newsletter and item specific news blasts.

REDISTRICTING PARTNERS

City of Belmont Districting



REDISTRICTING PARTNERS

Agenda

Things we will cover:

- Redistricting Principles
- COI to Maps
  - Community Submissions
- Draft Maps A, B and C
- Public Hearing Schedule

REDISTRICTING PARTNERS

Traditional Redistricting Principles

Drawing New City Council Lines for Fair Representation

There are a number of criteria that have been used nationally and upheld by courts.

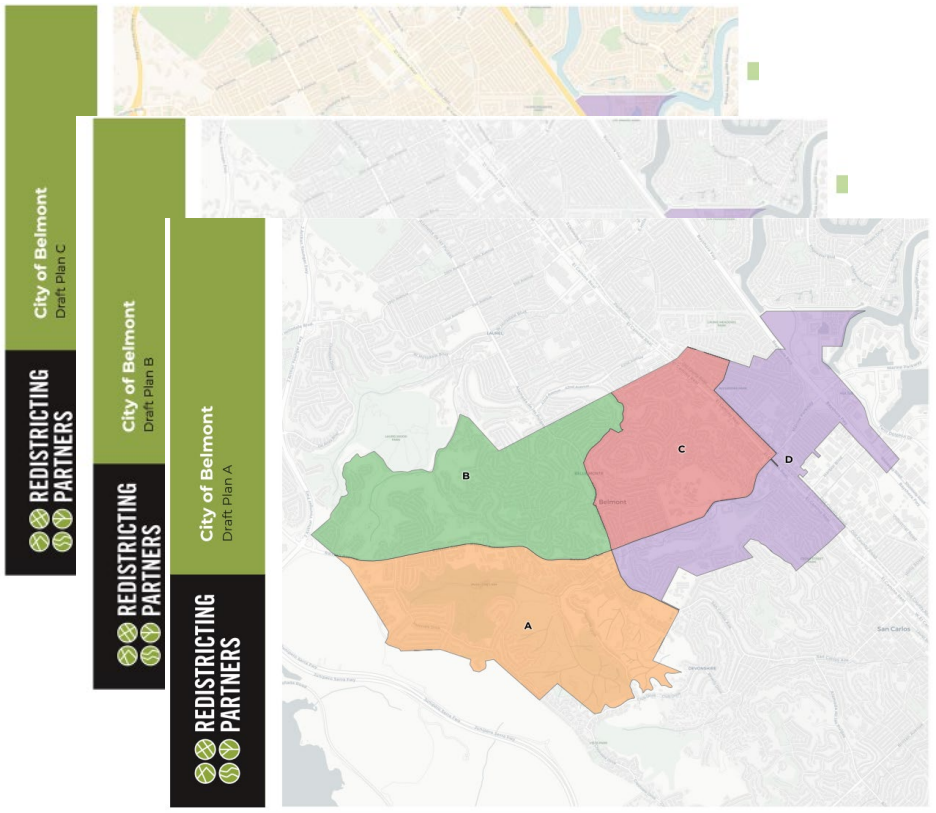
- Relatively equal size - people, not citizens
- Contiguous – districts should not hop/jump
- Maintain "*communities of interest*"
- Follow city/county/local government lines
- Keep districts compact – appearance/function

REDISTRICTING PARTNERS

From COI to Maps

With the Citizens' Districting Commission, the City of Modesto is using a community-based redistricting process, moving redistricting out into the public, with maps driven by Community of Interest testimony.

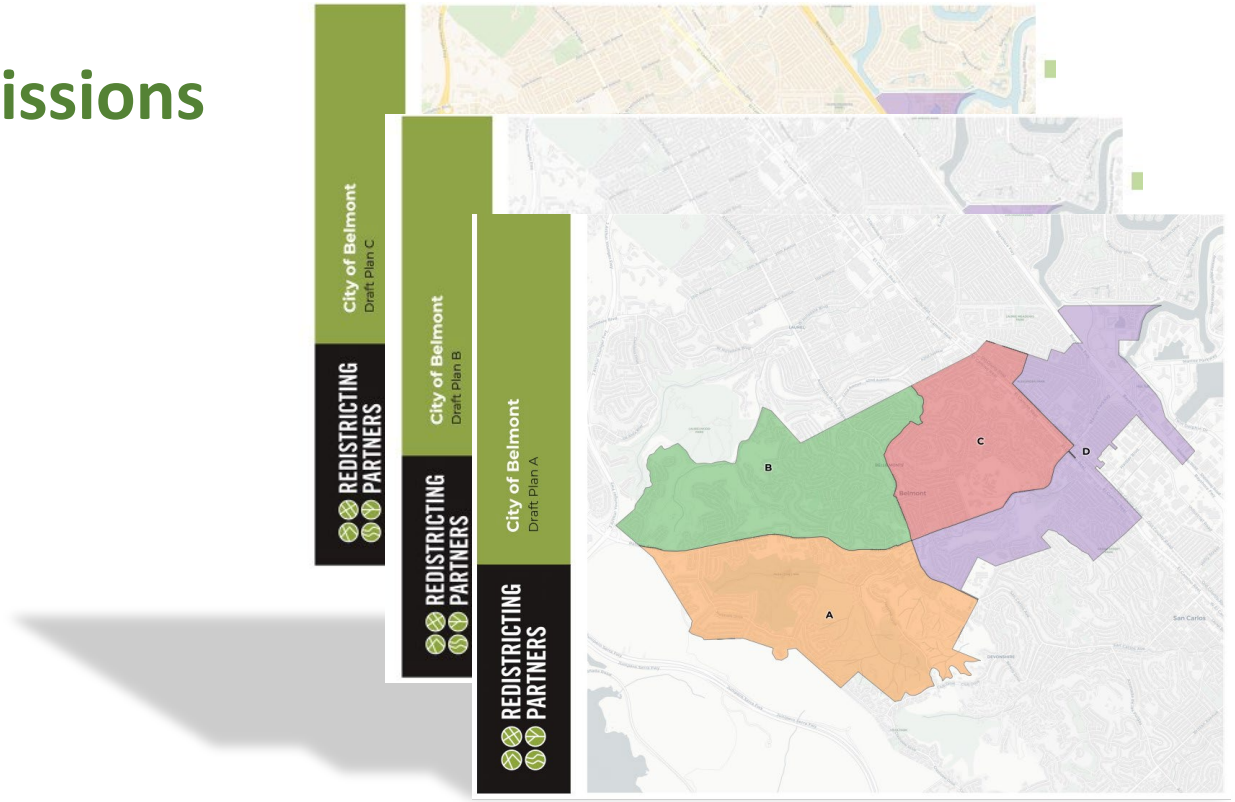
- **Input from community drives process** with multiple ways for the public to engage.
- **Rules for process** emphasize the importance of traditional criteria and minimizing divisions of neighborhoods.
- **Releasing maps for feedback** – today we will see plans to spark more public engagement.

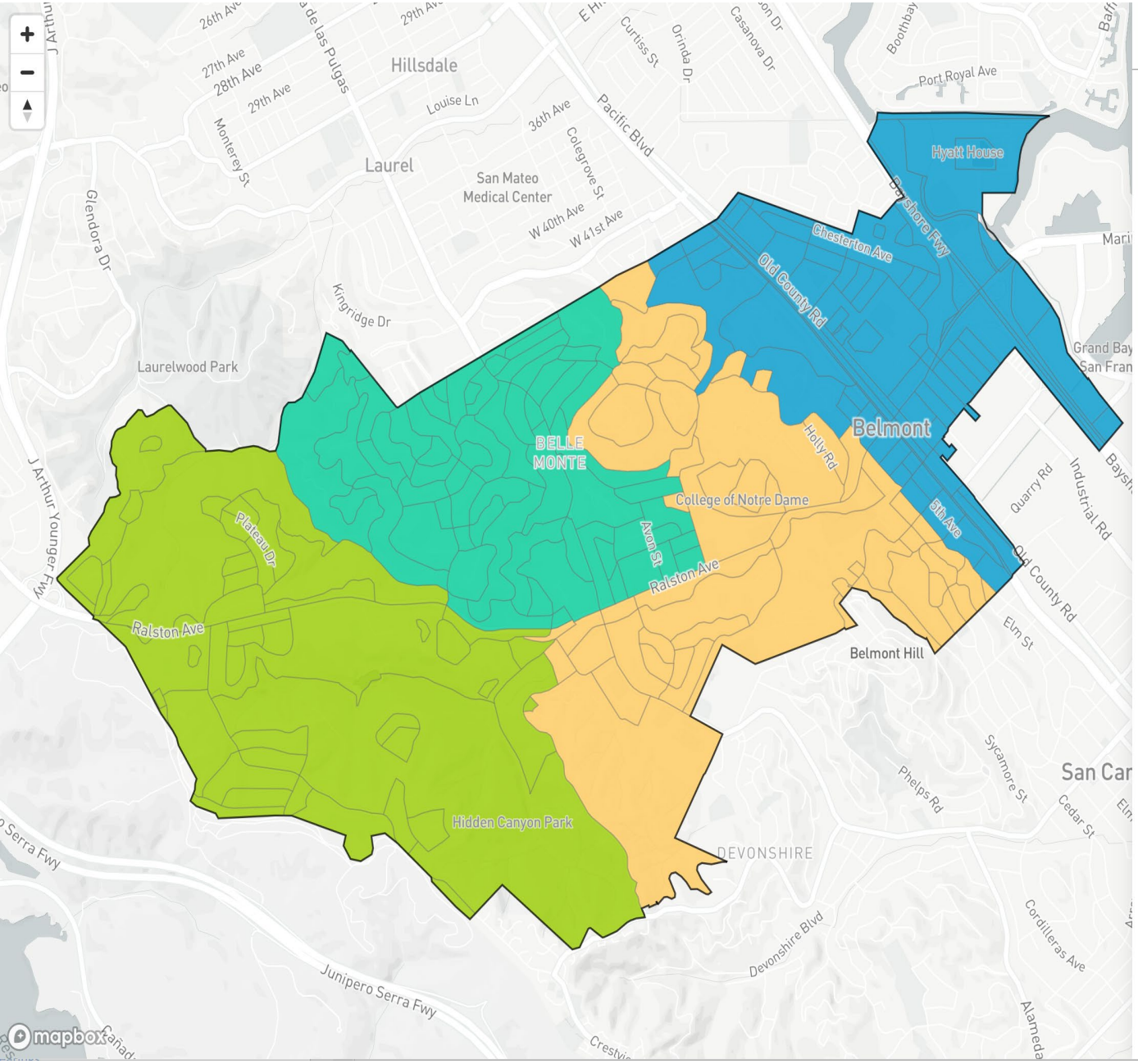


Community Submissions

17 Public Submissions

- **DistrictR**



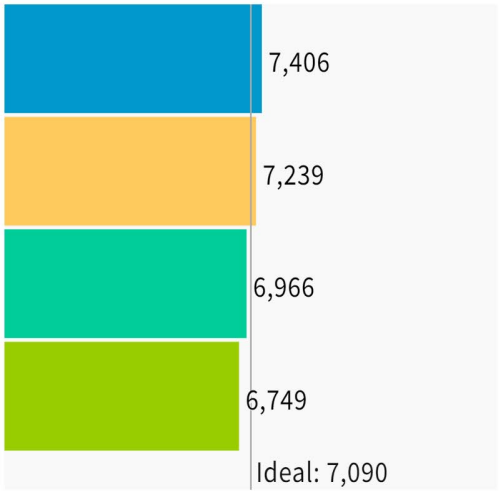


Save

Population | Data Layers | Evaluation

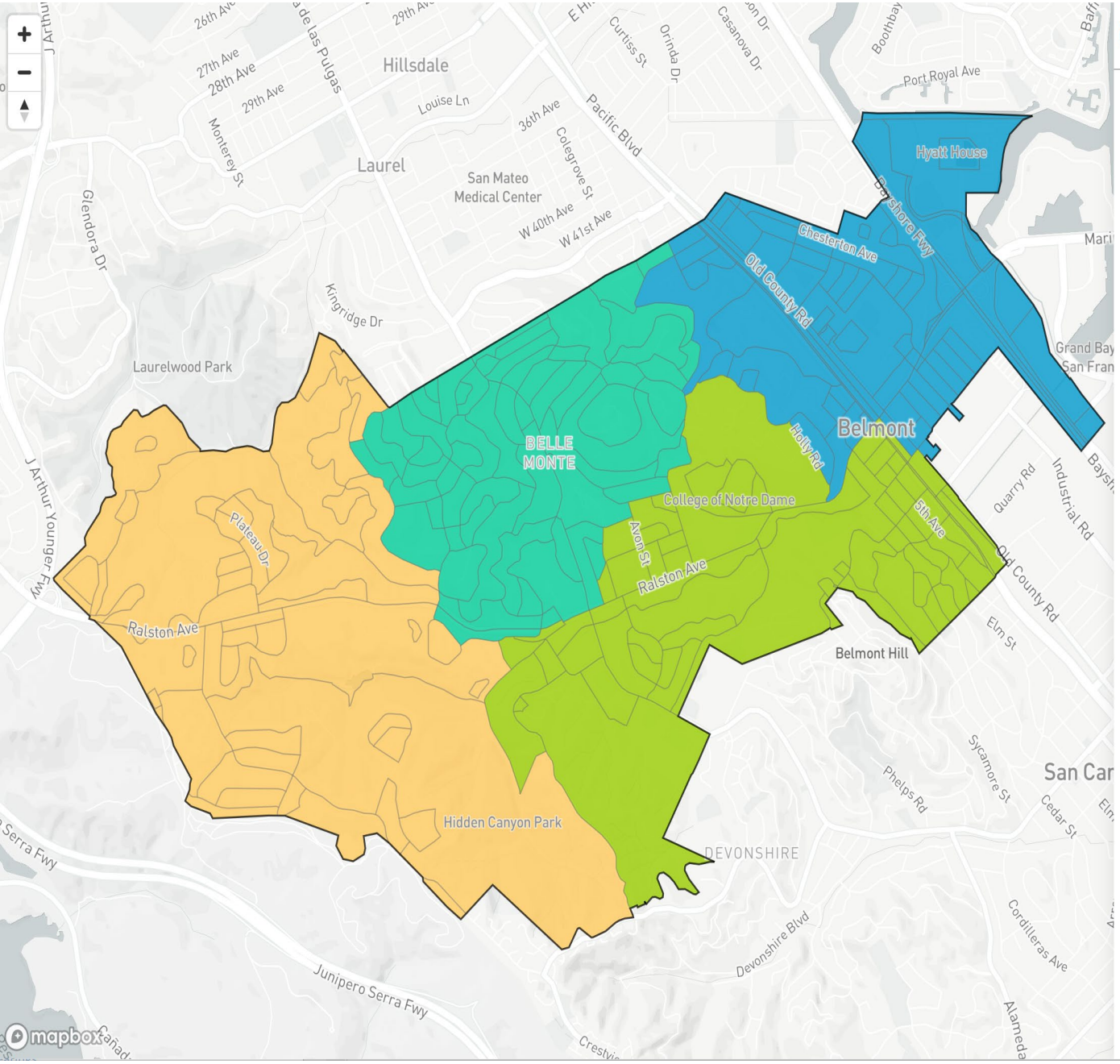
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	4.81%

☐ Highlight unassigned units

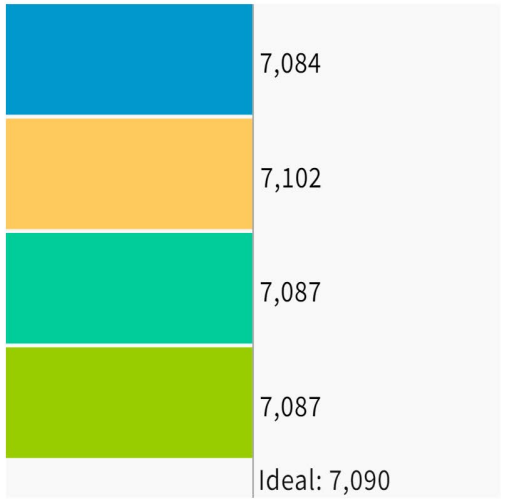


Save

Population | Data Layers | Evaluation

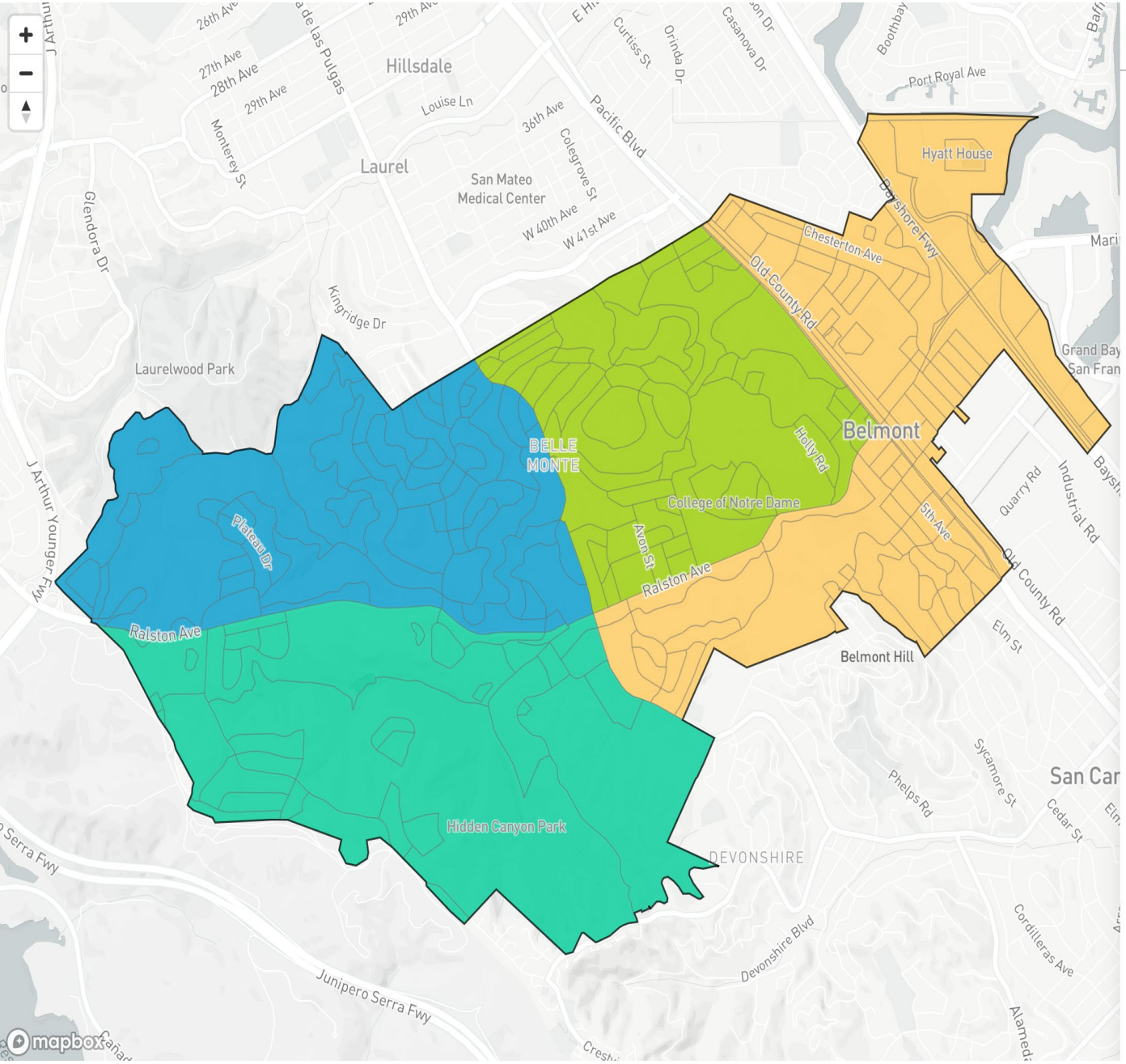
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks.**



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	0.17%

☐ Highlight unassigned units

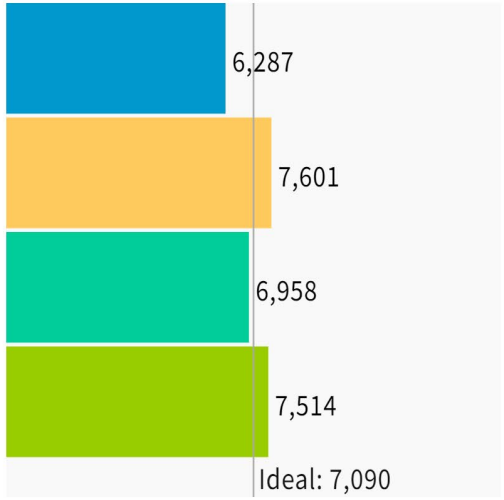


Save

Population | Data Layers | Evaluation

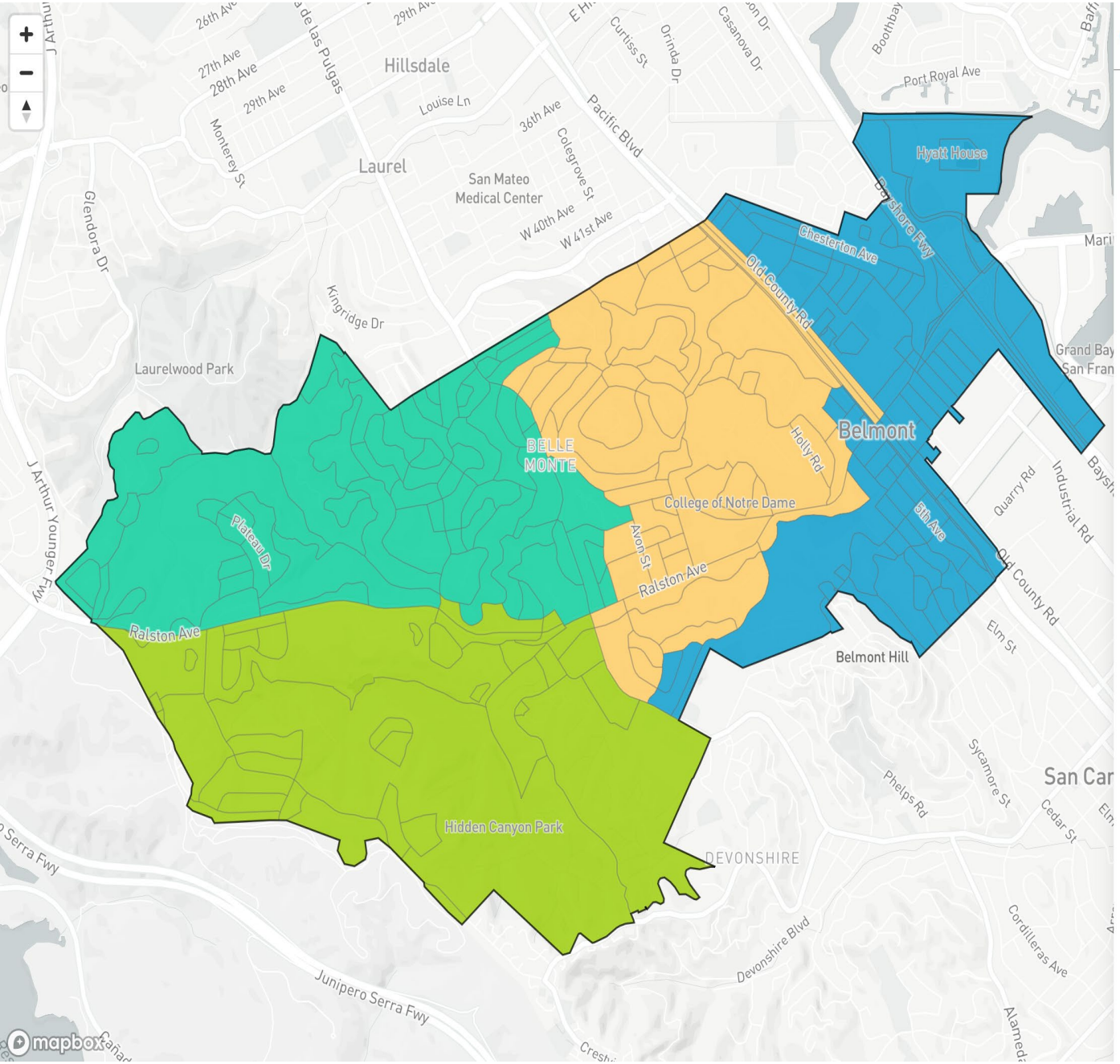
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks.**



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	11.33%

☐ Highlight unassigned units

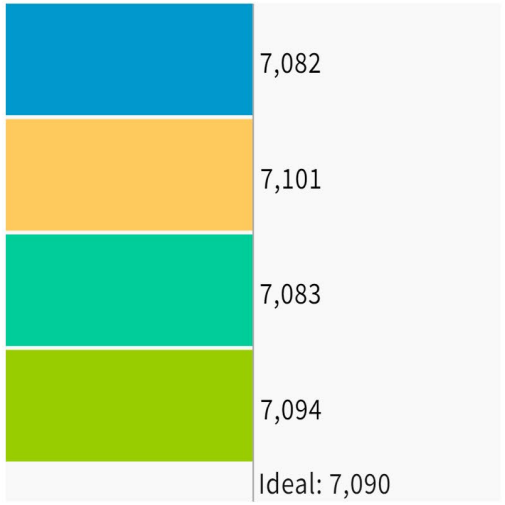


Save

Population | Data Layers | Evaluation

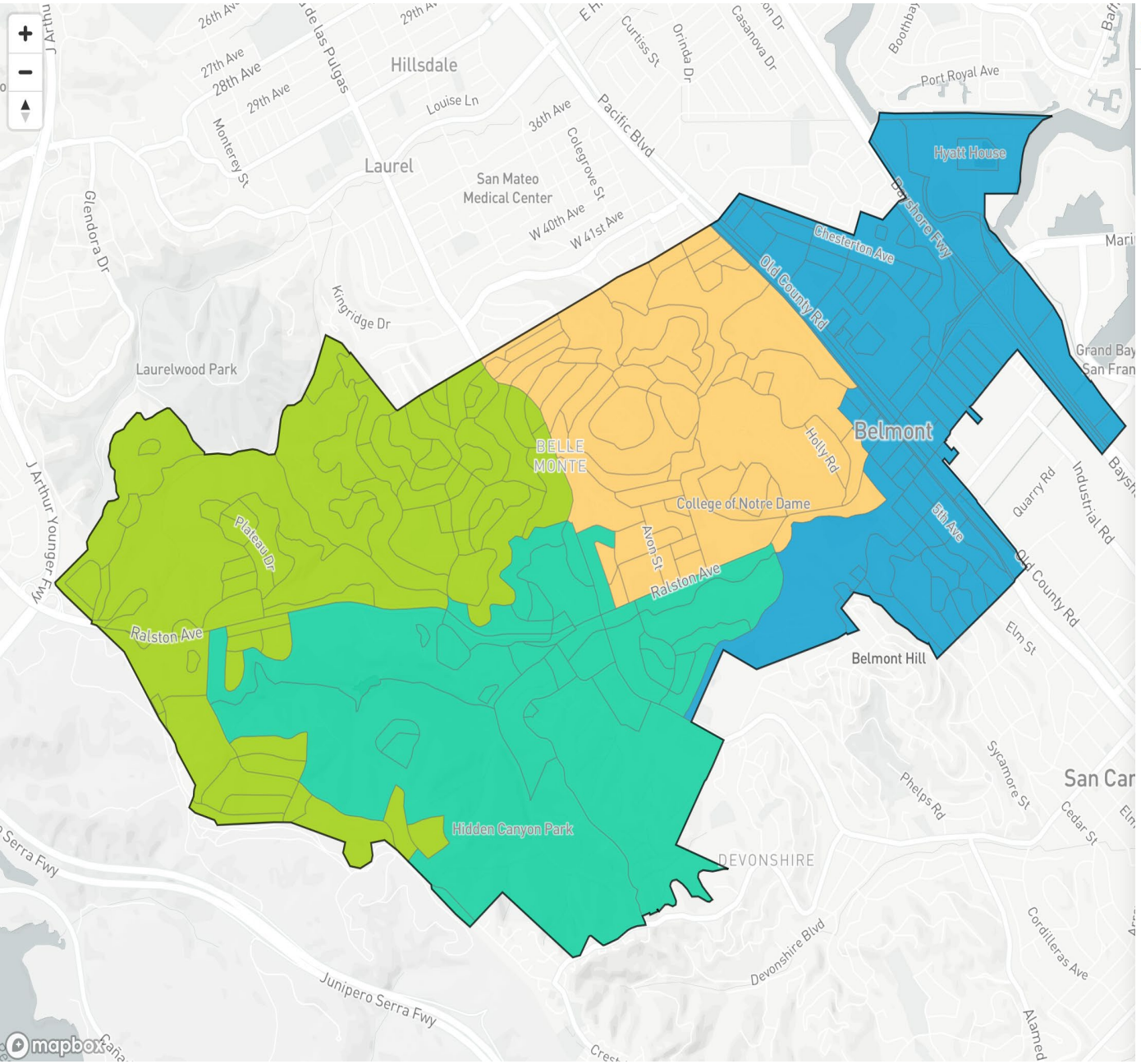
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	0.16%

☐ Highlight unassigned units



Save

Population | Data Layers | Evaluation

Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.

6,966

7,135

7,114

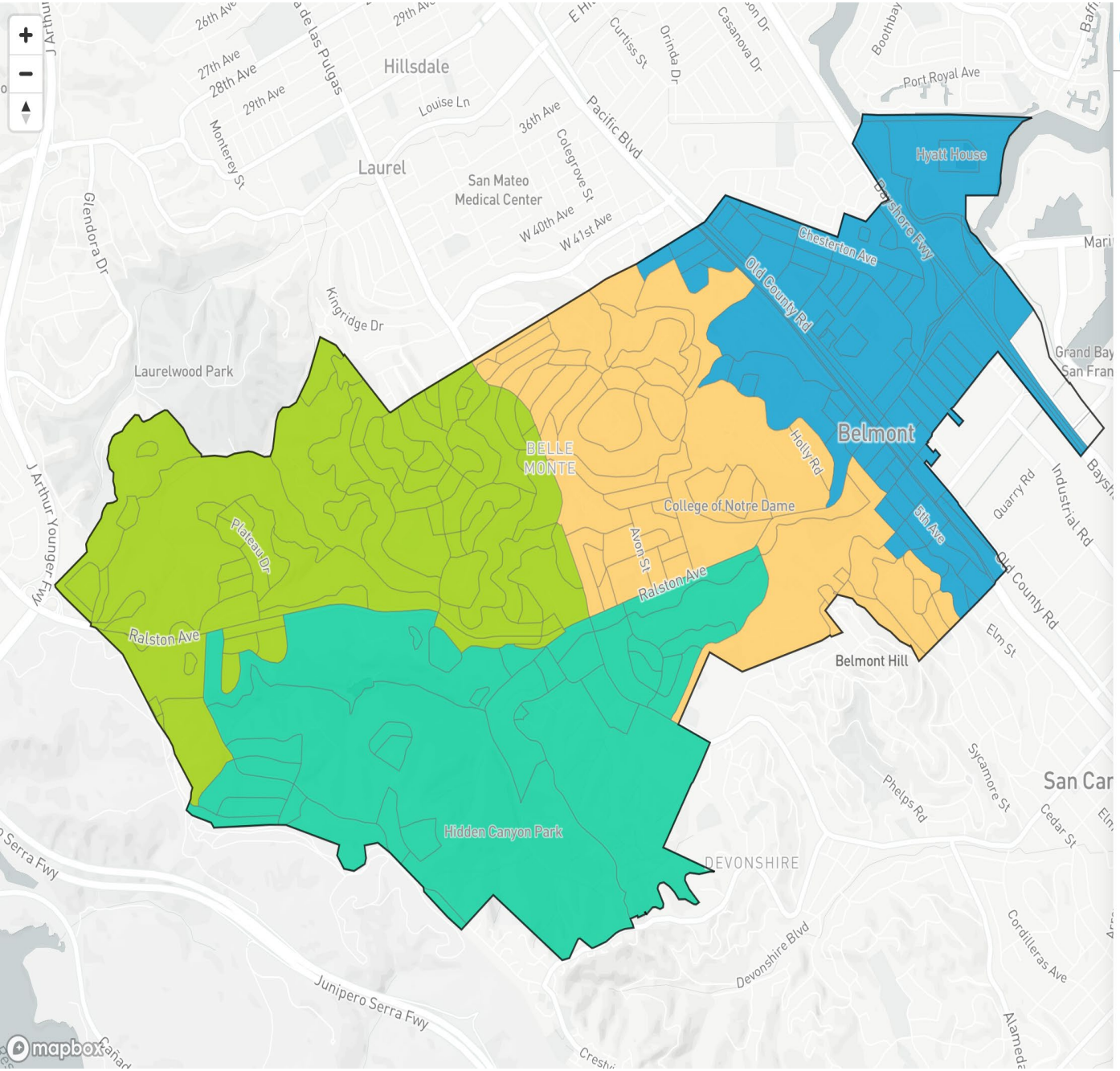
7,145

Ideal: 7,090

UNASSIGNED POPULATION: 0

MAX. POPULATION DEVIATION: 1.75%

☐ Highlight unassigned units

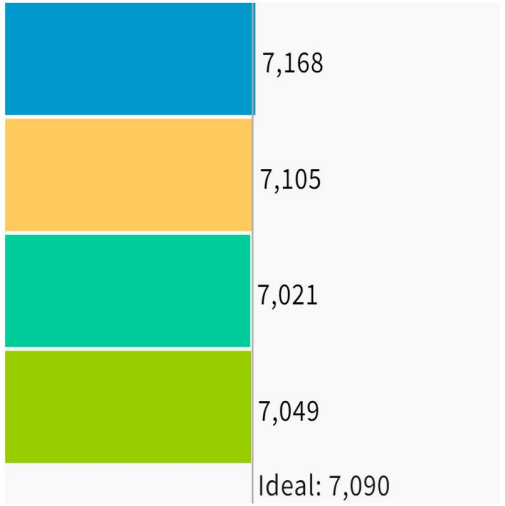


Save

Population | Data Layers | Evaluation

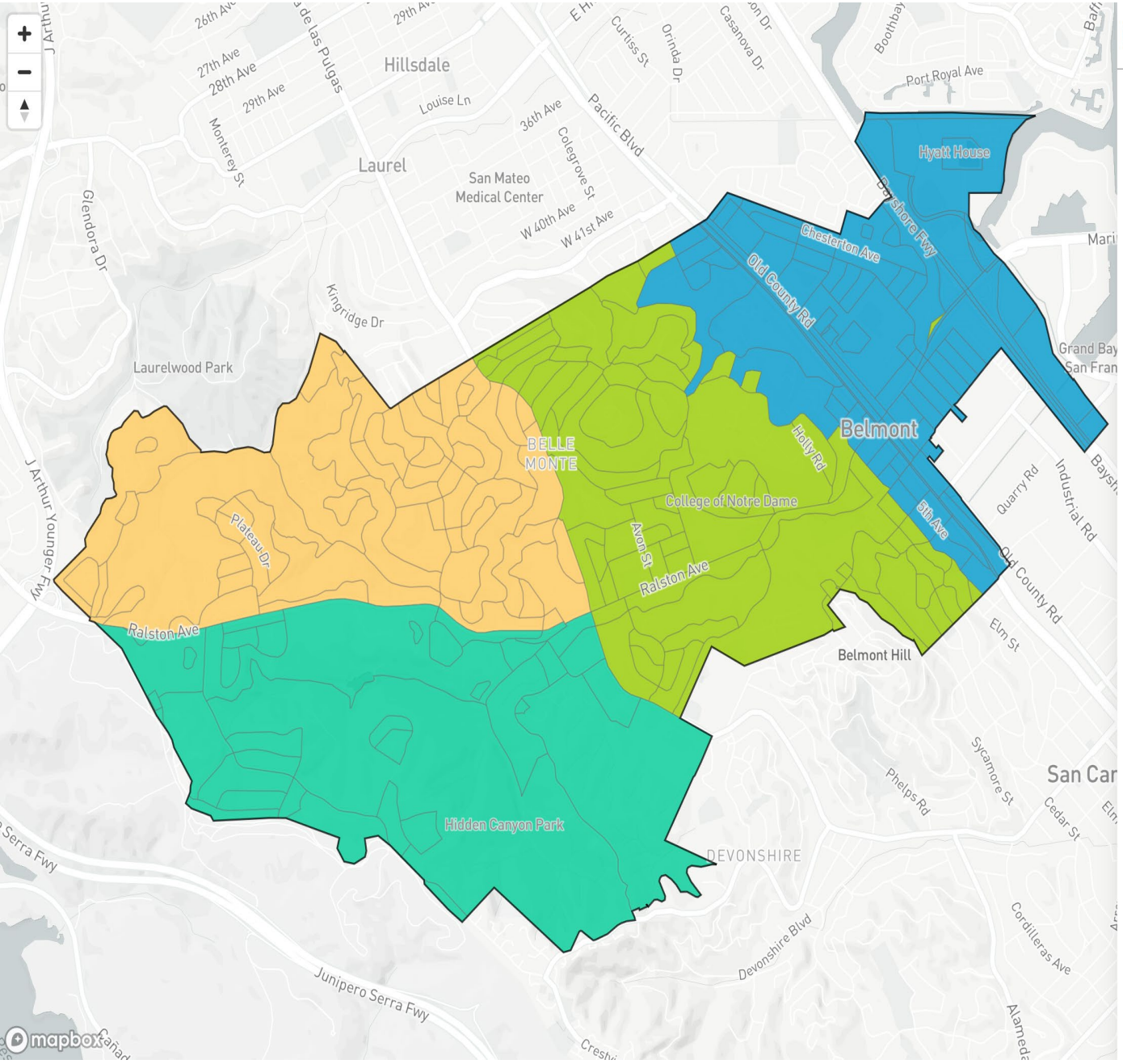
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	17
MAX. POPULATION DEVIATION:	1.1%

☐ Highlight unassigned units

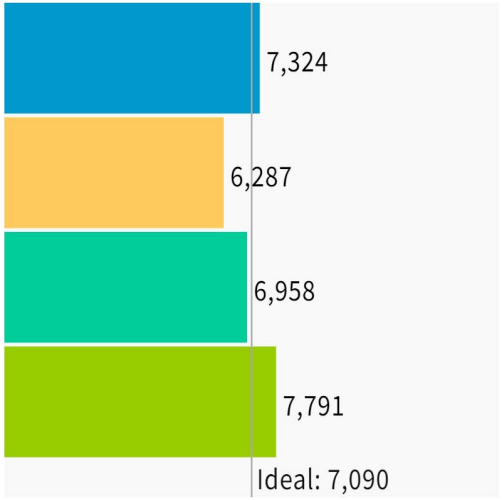


Save

Population | Data Layers | Evaluation

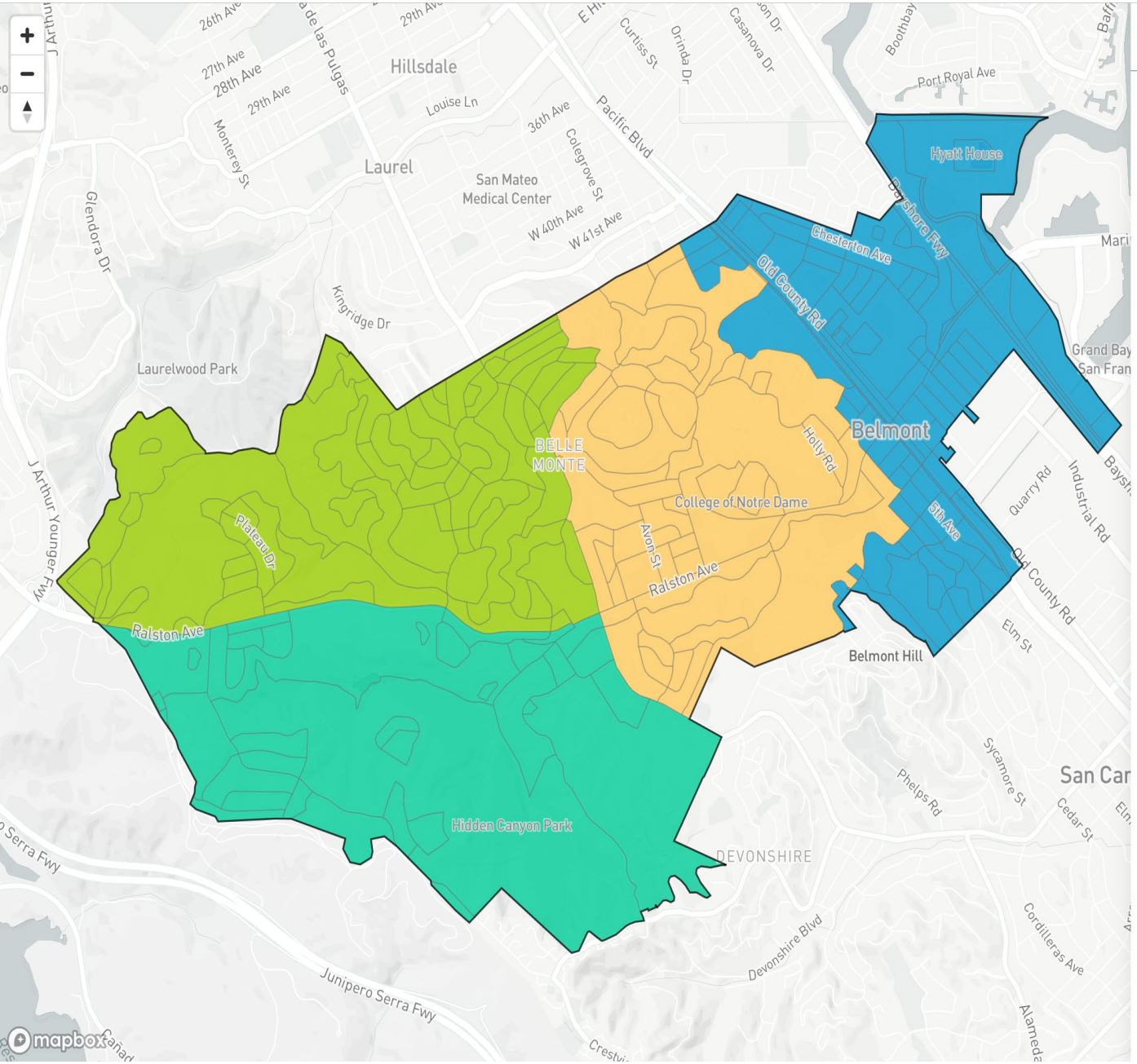
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	11.33%

☐ Highlight unassigned units

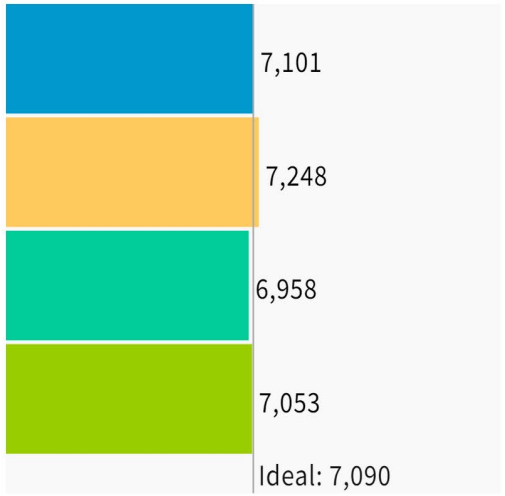


Save

Population | Data Layers | Evaluation

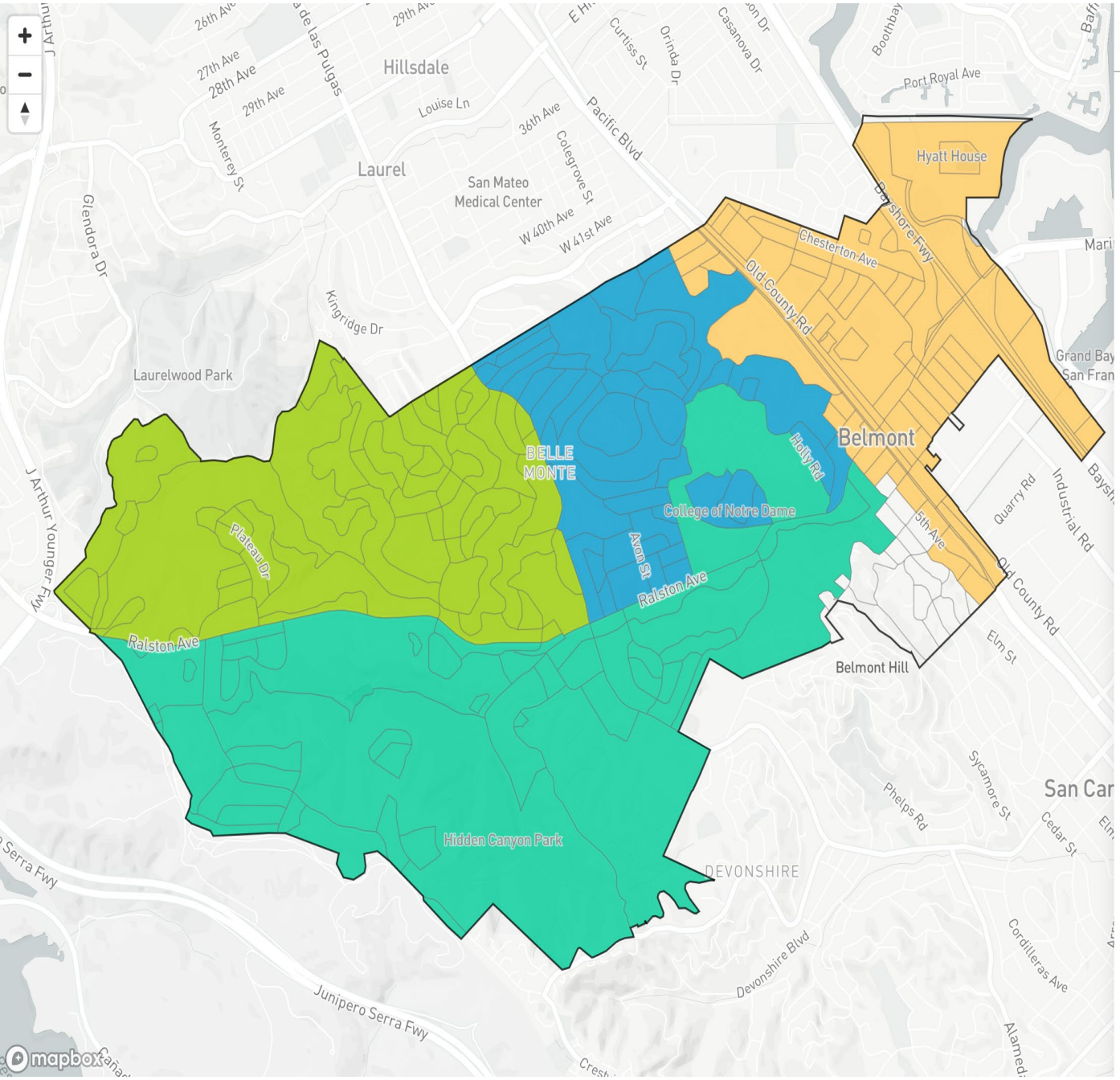
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	2.23%

☐ Highlight unassigned units

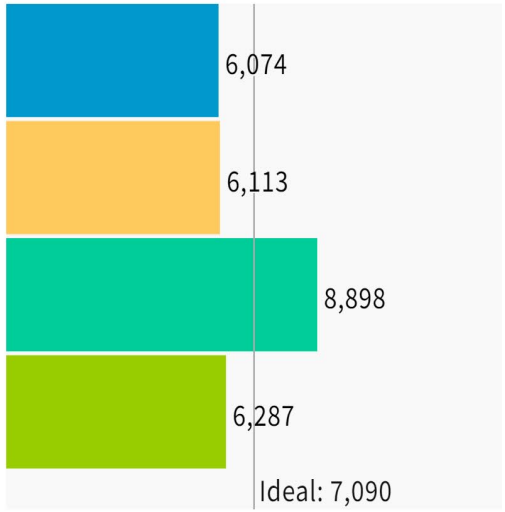


Save

Population | Data Layers | Evaluation

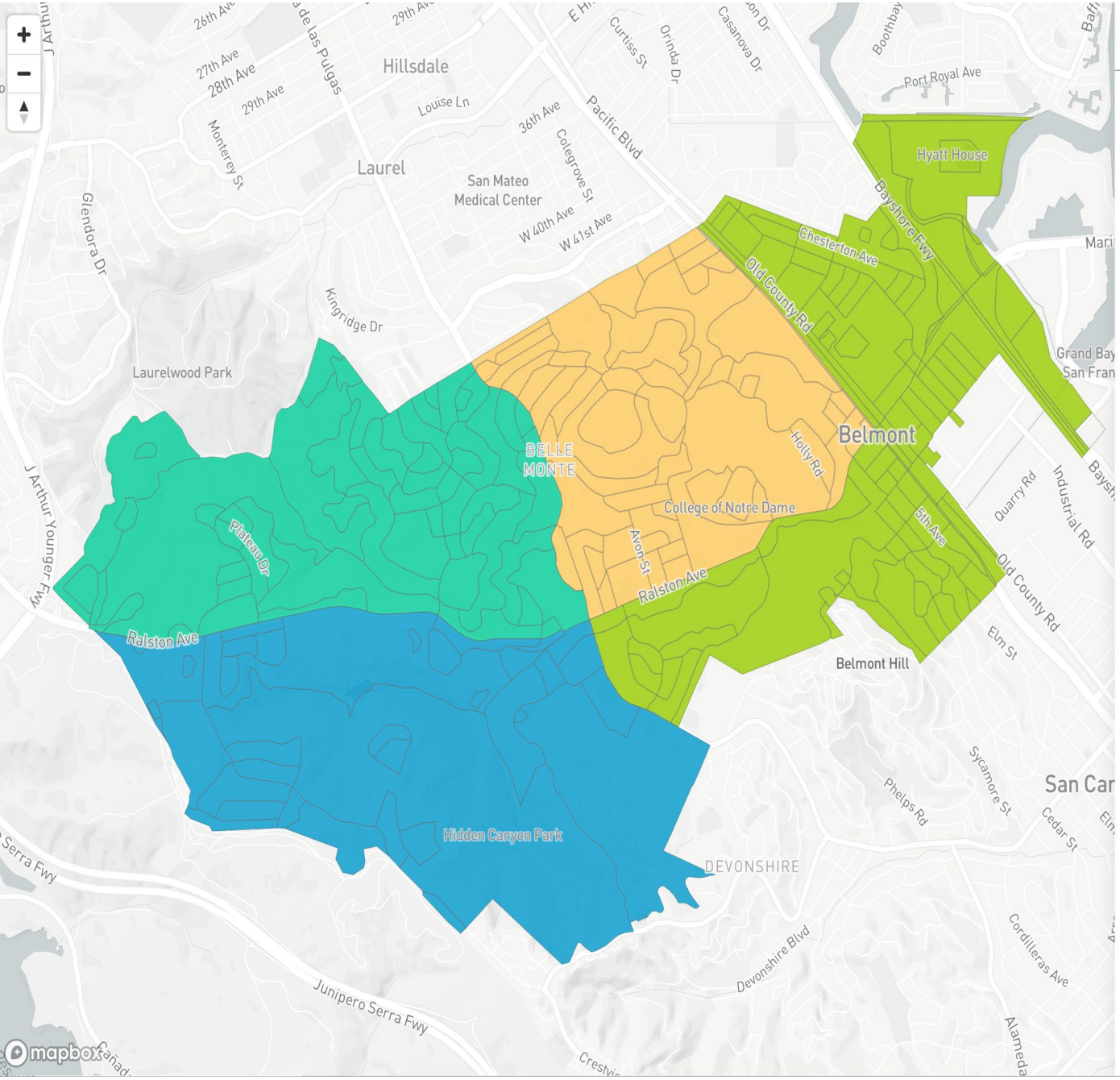
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	988
MAX. POPULATION DEVIATION:	25.5%

☐ Highlight unassigned units

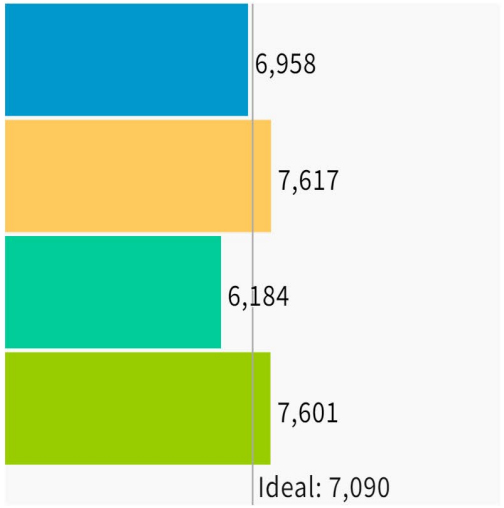


Save

Population | Data Layers | Evaluation

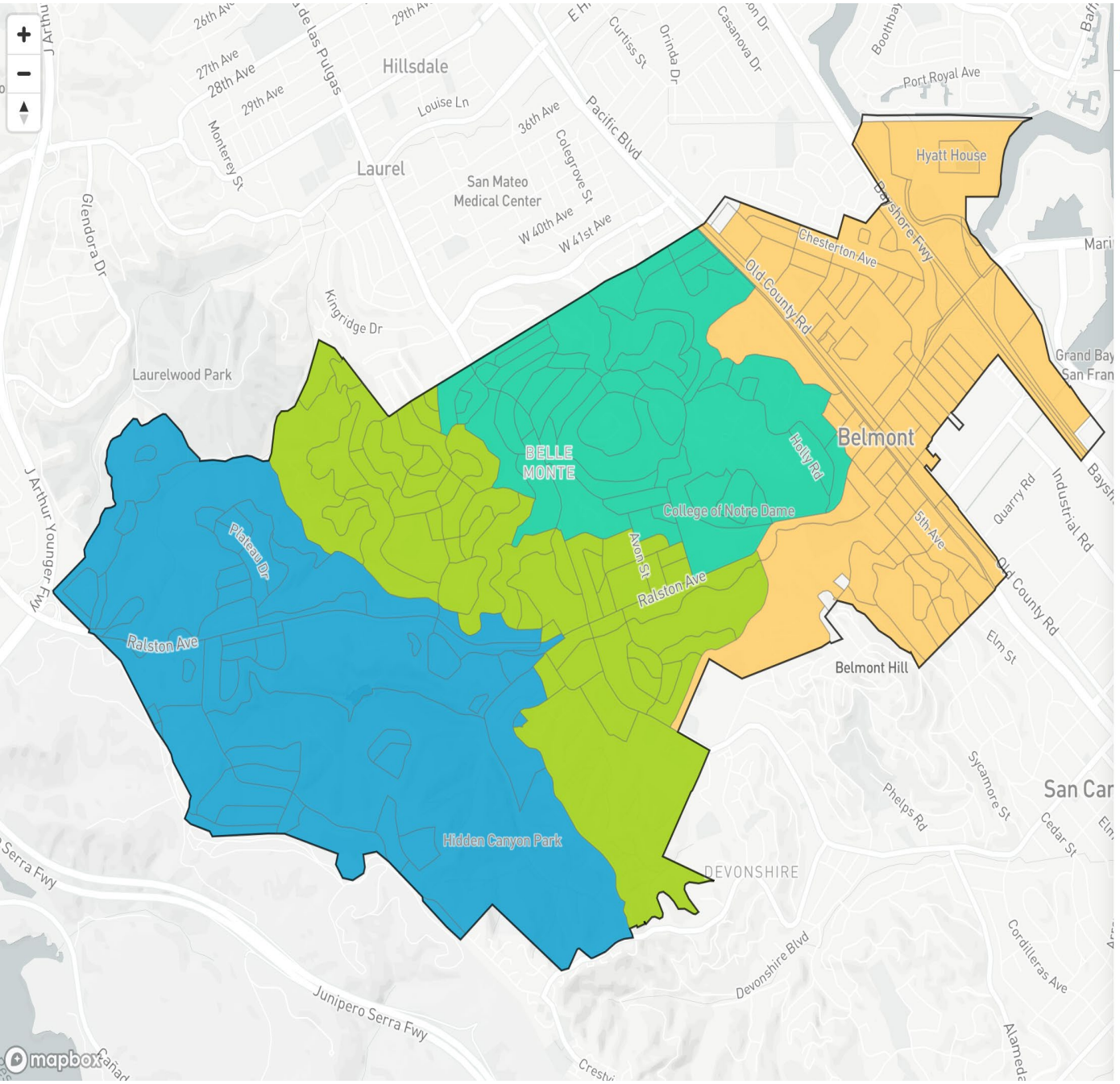
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	12.78%

☐ Highlight unassigned units

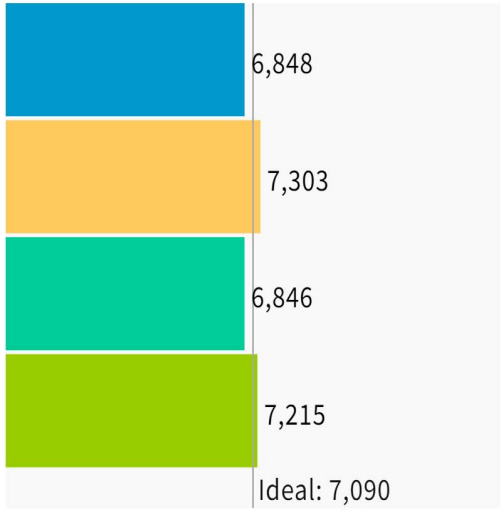


Save

Population | Data Layers | Evaluation

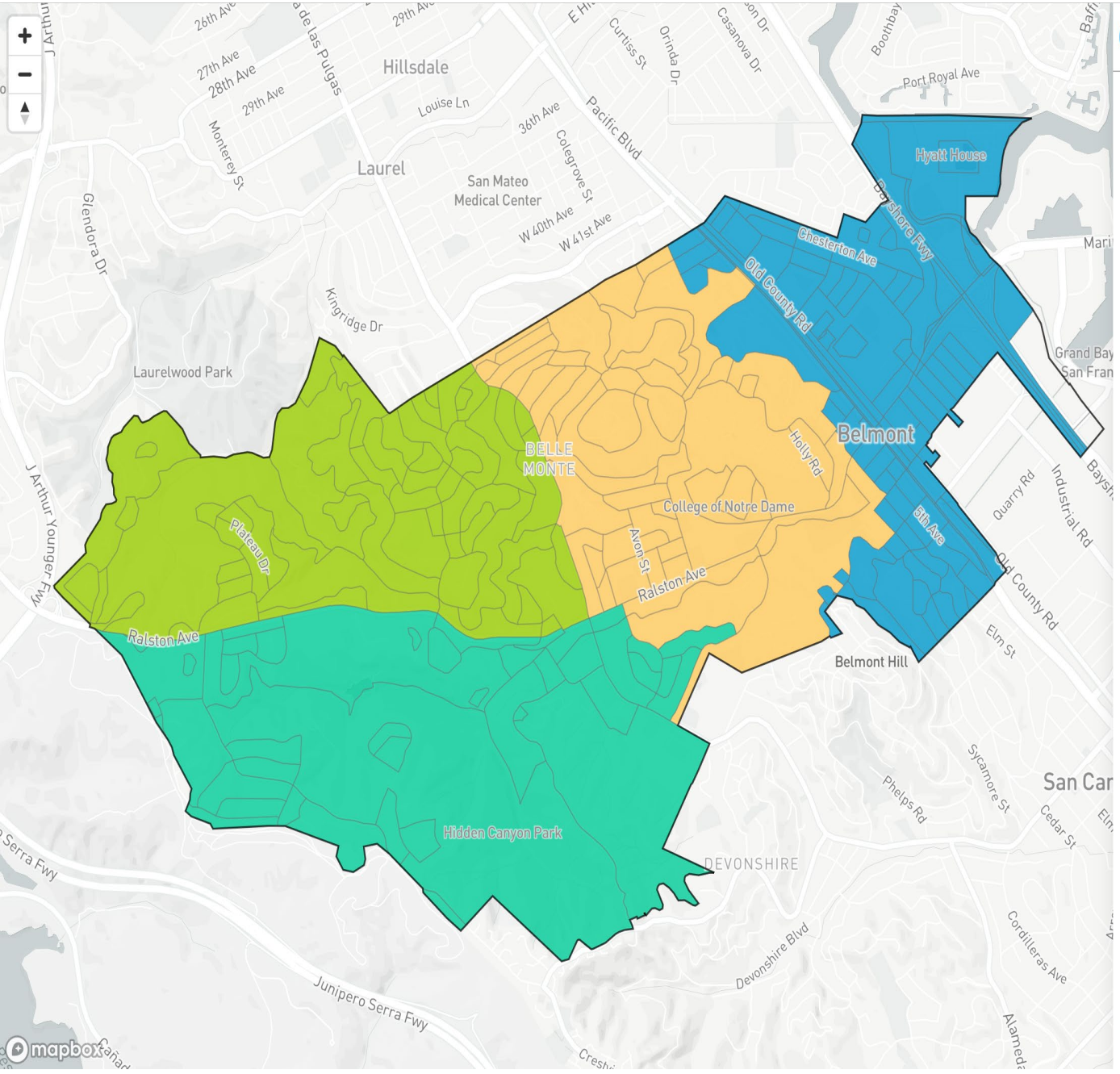
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	148
MAX. POPULATION DEVIATION:	3.44%

☐ Highlight unassigned units

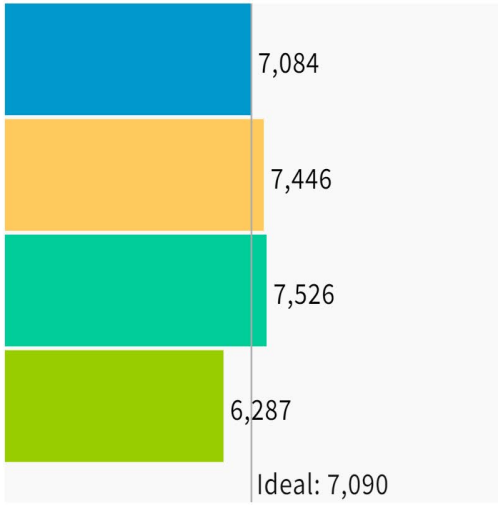


Save

Population | Data Layers | Evaluation

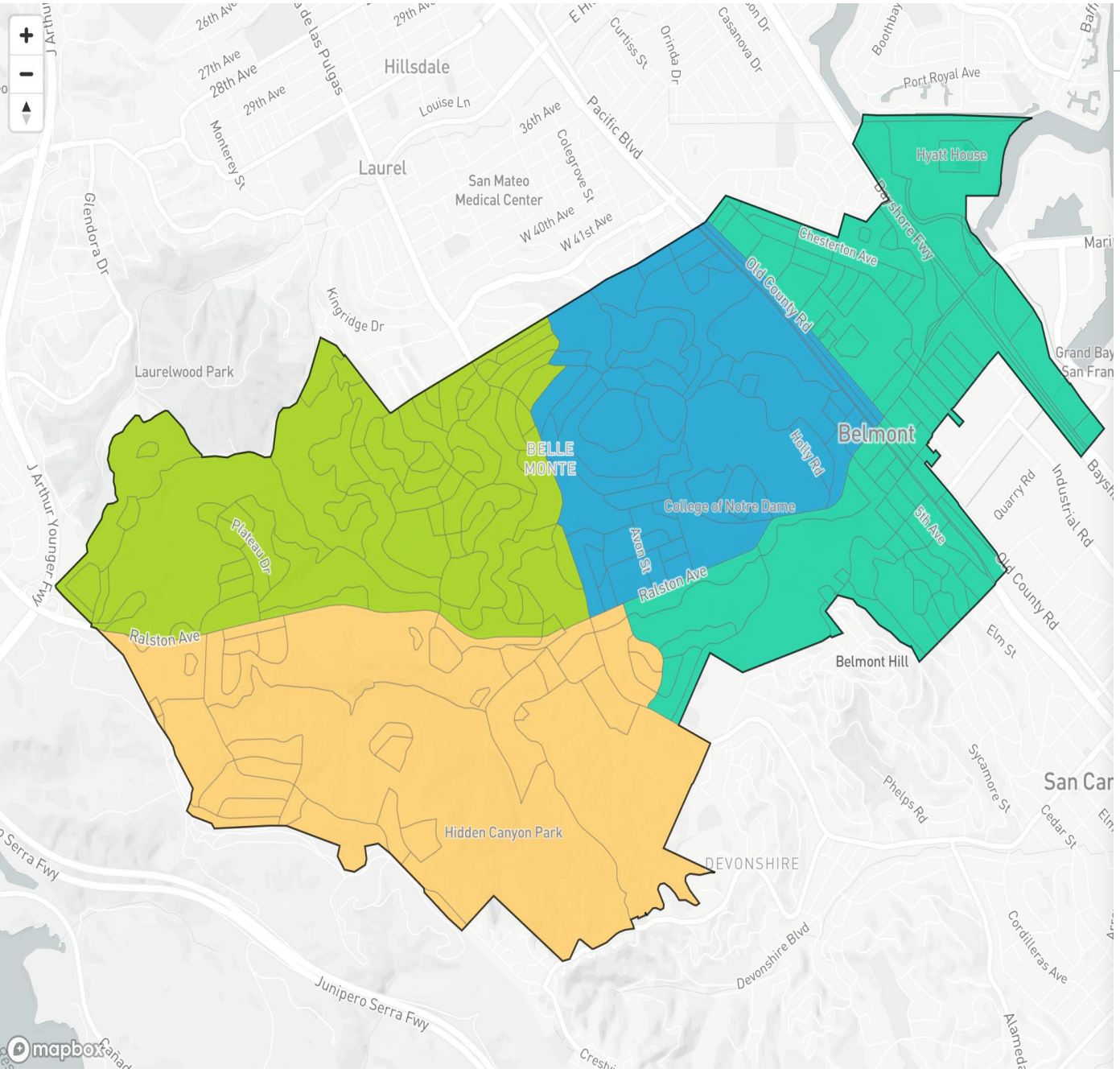
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	17
MAX. POPULATION DEVIATION:	11.33%

☐ Highlight unassigned units

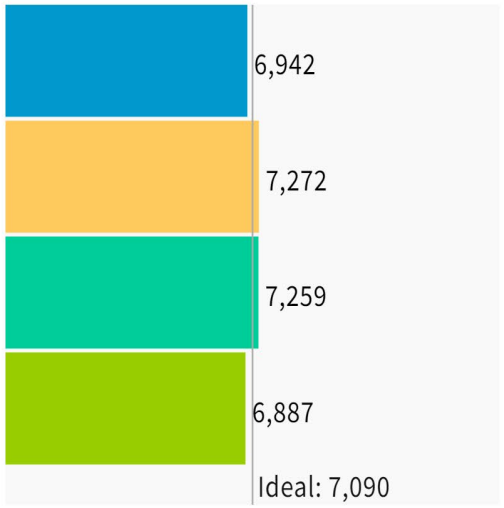


Save

Population | Data Layers | Evaluation

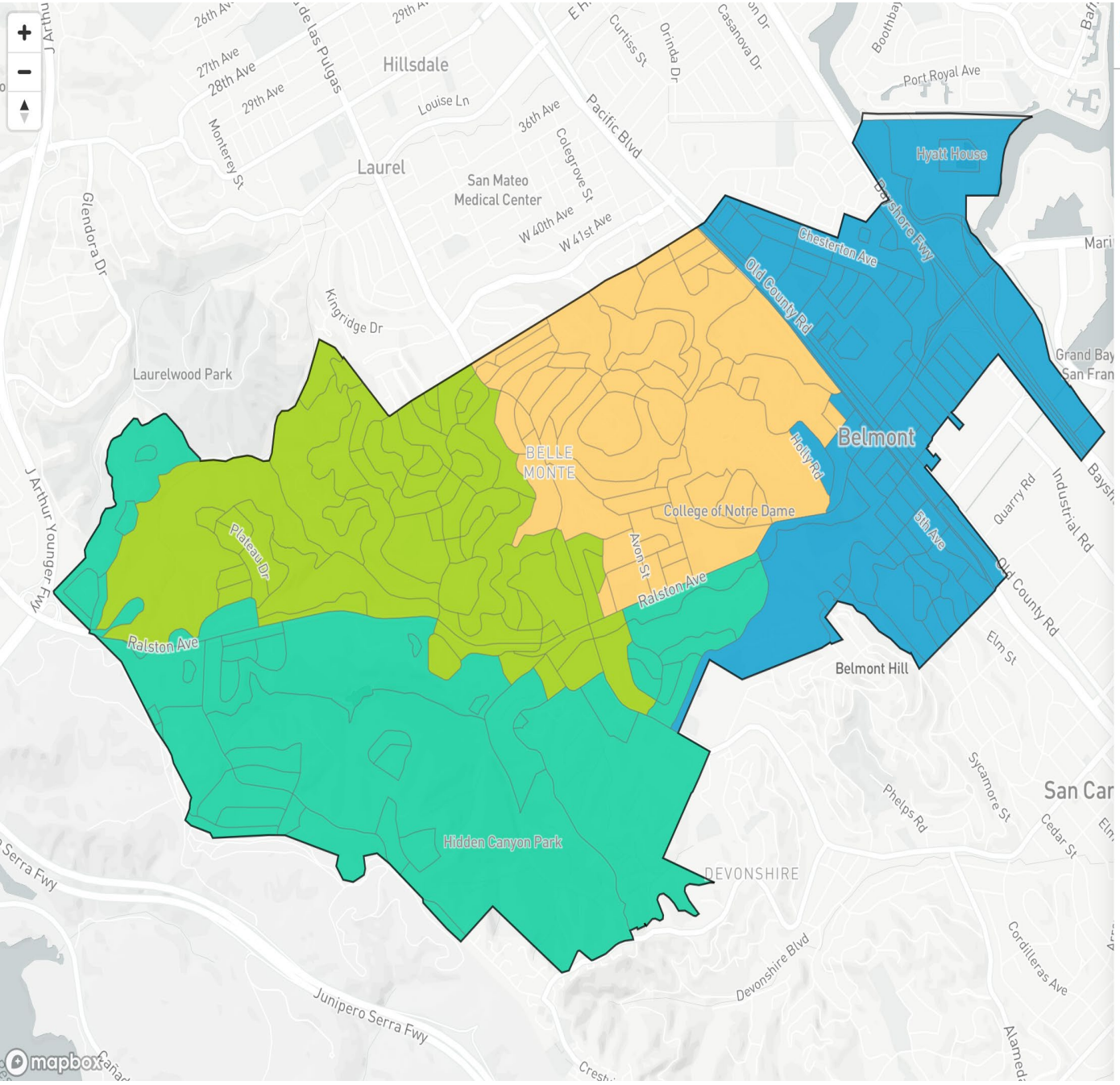
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	2.86%

☐ Highlight unassigned units

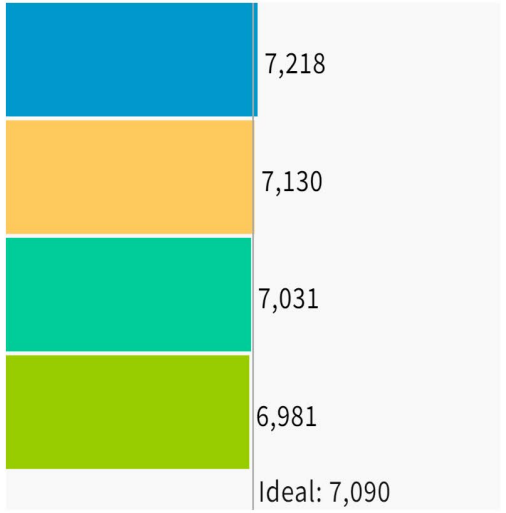


Save

Population | Data Layers | Evaluation

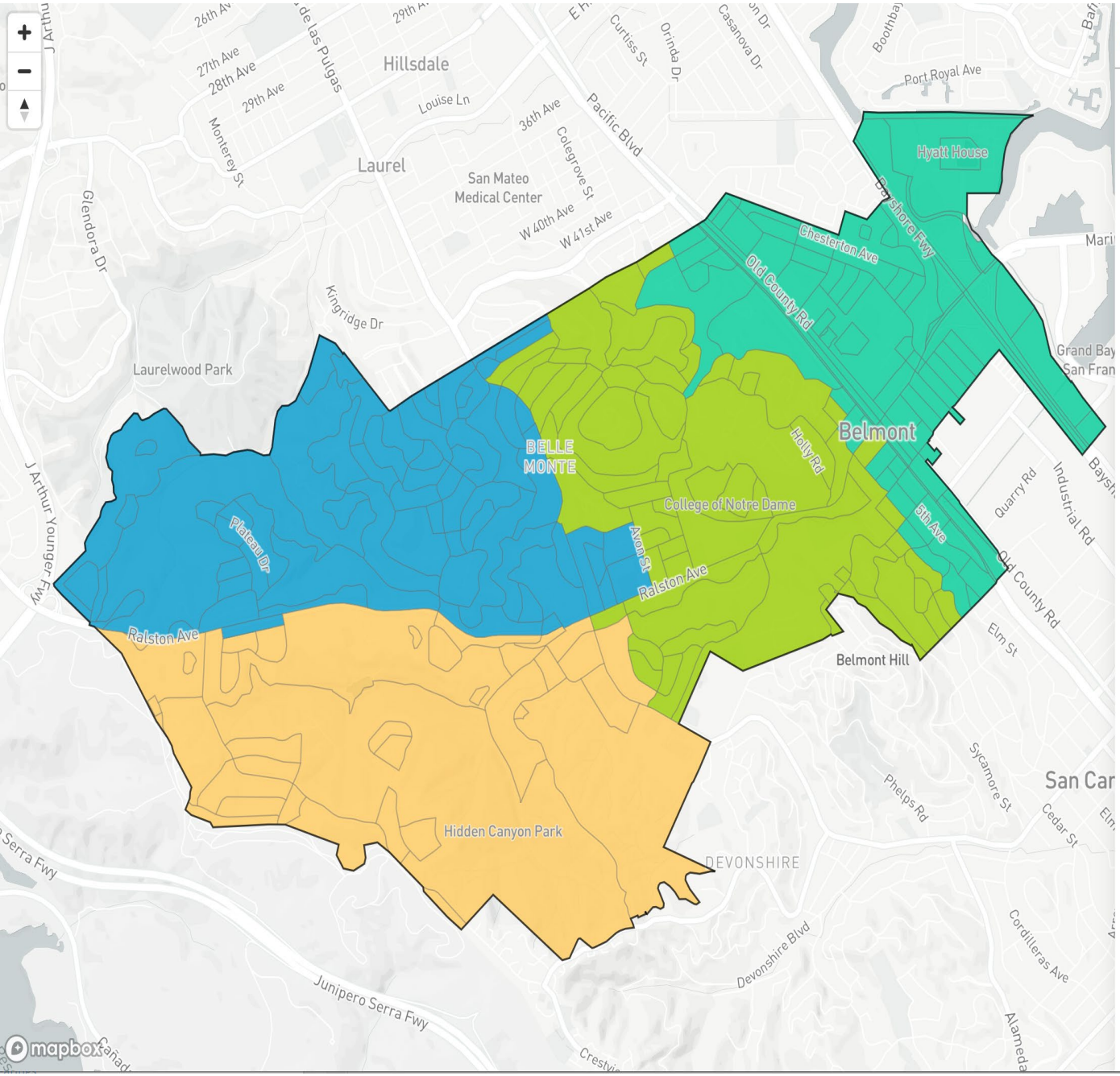
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	1.81%

☐ Highlight unassigned units

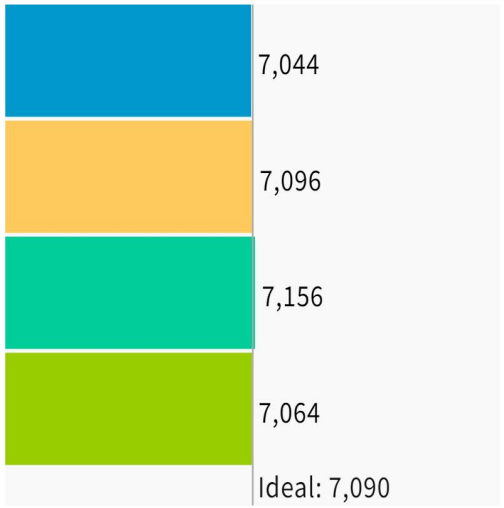


Save

Population | Data Layers | Evaluation

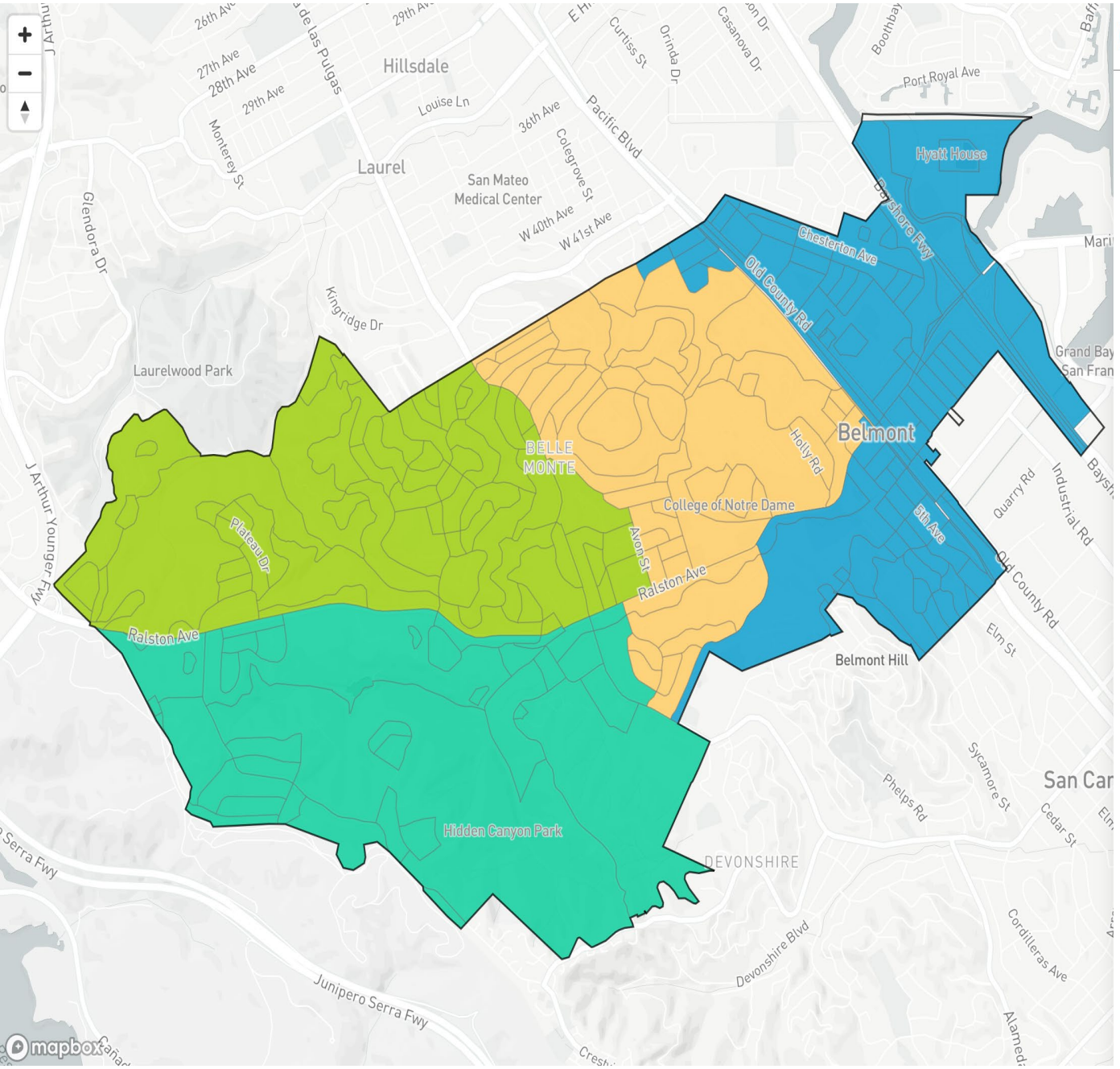
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	0.93%

☐ Highlight unassigned units

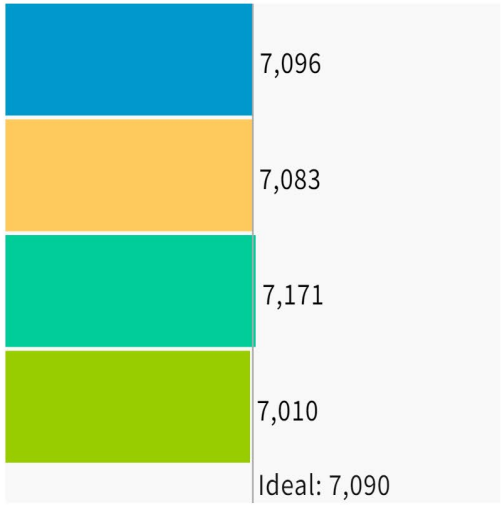


Save

Population | Data Layers | Evaluation

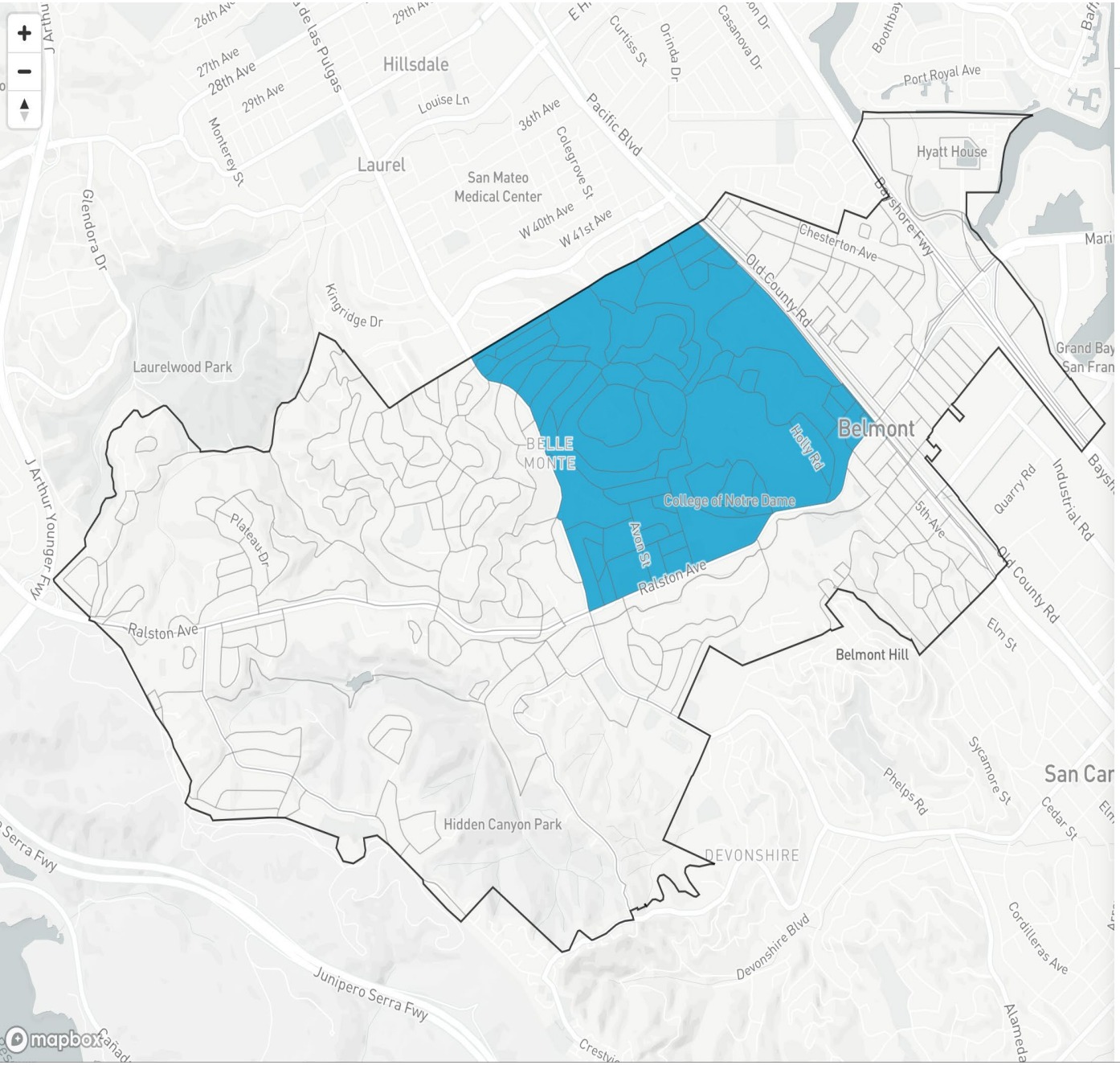
Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks.**



UNASSIGNED POPULATION:	0
MAX. POPULATION DEVIATION:	1.14%

☐ Highlight unassigned units



Save

Population | Data Layers | Evaluation

Population Balance

ⓘ Uses **adjusted 2020 Decennial Census population** with processing by Redistricting Partners on **2020 Blocks**.

7,514

Ideal: 7,090

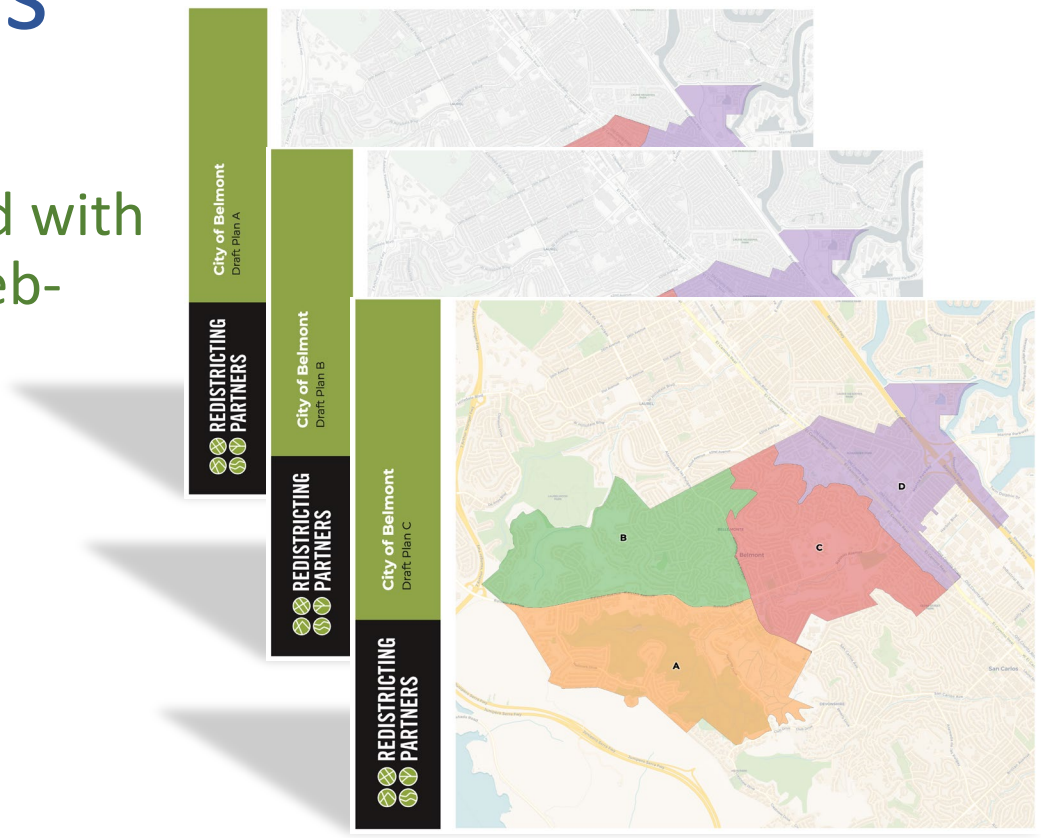
UNASSIGNED POPULATION:	20,846
MAX. POPULATION DEVIATION:	5.98%

☐ Highlight unassigned units

REDISTRICTING PARTNERS

Draft Map Plans

Each draft plan is provided with both a PDF and Online Web-based format

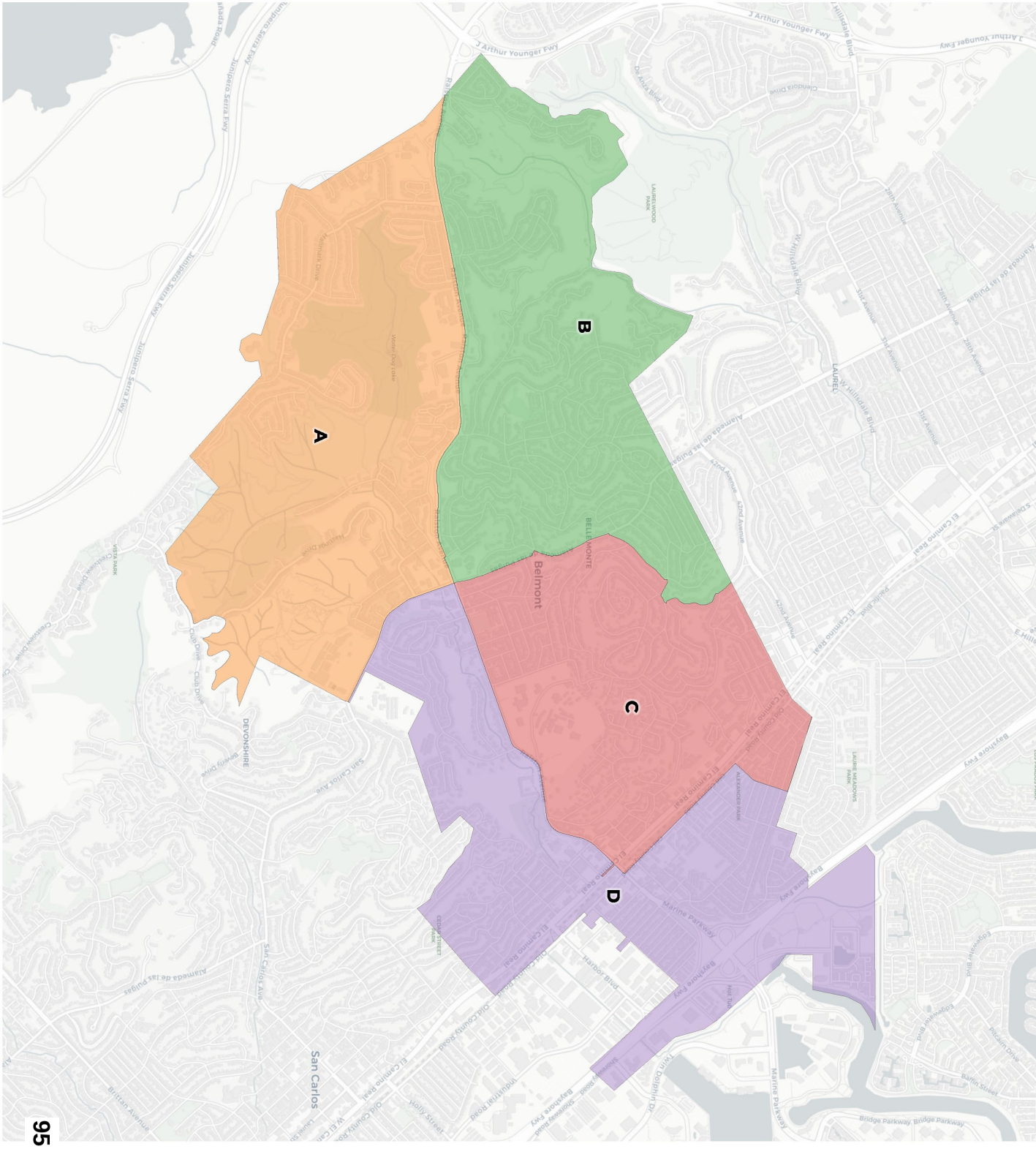


- **Draft Map A:** Minimal neighborhood splits
- **Draft Map B:** Minimal neighborhood splits
- **Draft Map C:** Inspired by DistrictR submissions and reduce neighborhood splits

REDISTRICTING PARTNERS

City of Belmont

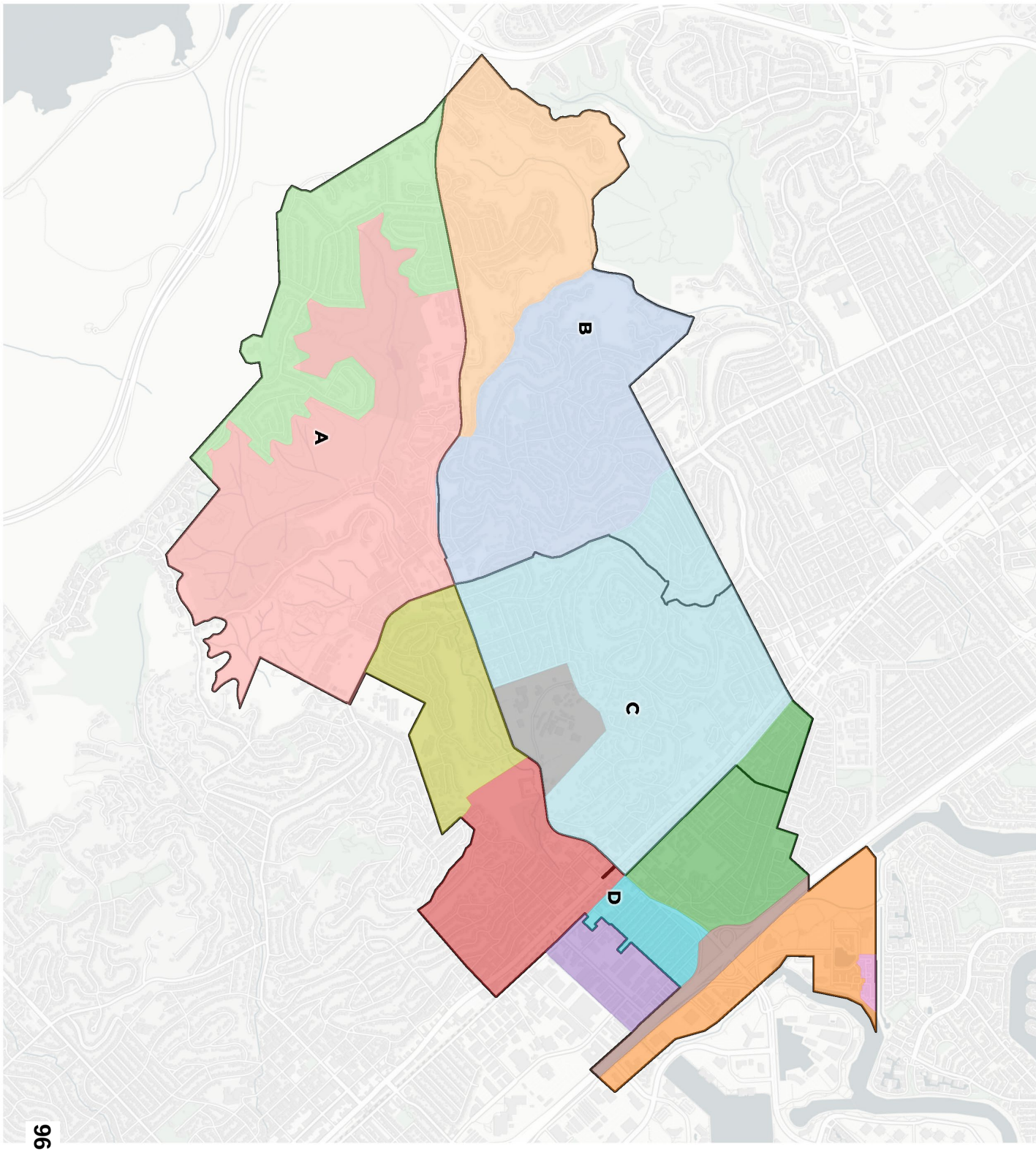
Draft Plan A



REDISTRICTING PARTNERS

City of Belmont

Draft Plan A with Neighborhoods



2020 Census

	A	B	C	D
Population	6,958	7,314	7,375	6,713
Deviation	-132	224	285	-377
Deviation %	-1.9%	3.2%	4.0%	-5.3%
Other	3,846	4,626	4,099	3,572
Other %	55.3%	63.2%	55.6%	53.2%
Latino	931	602	976	1,024
Latino %	13.4%	8.2%	13.2%	15.3%
Asian	2,089	2,040	2,182	2,019
Asian %	30.0%	27.9%	29.6%	30.1%
Black	92	46	118	98
Black %	1.3%	0.6%	1.6%	1.5%

Citizen Voting Age Population (CVAP)

	A	B	C	D
Total CVAP	4,364	5,068	4,457	3,861
Other CVAP	2,598	3,508	2,915	2,438
Other CVAP %	59.5%	69.2%	65.4%	63.1%
Latino CVAP	549	418	555	509
Latino CVAP %	12.6%	8.2%	12.5%	13.2%
Asian CVAP	1,193	1,123	910	756
Asian CVAP %	27.3%	22.2%	20.4%	19.6%
Black CVAP	24	19	77	158
Black CVAP %	0.5%	0.4%	1.7%	4.1%

REDISTRICTING PARTNERS

City of Belmont
Draft Plan A

2020 Census

	A	B	C	D
Population	6,958	7,314	7,375	6,713
Deviation	-132	224	285	-377
Deviation %	-1.9%	3.2%	4.0%	-5.3%
Other	3,846	4,626	4,099	3,572
Other %	55.3%	63.2%	55.6%	53.2%
Latino			976	1,024
Latino %			2%	15.3%
Asian			82	2,019
Asian %			6%	30.1%
Black			118	98
Black %	1.3%	0.6%	1.6%	1.5%

The total deviation of the plan is the sum of the absolute values of the highest and lowest districts. *Here the total plan deviation is **9.3%.***

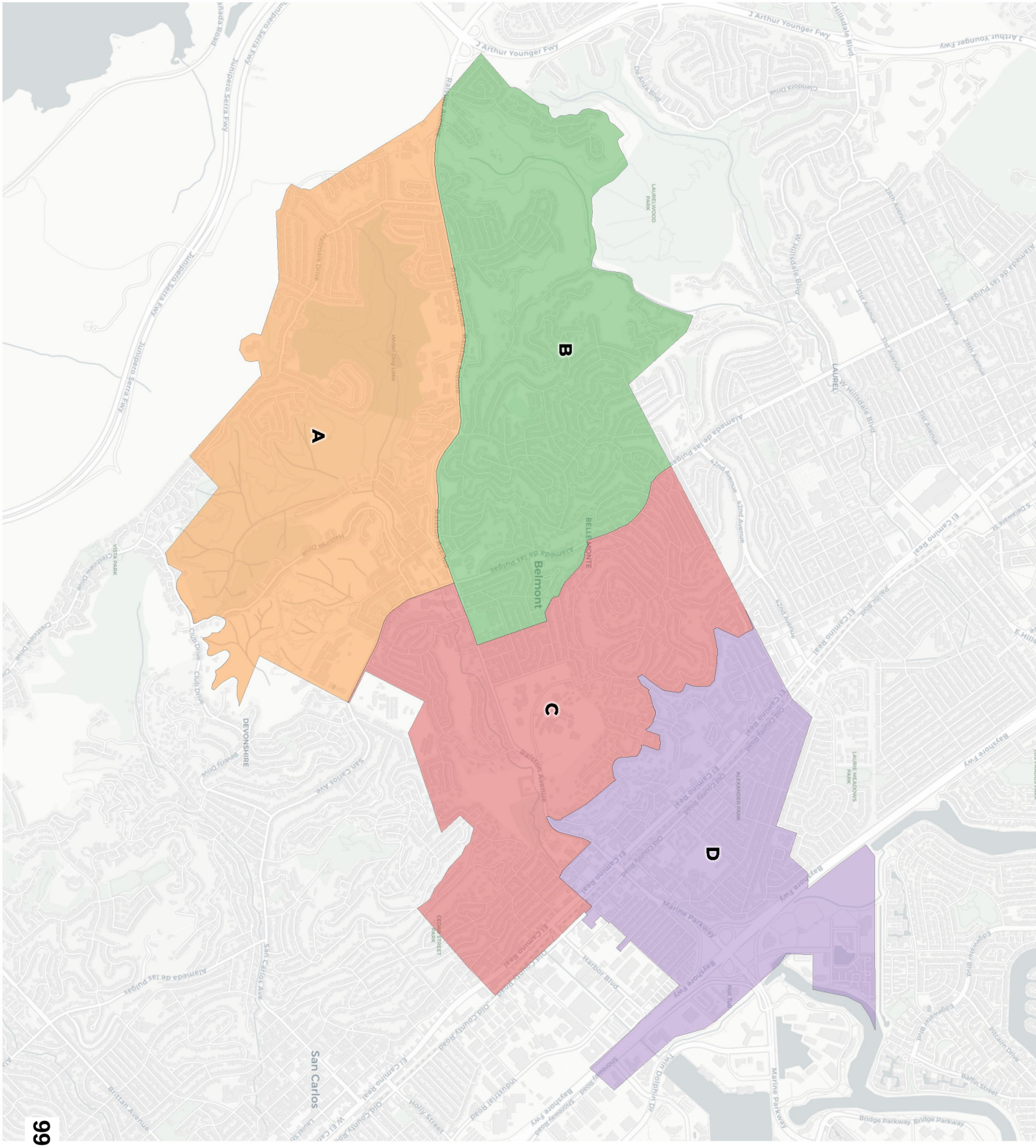
Citizen Voting Age Population (CVAP)

	A	B	C	D
Total CVAP	4,364	5,068	4,457	3,861
Other CVAP	2,598	3,508	2,915	2,438
Other CVAP %	59.5%	69.2%	65.4%	63.1%
Latino CVAP	549	418	555	509
Latino CVAP %	12.6%	8.2%	12.5%	13.2%
Asian CVAP	1,193	1,123	910	756
Asian CVAP %	27.3%	22.2%	20.4%	19.6%
Black CVAP	24	19	77	158
Black CVAP %	0.5%	0.4%	1.7%	4.1%

REDISTRICTING PARTNERS

City of Belmont

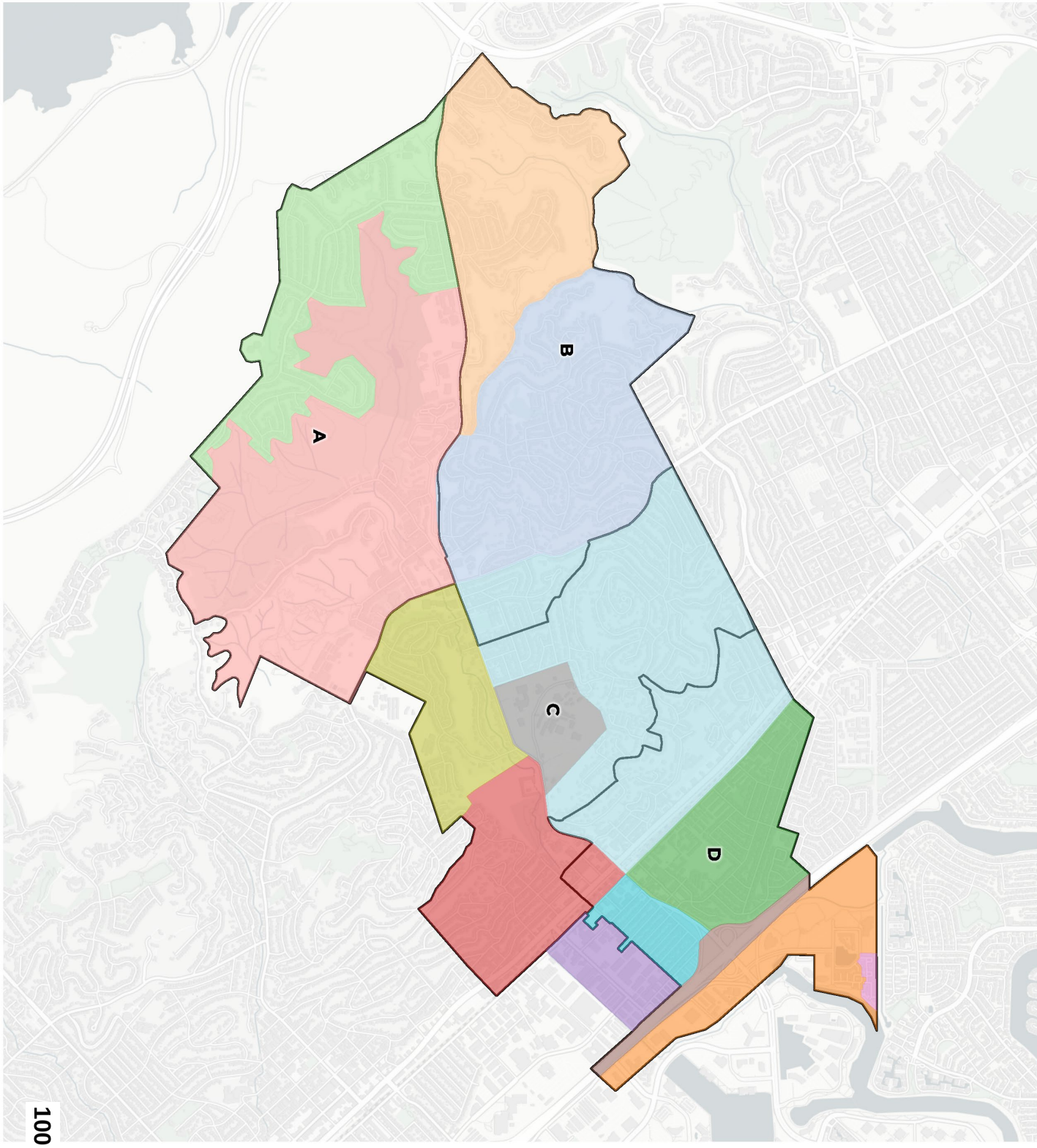
Draft Plan B



REDISTRICTING PARTNERS

City of Belmont

Draft Plan B with Neighborhoods



100

2020 Census

	A	B	C	D
Population	6,958	7,010	7,197	7,195
Deviation	-132	-80	107	105
Deviation %	-1.9%	-1.1%	1.5%	1.5%
Other	3,846	4,396	4,412	3,489
Other %	55.3%	62.7%	61.3%	48.5%
Latino	931	591	960	1,051
Latino %	13.4%	8.4%	13.3%	14.6%
Asian	2,089	1,978	1,718	2,545
Asian %	30.0%	28.2%	23.9%	35.4%
Black	92	45	107	110
Black %	1.3%	0.6%	1.5%	1.5%

Citizen Voting Age Population (CVAP)

	A	B	C	D
Total CVAP	4,364	4,871	4,448	4,067
Other CVAP	2,598	3,386	3,174	2,301
Other CVAP %	59.5%	69.5%	71.4%	56.6%
Latino CVAP	549	451	483	548
Latino CVAP %	12.6%	9.3%	10.9%	13.5%
Asian CVAP	1,193	1,012	684	1,093
Asian CVAP %	27.3%	20.8%	15.4%	26.9%
Black CVAP	24	22	107	12[illegible]
Black CVAP %	0.5%	0.5%	2.4%	3.1%

REDISTRICTING PARTNERS

City of Belmont
Draft Plan B

2020 Census

	A	B	C	D
Population	6,958	7,010	7,197	7,195
Deviation	-132	-80	107	105
Deviation %	-1.9%	-1.1%	1.5%	1.5%
Other	3,846	4,396	4,412	3,489
Other %	55.3%	62.7%	61.3%	48.5%
Latino	931		960	1,051
Latino %	13.4%		13.3%	14.6%
Asian	2,089	1,978	1,718	2,545
Asian %	30.0%	28.2%	23.9%	35.4%
Black	92	45	107	110
Black %	1.3%	0.6%	1.5%	1.5%

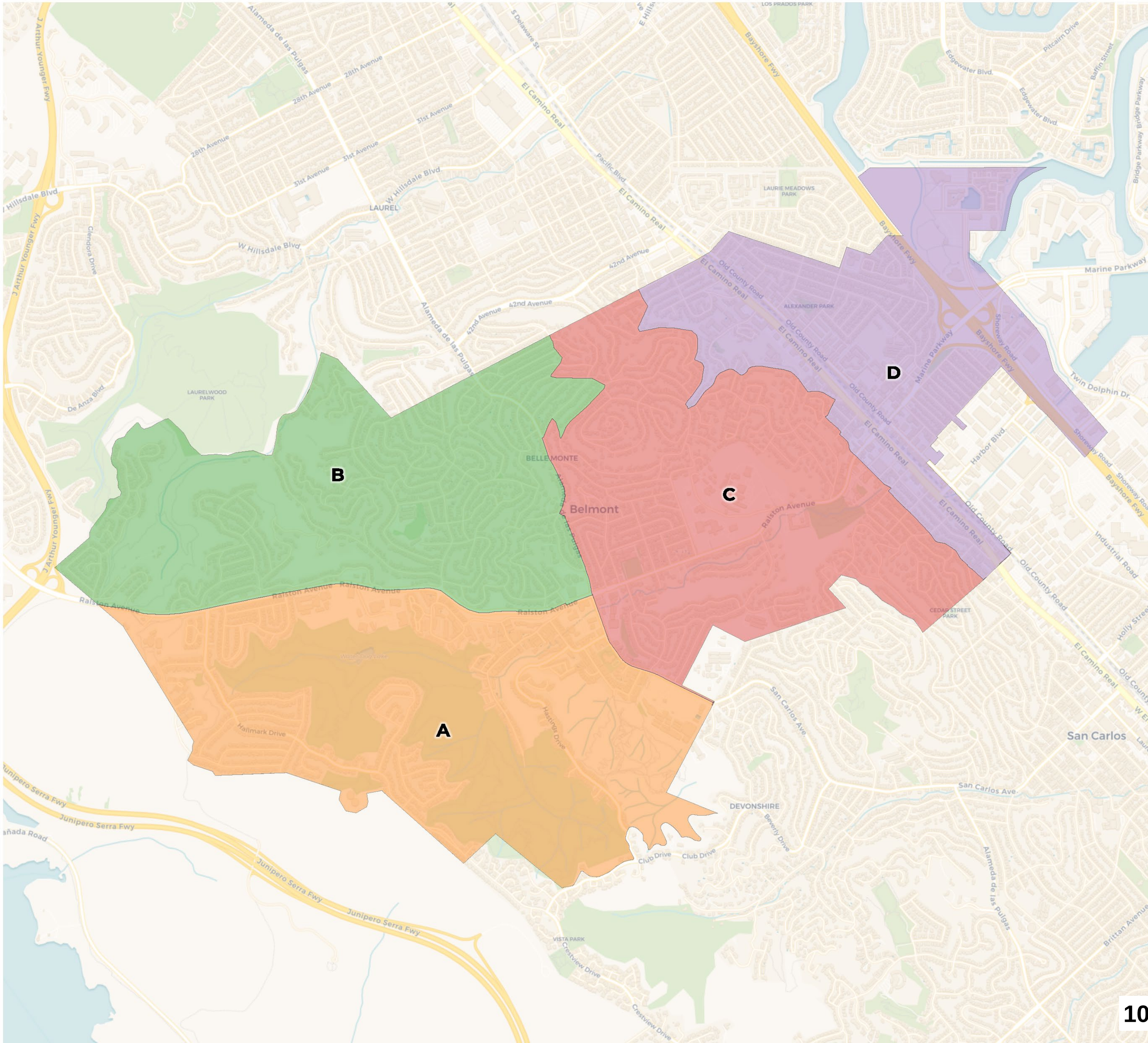
Total Plan Deviation: ***3.4%***

Citizen Voting Age Population (CVAP)

	A	B	C	D
Total CVAP	4,364	4,871	4,448	4,067
Other CVAP	2,598	3,386	3,174	2,301
Other CVAP %	59.5%	69.5%	71.4%	56.6%
Latino CVAP	549	451	483	548
Latino CVAP %	12.6%	9.3%	10.9%	13.5%
Asian CVAP	1,193	1,012	684	1,093
Asian CVAP %	27.3%	20.8%	15.4%	26.9%
Black CVAP	24	22	107	12
Black CVAP %	0.5%	0.5%	2.4%	3.1%

City of Belmont

Draft Plan C

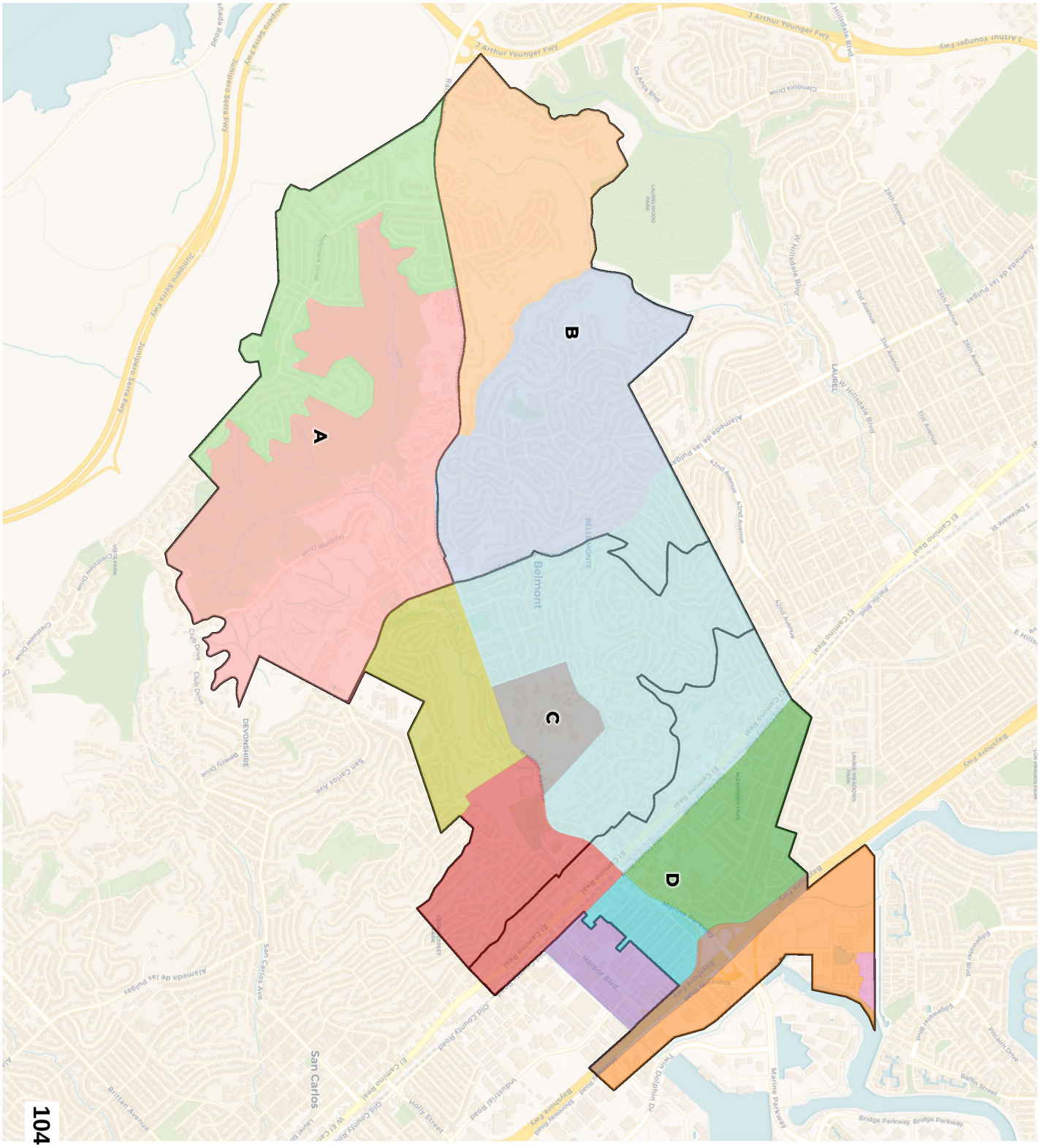


REDISTRICTING PARTNERS

REDISTRICTING PARTNERS

City of Belmont

Draft Plan C with neighborhoods



2020 Census

	A	B	C	D
Population	6,958	7,128	7,165	7,109
Deviation	-132	38	75	19
Deviation %	-1.9%	0.5%	1.1%	0.3%
Other	3,846	4,489	4,426	3,382
Other %	55.3%	63.0%	61.8%	47.6%
Latino	931	586	918	1,098
Latino %	13.4%	8.2%	12.8%	15.4%
Asian	2,089	2,012	1,715	2,514
Asian %	30.0%	28.2%	23.9%	35.4%
Black	92	41	106	115
Black %	1.3%	0.6%	1.5%	1.6%

Citizen Voting Age Population (CVAP)

	A	B	C	D
Total CVAP	4,364	4,957	4,492	3,937
Other CVAP	2,598	3,422	3,237	2,202
Other CVAP %	59.5%	69.0%	72.1%	55.9%
Latino CVAP	549	412	510	560
Latino CVAP %	12.6%	8.3%	11.4%	14.2%
Asian CVAP	1,193	1,104	658	1,027
Asian CVAP %	27.3%	22.3%	14.6%	26.1%
Black CVAP	24	19	87	140
Black CVAP %	0.5%	0.4%	1.9%	3.8%

REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

2020 Census

	A	B	C	D
Population	6,958	7,128	7,165	7,109
Deviation	-132	38	75	19
Deviation %	-1.9%	0.5%	1.1%	0.3%
Other	3,846	4,489	4,426	3,382
Other %	55.3%	63.0%	61.8%	47.6%
Latino	931		918	1,098
Latino %	13.4%		12.8%	15.4%
Asian	2,089	2,012	1,715	2,514
Asian %	30.0%	28.2%	23.9%	35.4%
Black	92	41	106	115
Black %	1.3%	0.6%	1.5%	1.6%

Total Plan Deviation: ***3.0%***

Citizen Voting Age Population (CVAP)

	A	B	C	D
Total CVAP	4,364	4,957	4,492	3,937
Other CVAP	2,598	3,422	3,237	2,202
Other CVAP %	59.5%	69.0%	72.1%	55.9%
Latino CVAP	549	412	510	560
Latino CVAP %	12.6%	8.3%	11.4%	14.2%
Asian CVAP	1,193	1,104	658	1,027
Asian CVAP %	27.3%	22.3%	14.6%	26.1%
Black CVAP	24	19	87	140
Black CVAP %	0.5%	0.4%	1.9%	3.8%

REDISTRICTING PARTNERS

Next Steps

Upcoming Hearings

January 11, 2022	Public Hearing on Districting
January 25, 2022	Public Hearing on Process
February 8, 2022	**Draft Map Presentation**
February 19, 2022	Outreach Presentation
February 22, 2022	Second Draft Map Presentation
March 8, 2022	Final Vote & Reading of Ordinance

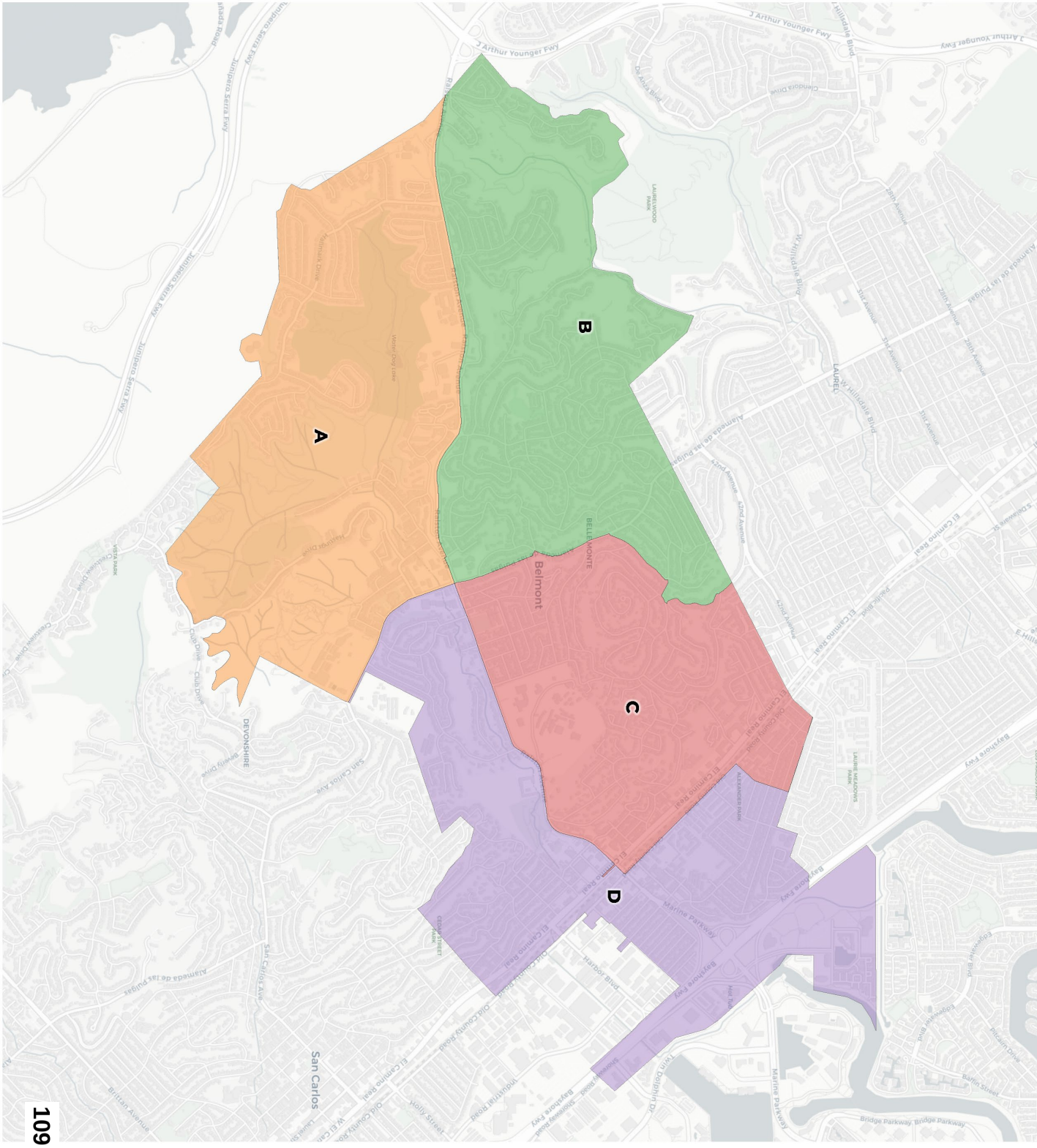


REDISTRICTING PARTNERS

REDISTRICTING PARTNERS

City of Belmont

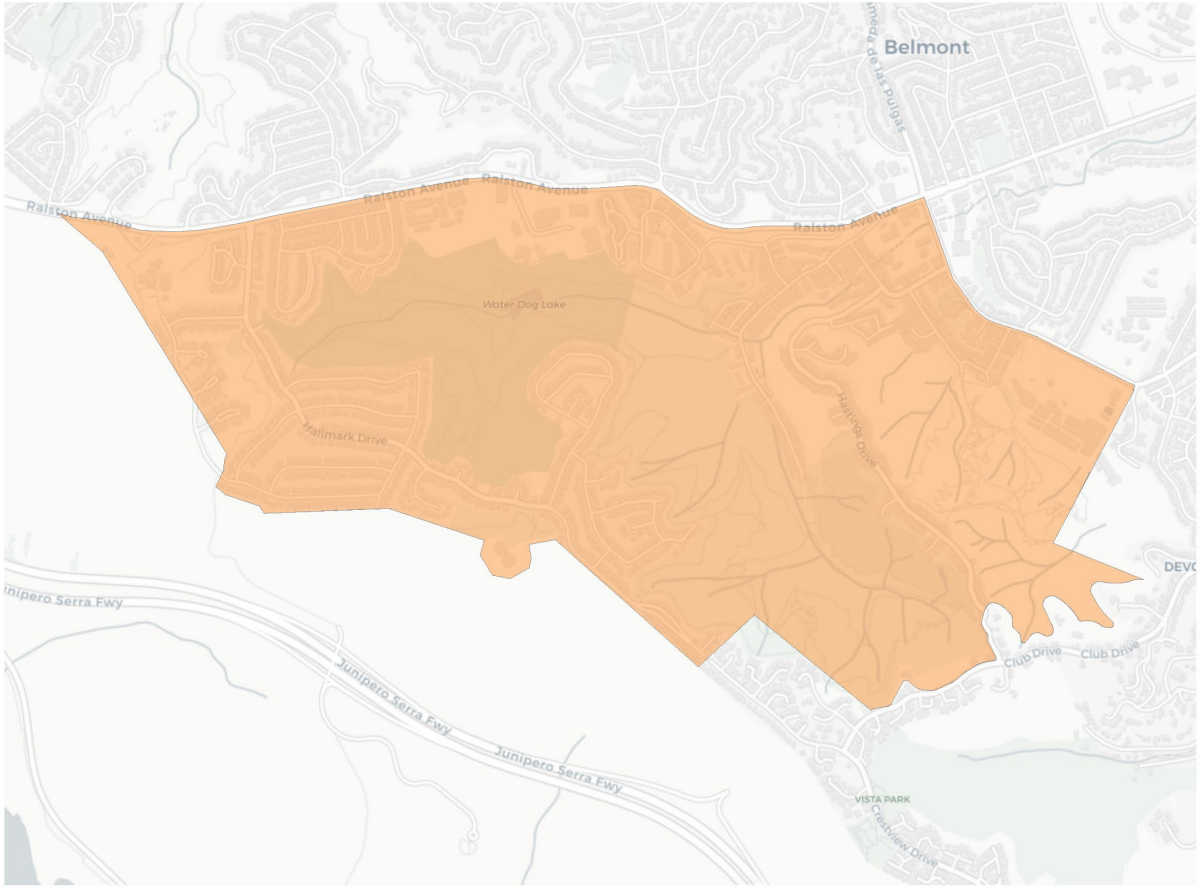
Draft Plan A



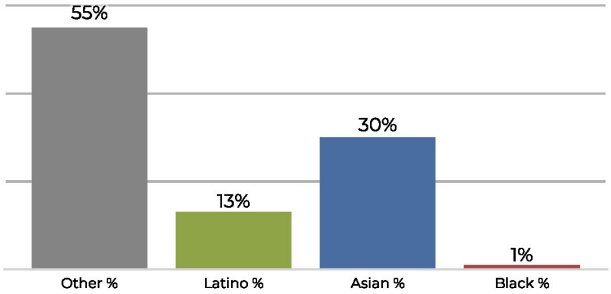
REDISTRICTING PARTNERS

City of Belmont
Draft Plan A

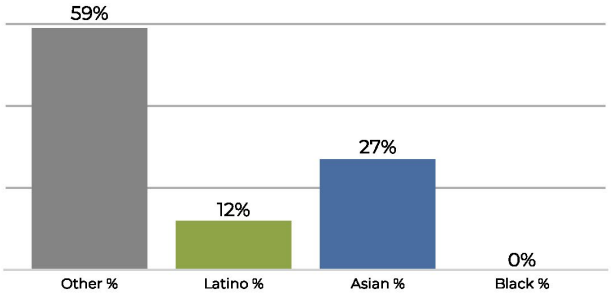
District A



2020 Census

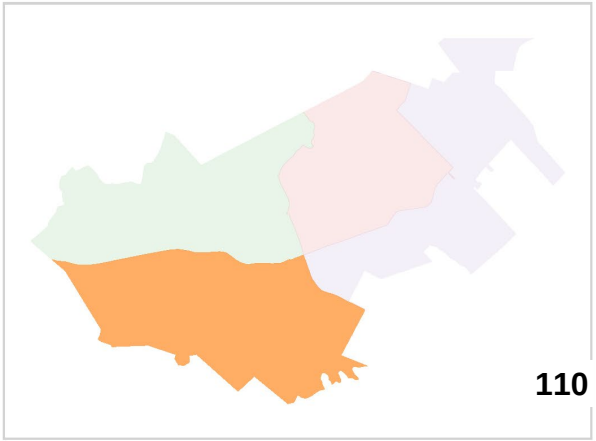


Citizen Voting Age Population

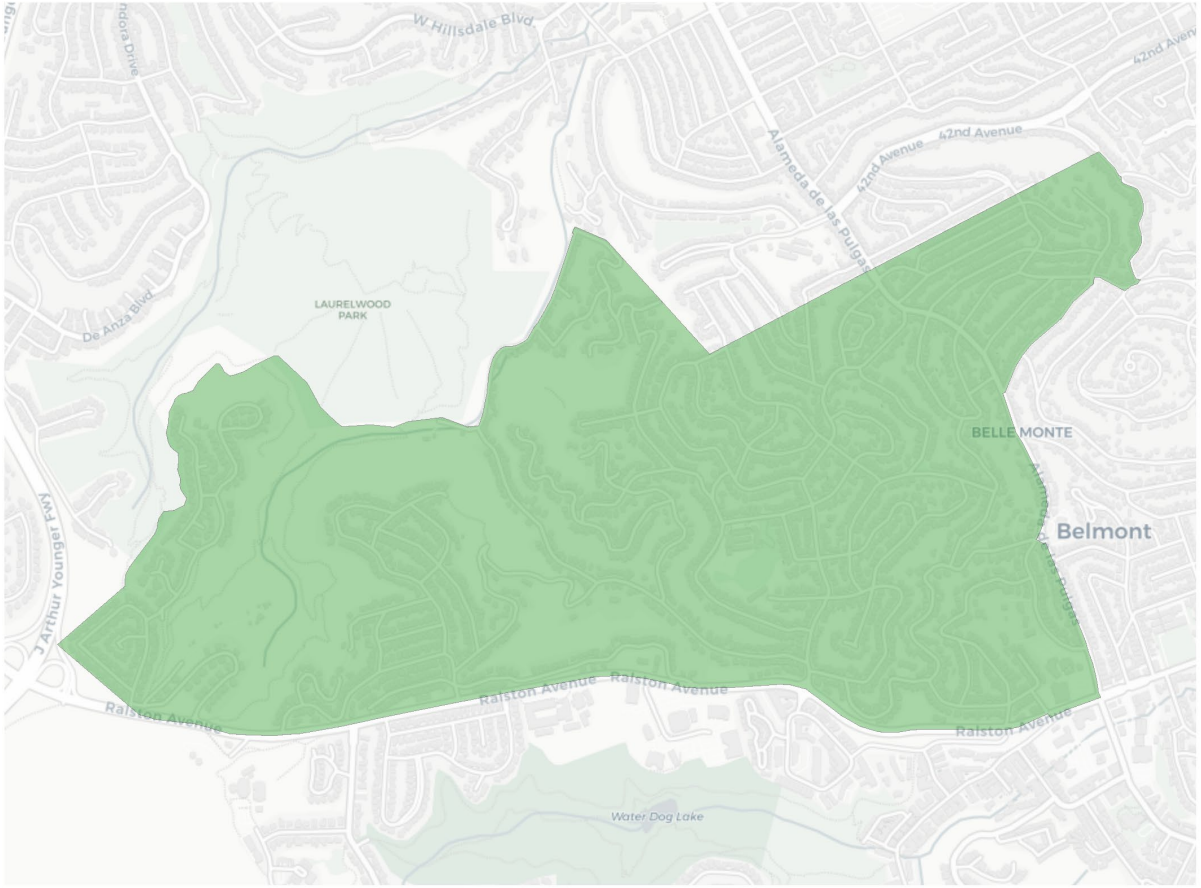


Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

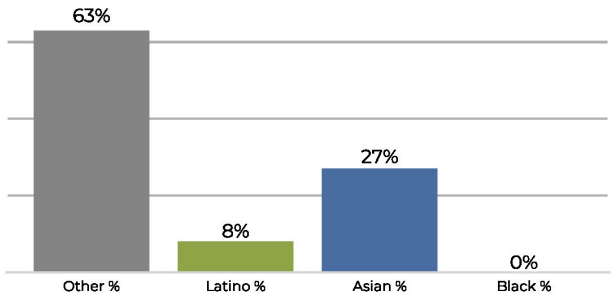
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%



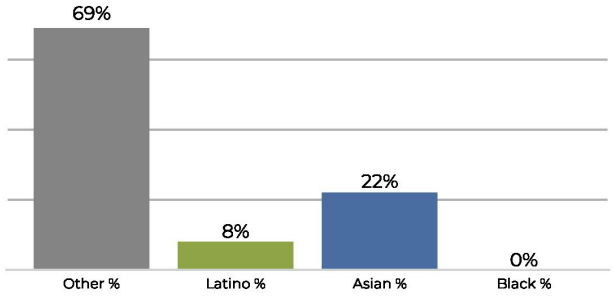
District B

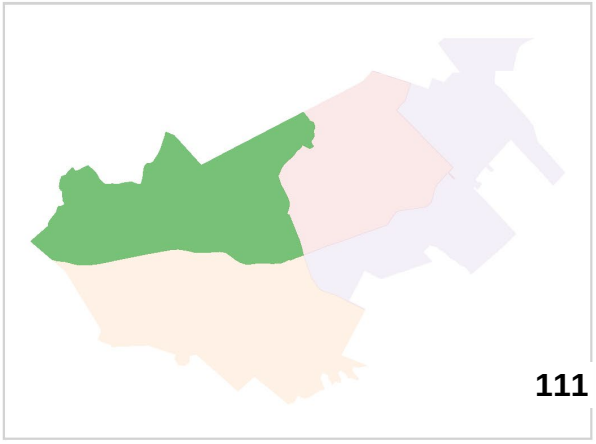


2020 Census



Citizen Voting Age Population

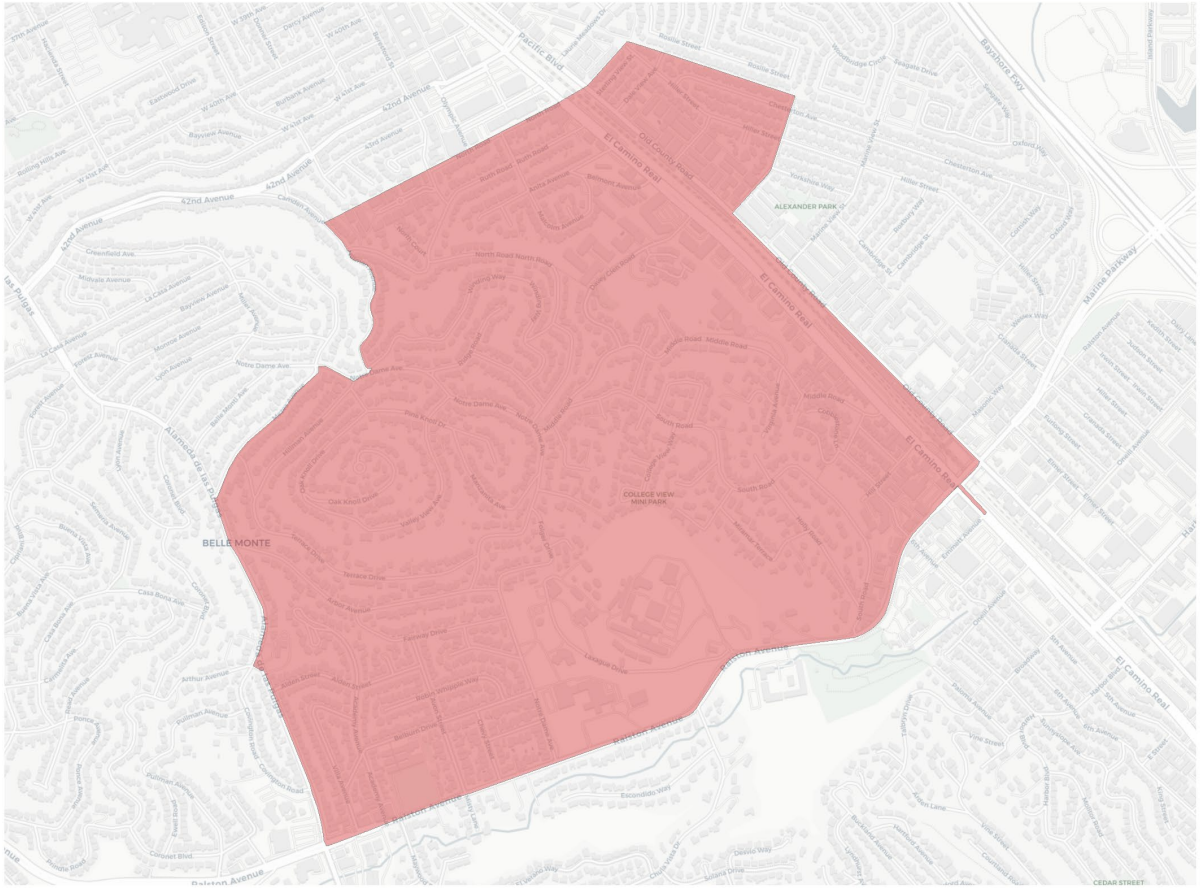




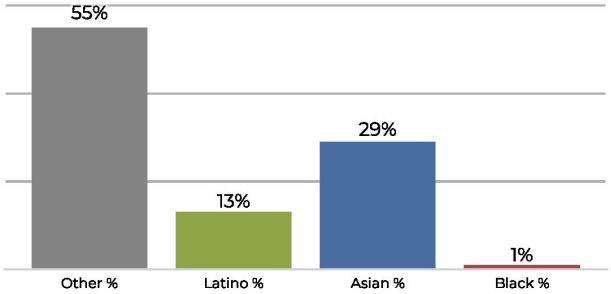
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,314	224	3.2%	4,626	63.2%	602	8.2%	2,040	27.9%	46	0.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
5,068	3,508	69.2%	418	8.2%	1,123	22.2%	19	0.4%

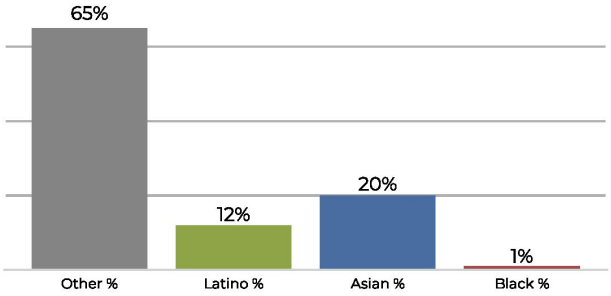
District C

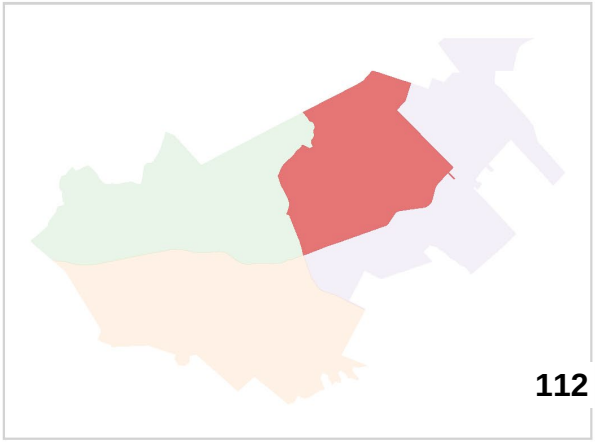


2020 Census



Citizen Voting Age Population





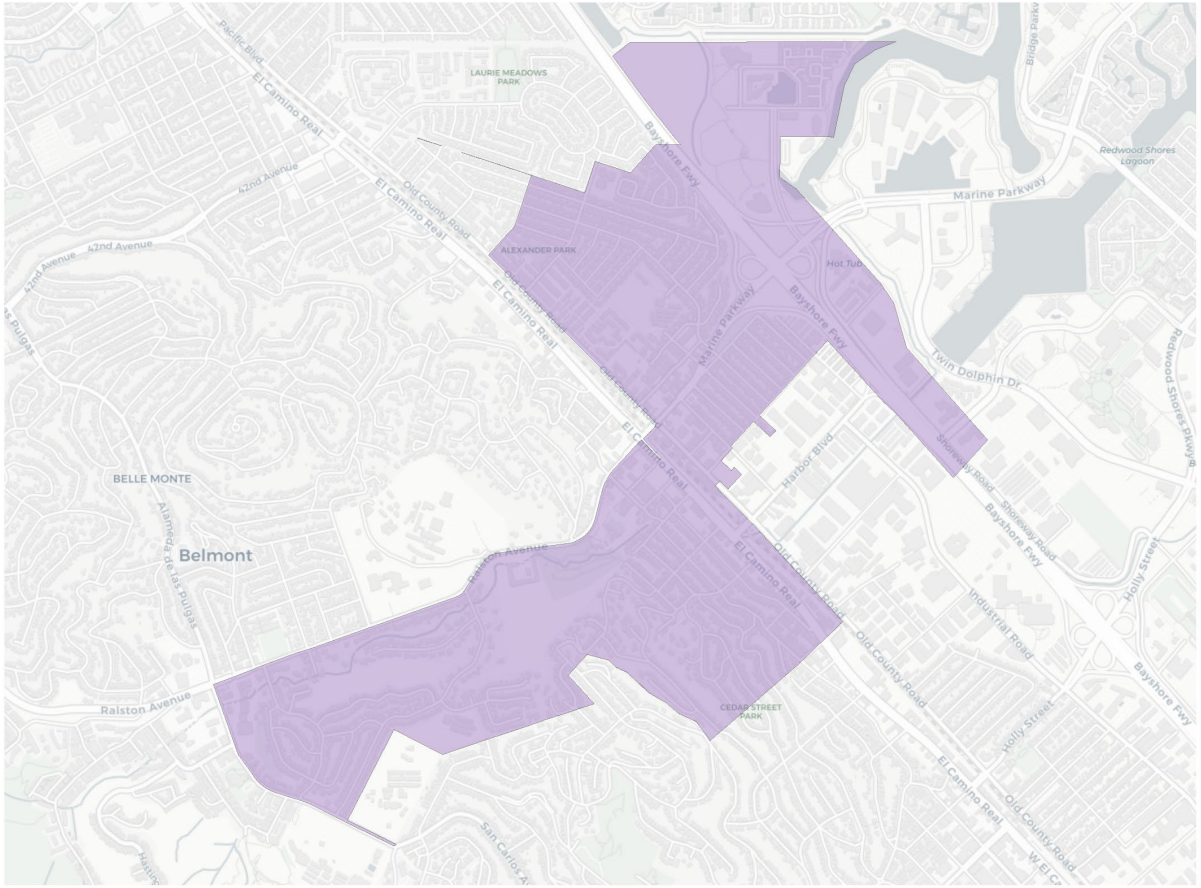
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,375	285	4.0%	4,099	55.6%	976	13.2%	2,182	29.6%	118	1.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,457	2,915	65.4%	555	12.5%	910	20.4%	77	1.7%

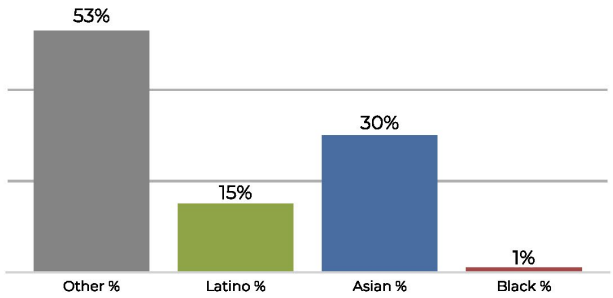
REDISTRICTING PARTNERS

City of Belmont
Draft Plan A

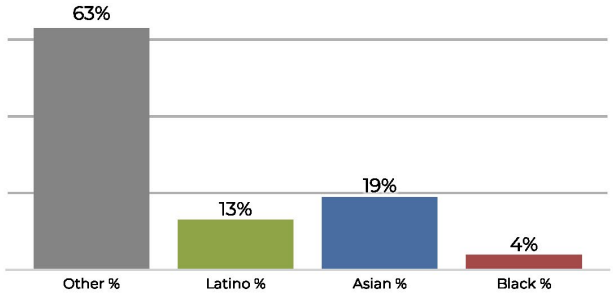
District D

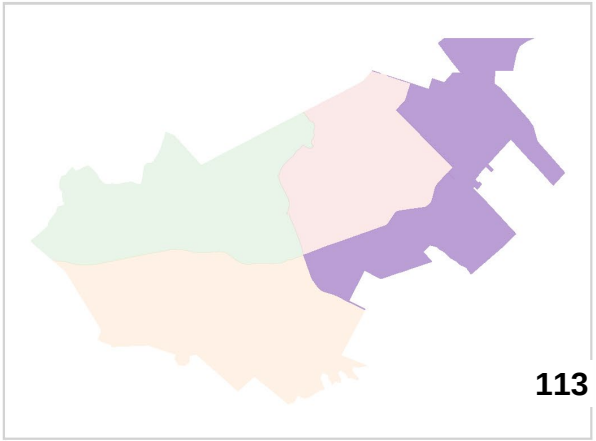


2020 Census



Citizen Voting Age Population





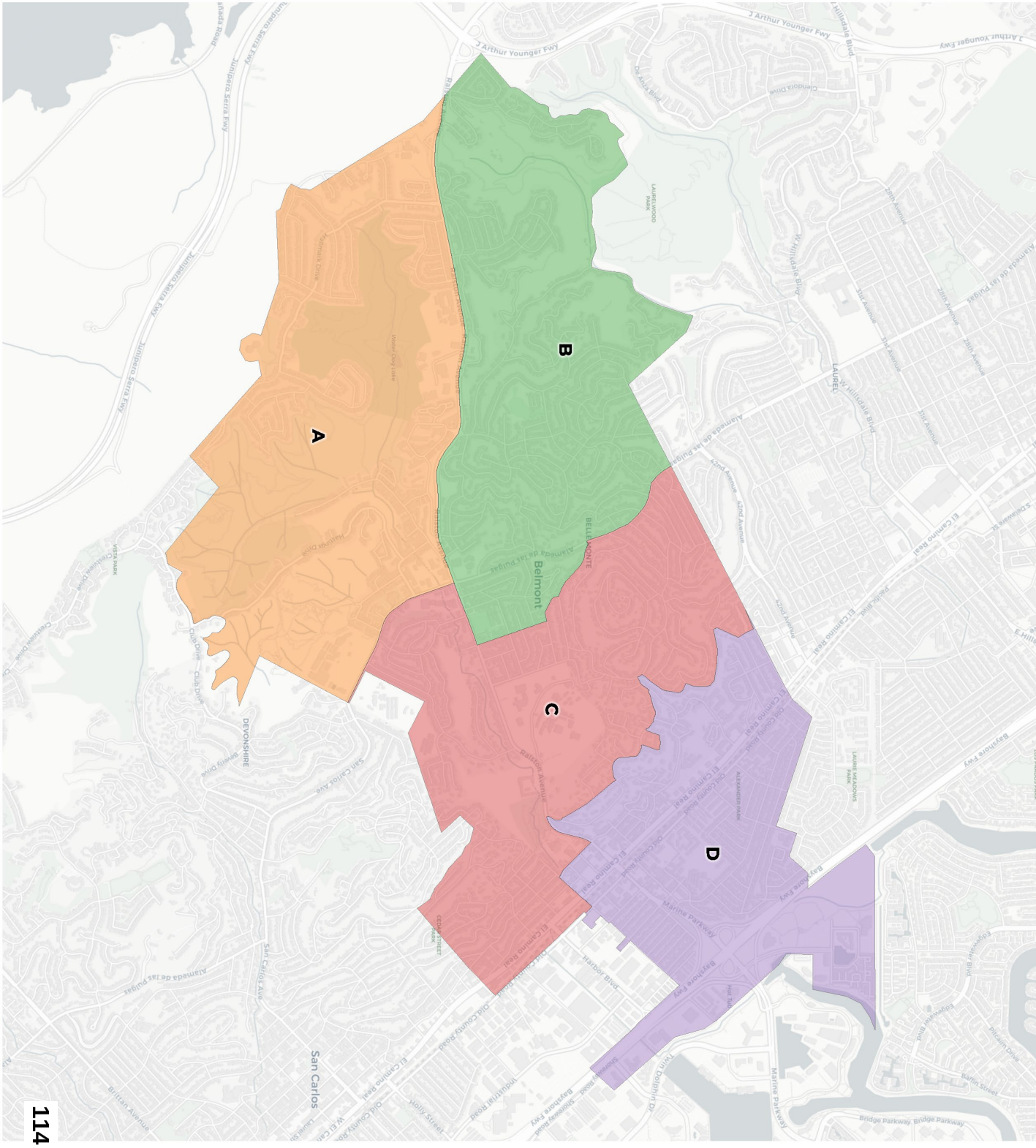
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,713	-377	-5.3%	3,572	53.2%	1,024	15.3%	2,019	30.1%	98	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
3,861	2,438	63.1%	509	13.2%	756	19.6%	158	4.1%

REDISTRICTING PARTNERS

City of Belmont

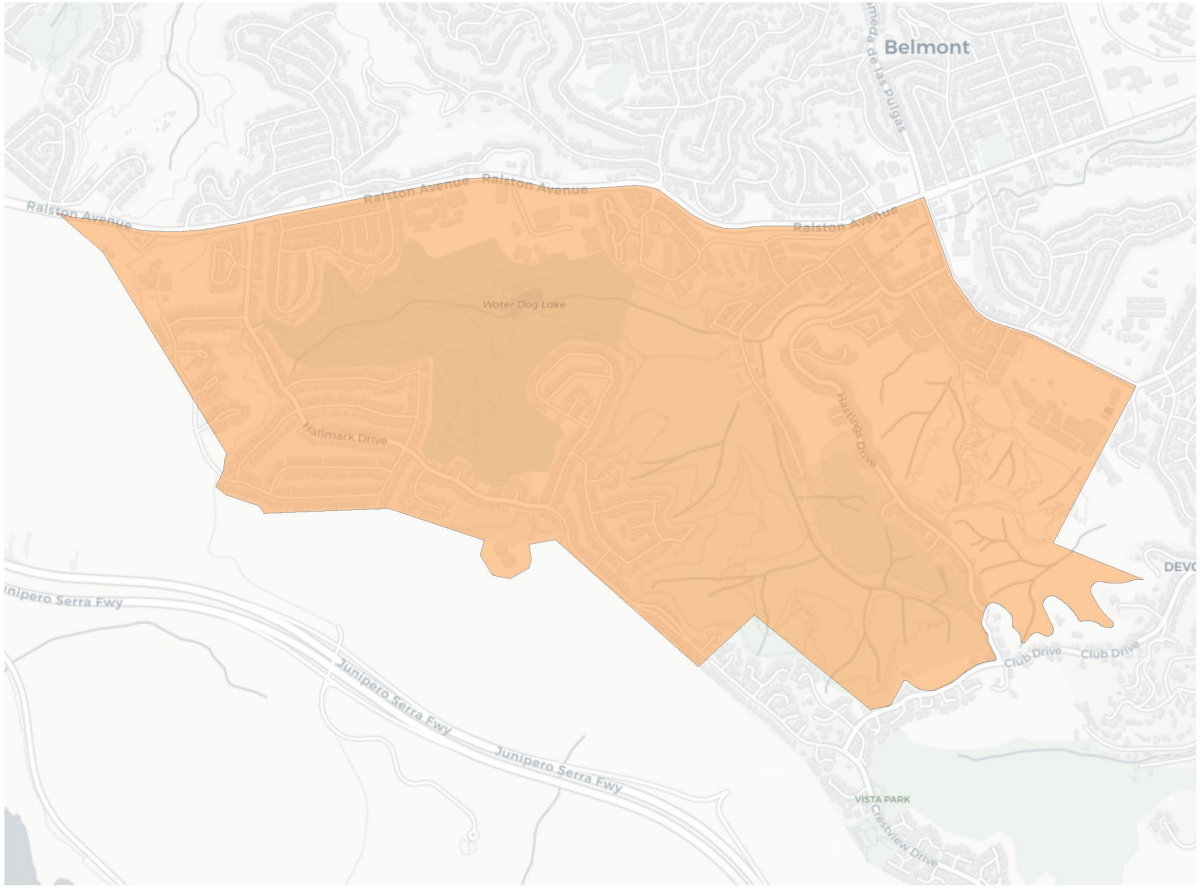
Draft Plan B



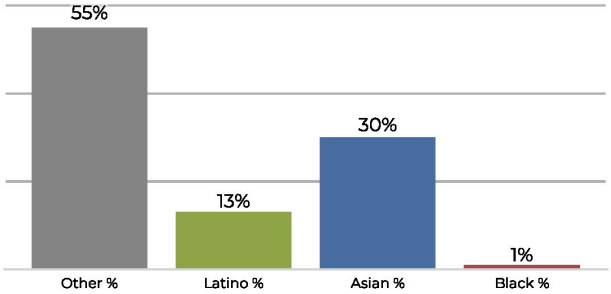
REDISTRICTING PARTNERS

City of Belmont
Draft Plan B

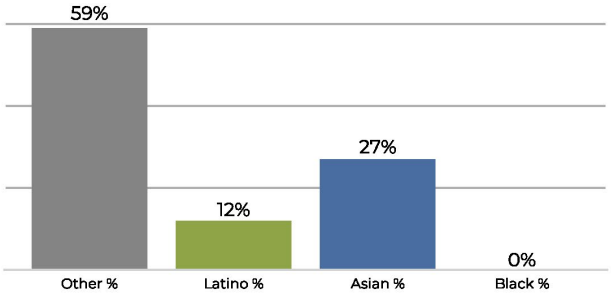
District A



2020 Census

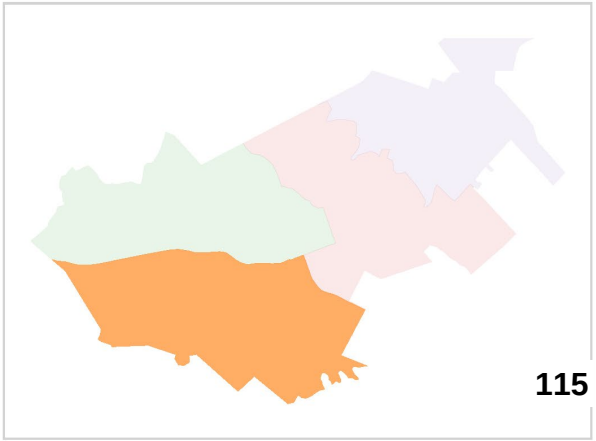


Citizen Voting Age Population



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

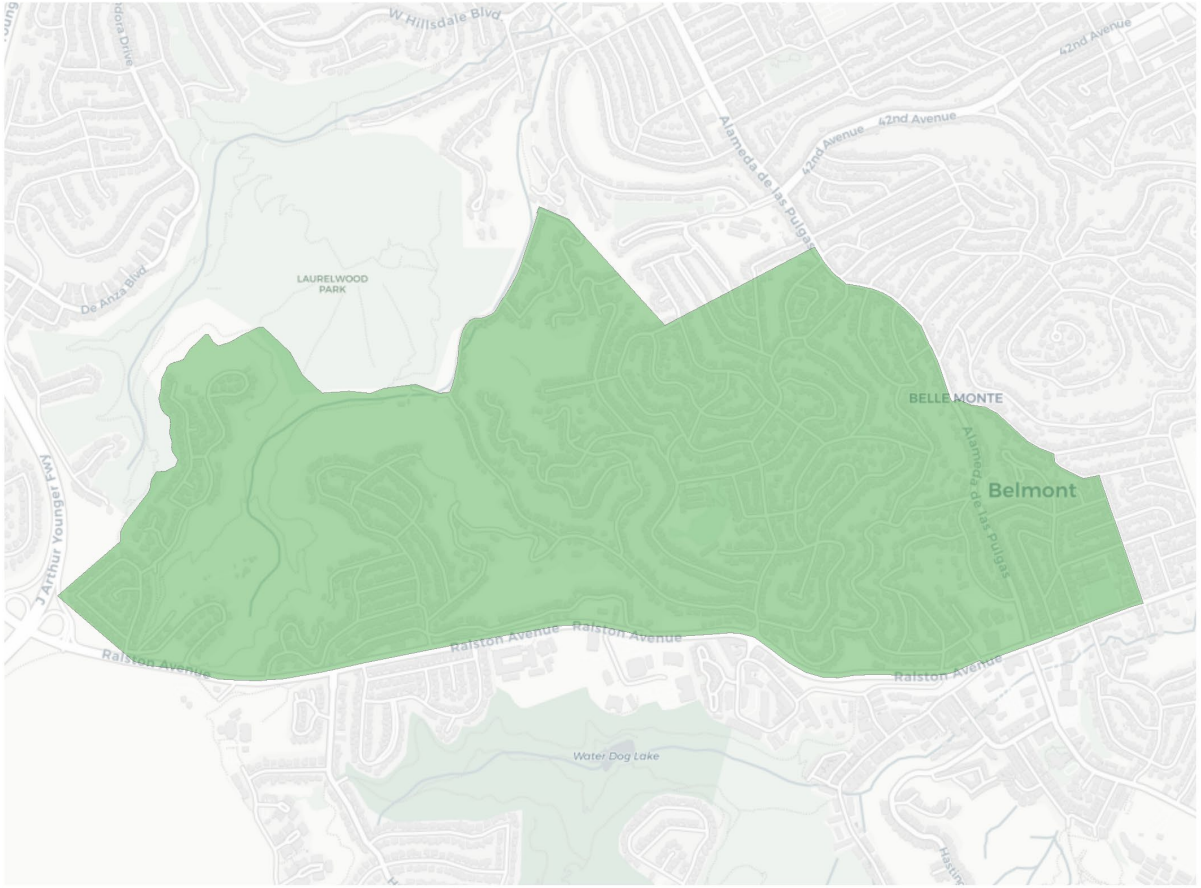
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%



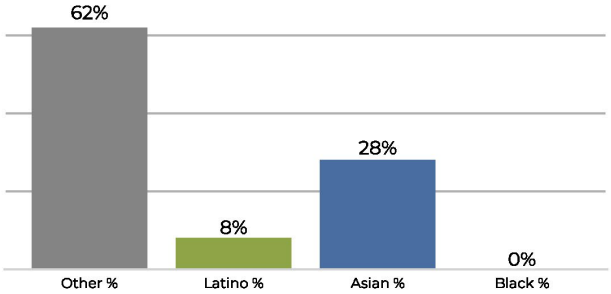
REDISTRICTING PARTNERS

City of Belmont
Draft Plan B

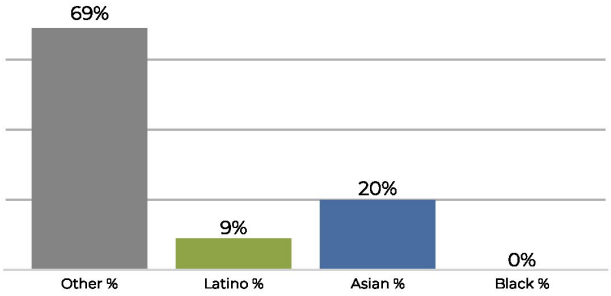
District B

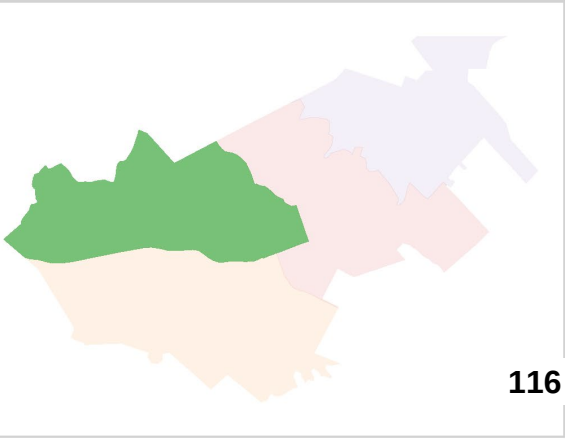


2020 Census



Citizen Voting Age Population

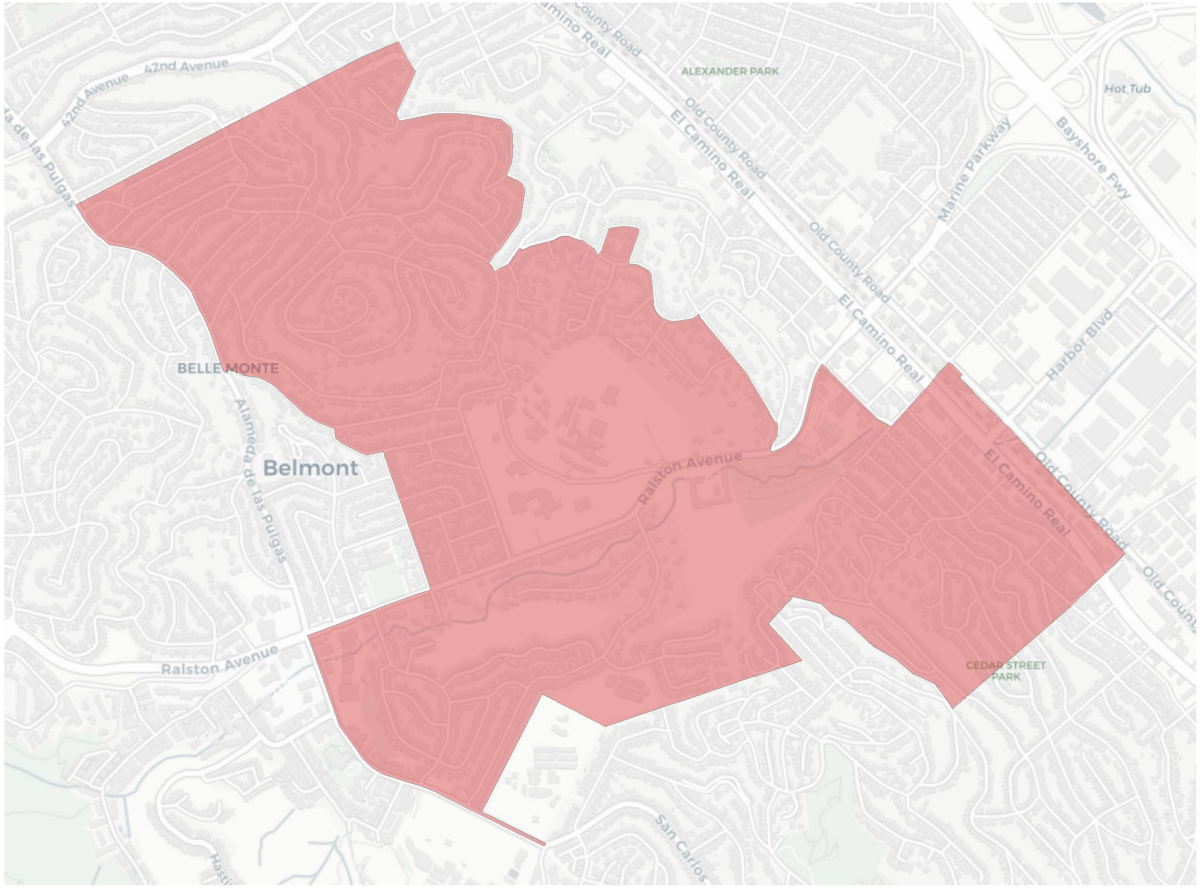




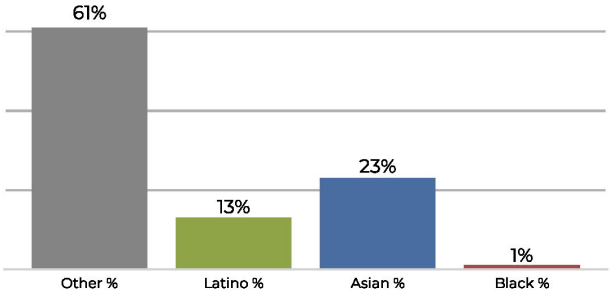
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,010	-80	-1.1%	4,396	62.7%	591	8.4%	1,978	28.2%	45	0.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,871	3,386	69.5%	451	9.3%	1,012	20.8%	22	0.5%

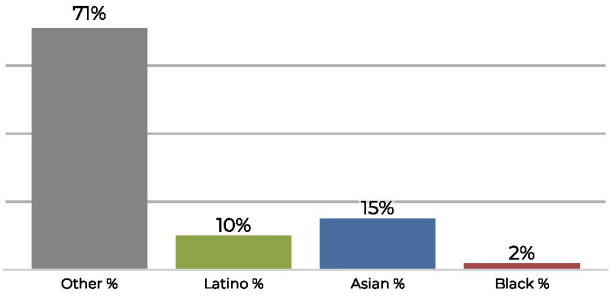
District C

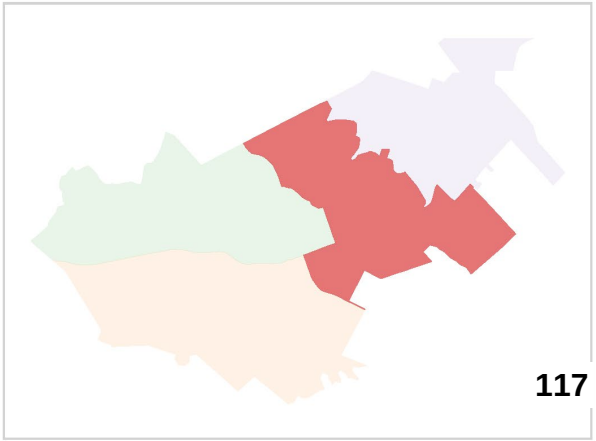


2020 Census



Citizen Voting Age Population

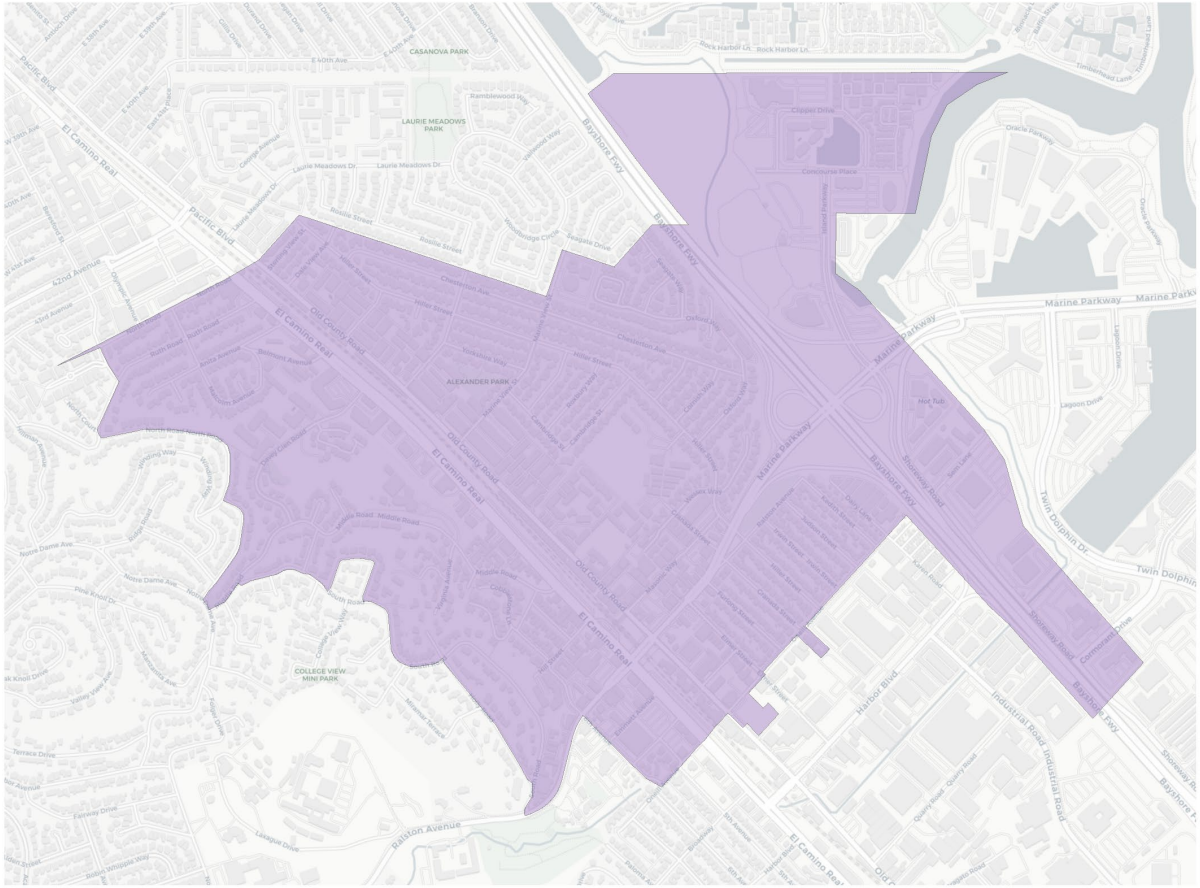




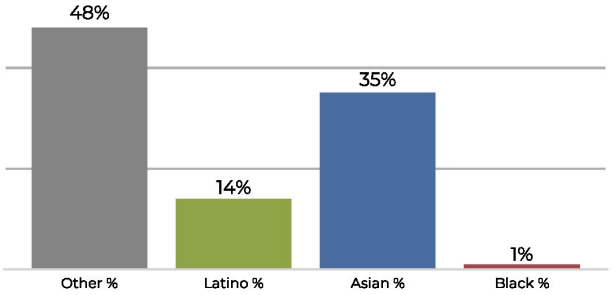
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,197	107	1.5%	4,412	61.3%	960	13.3%	1,718	23.9%	107	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,448	3,174	71.4%	483	10.9%	684	15.4%	107	2.4%

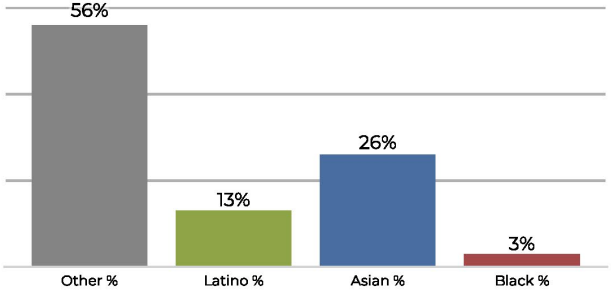
District D

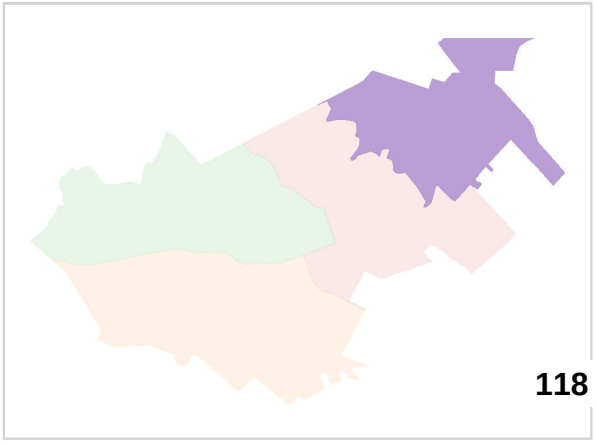


2020 Census



Citizen Voting Age Population





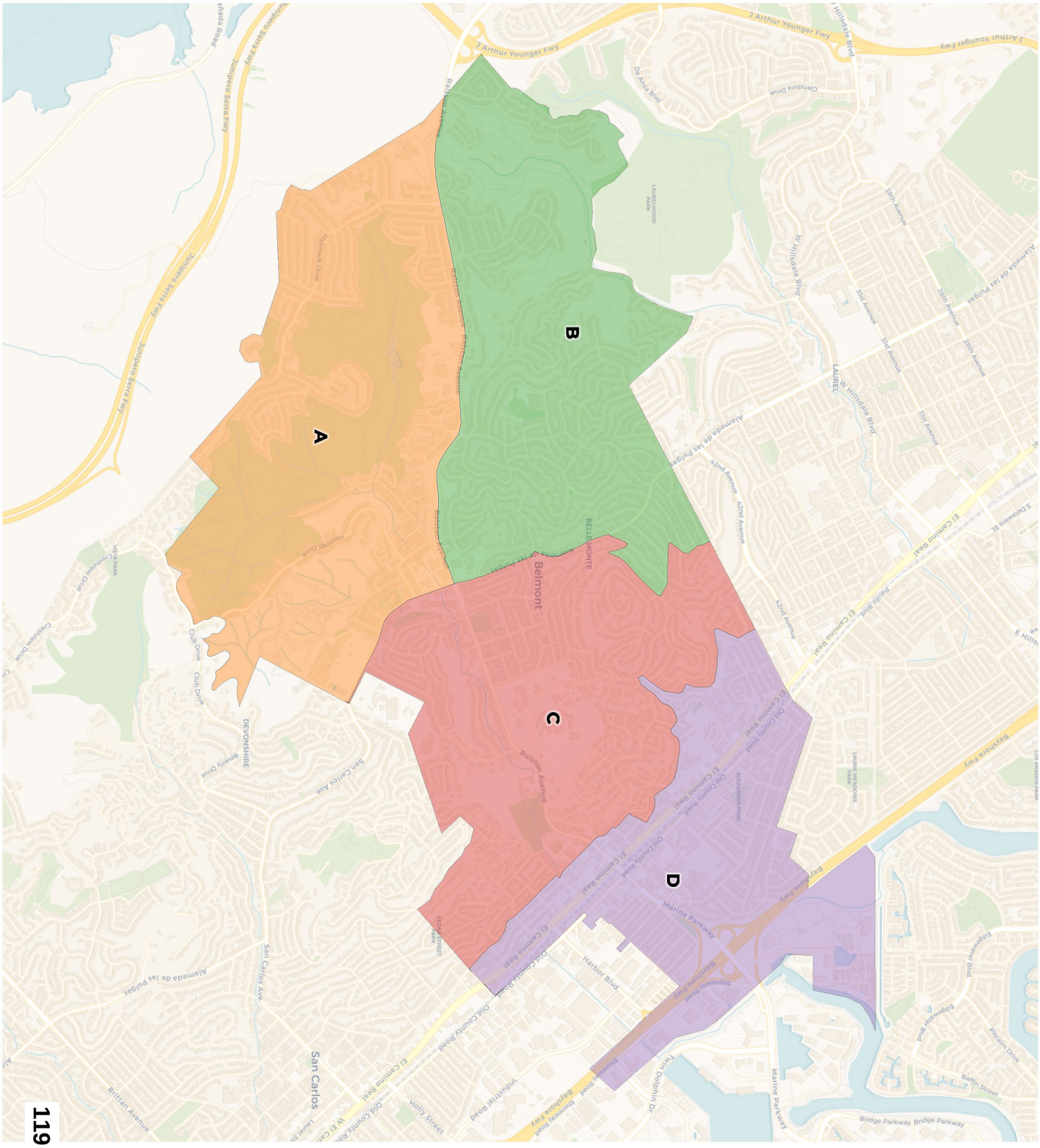
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,195	105	1.5%	3,489	48.5%	1,051	14.6%	2,545	35.4%	110	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,067	2,301	56.6%	548	13.5%	1,093	26.9%	125	3.1%

REDISTRICTING PARTNERS

City of Belmont

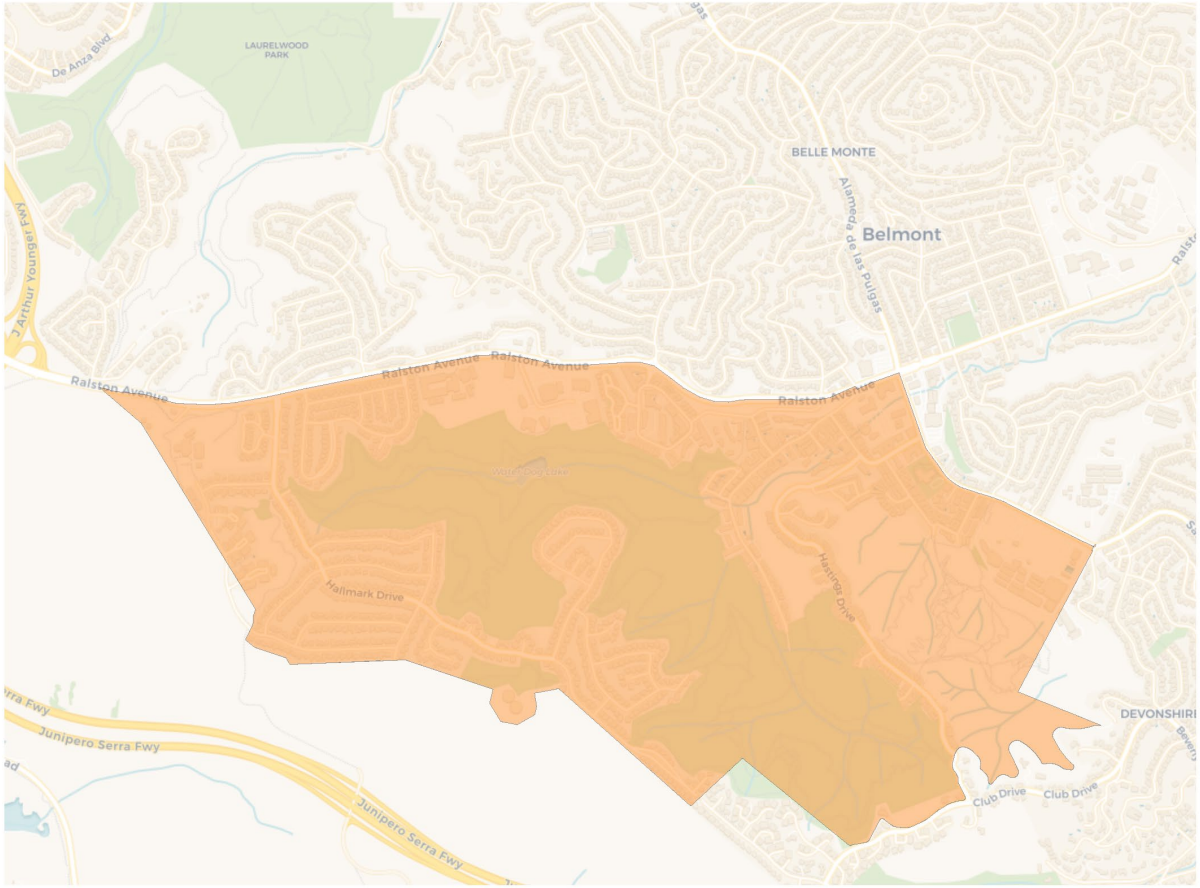
Draft Plan C



REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

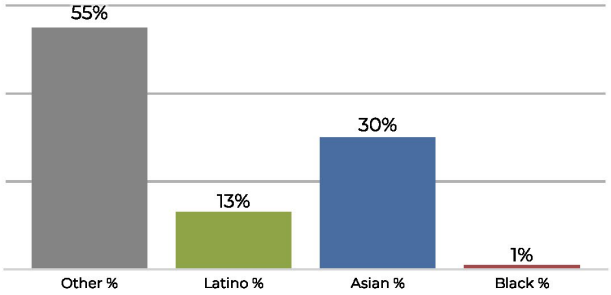
District A



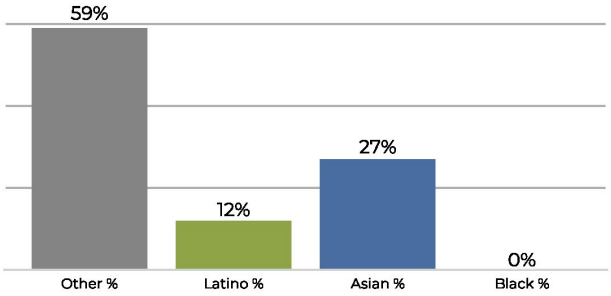
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

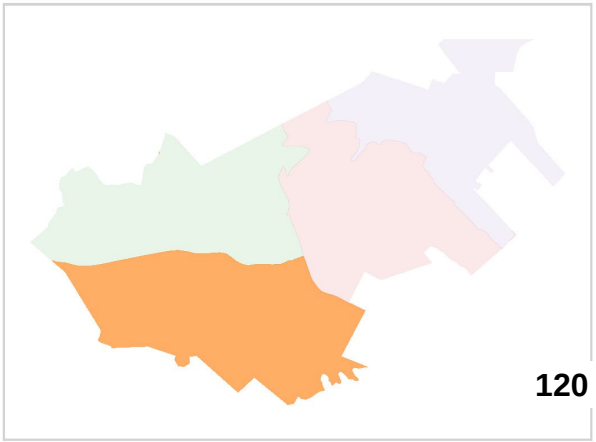
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%

2020 Census



Citizen Voting Age Population

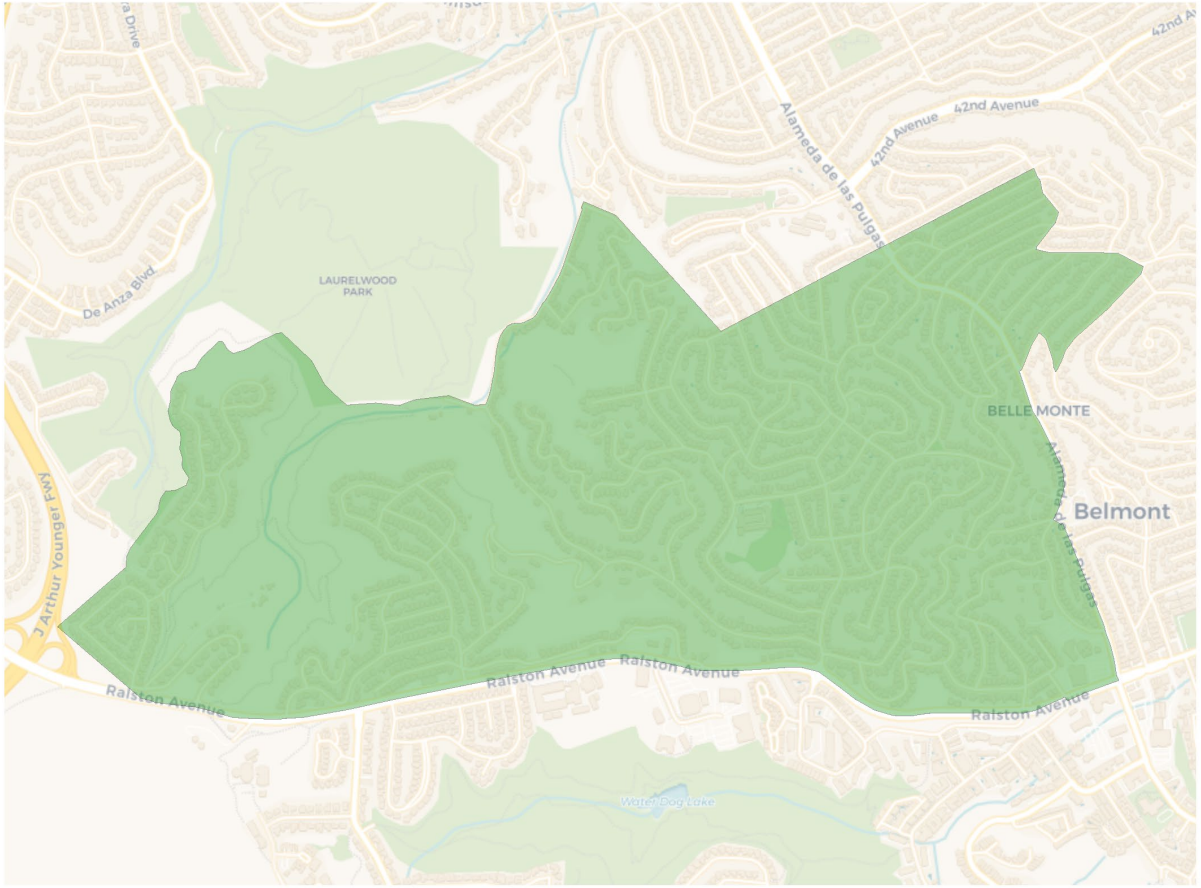




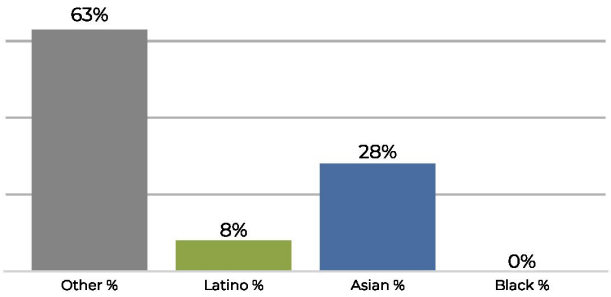
REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

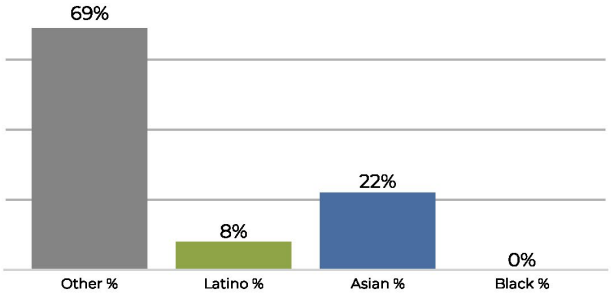
District B

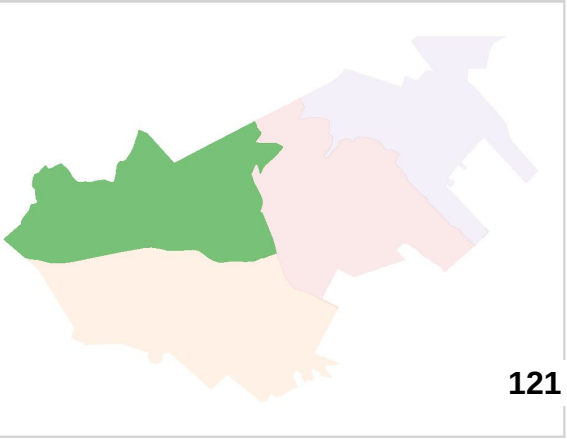


2020 Census



Citizen Voting Age Population





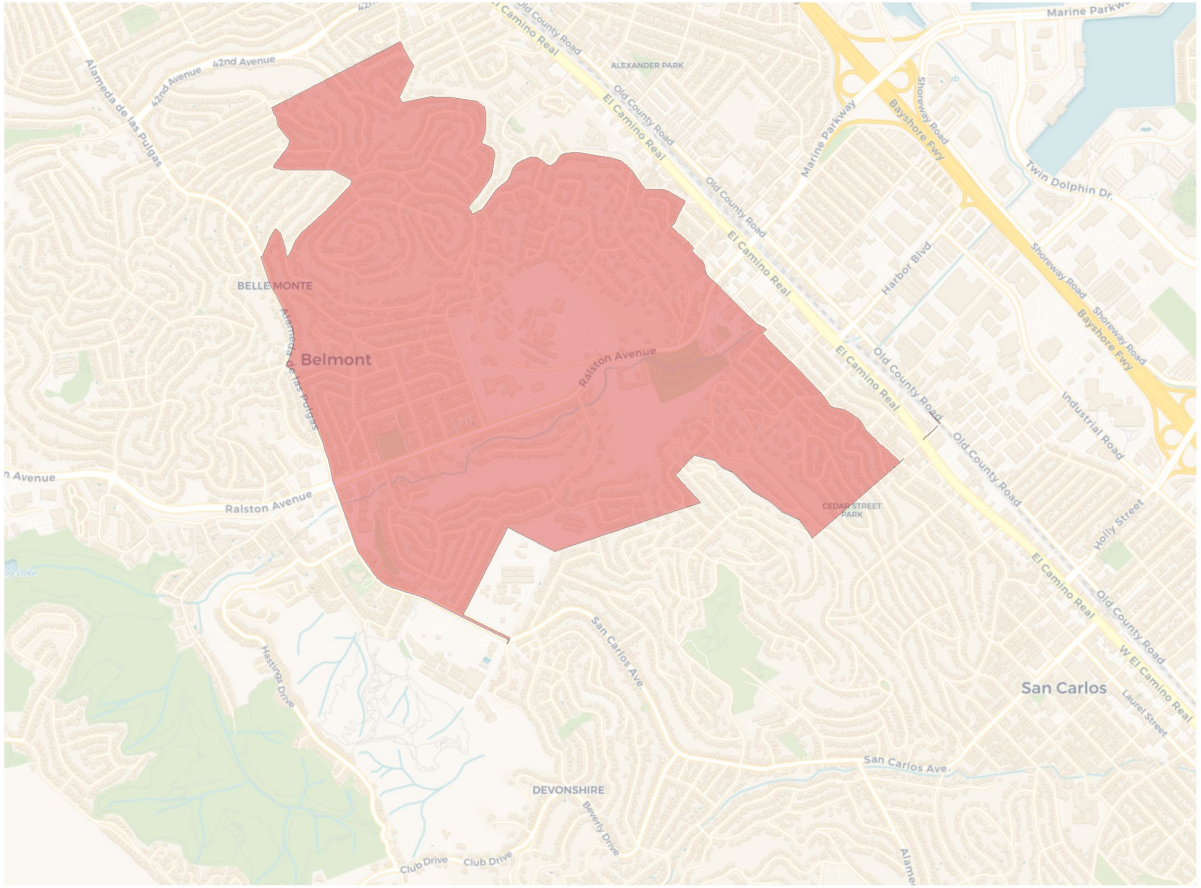
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,128	38	0.5%	4,489	63.0%	586	8.2%	2,012	28.2%	41	0.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,957	3,422	69.0%	412	8.3%	1,104	22.3%	19	0.4%

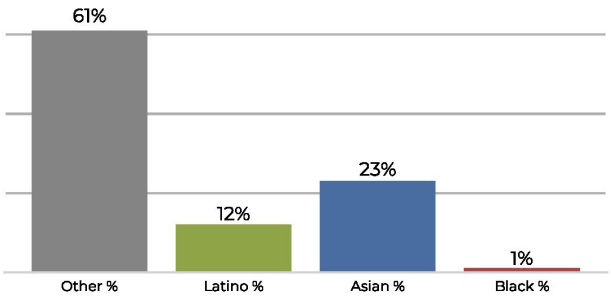
REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

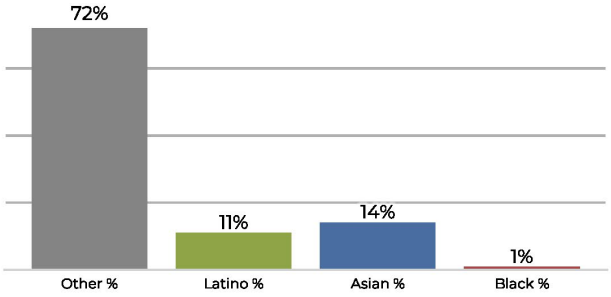
District C

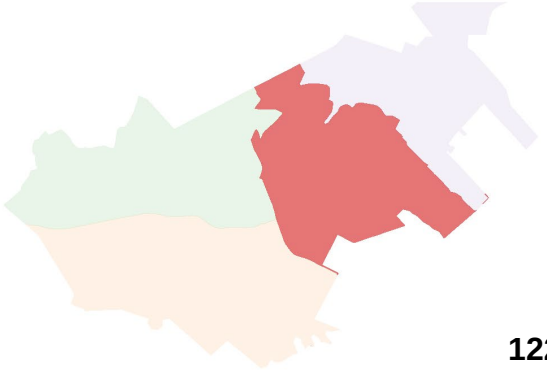


2020 Census



Citizen Voting Age Population





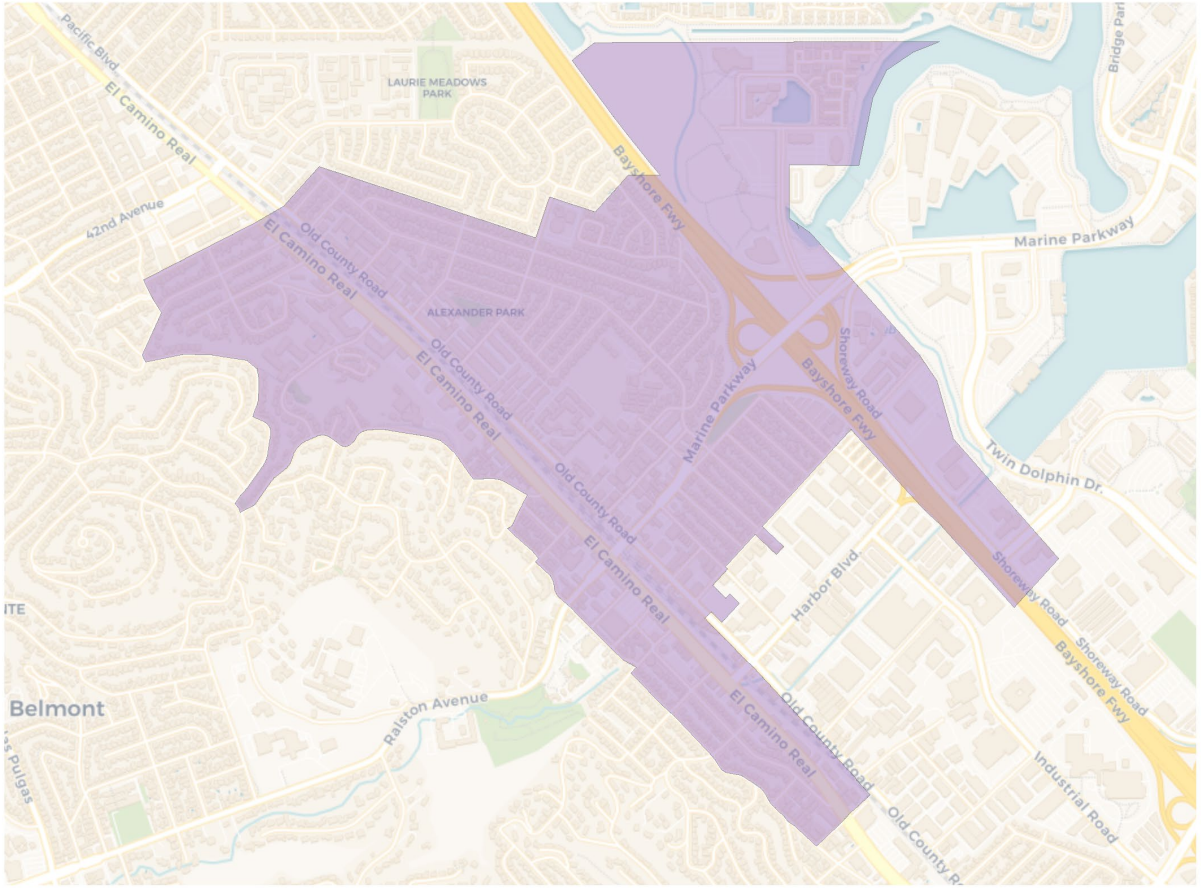
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,165	75	1.1%	4,426	61.8%	918	12.8%	1,715	23.9%	106	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,492	3,237	72.1%	510	11.4%	658	14.6%	87	1.9%

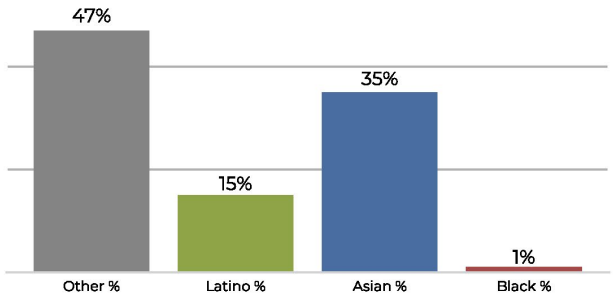
REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

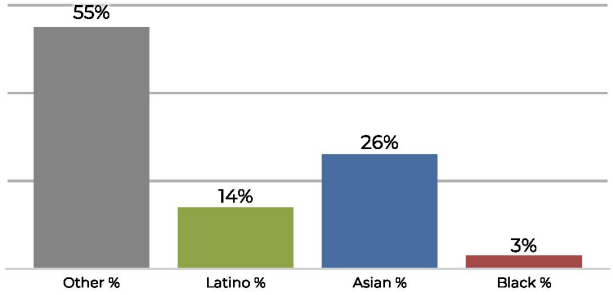
District D

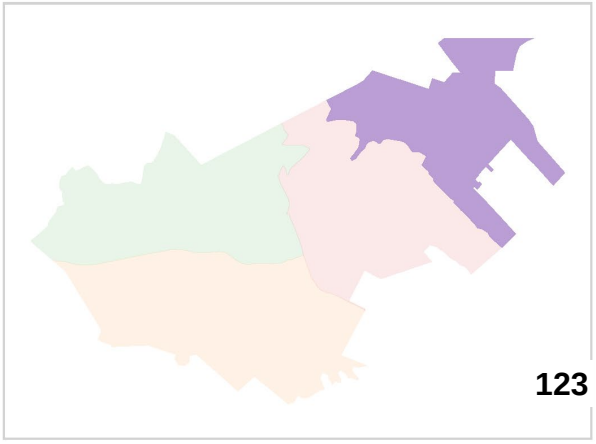


2020 Census



Citizen Voting Age Population





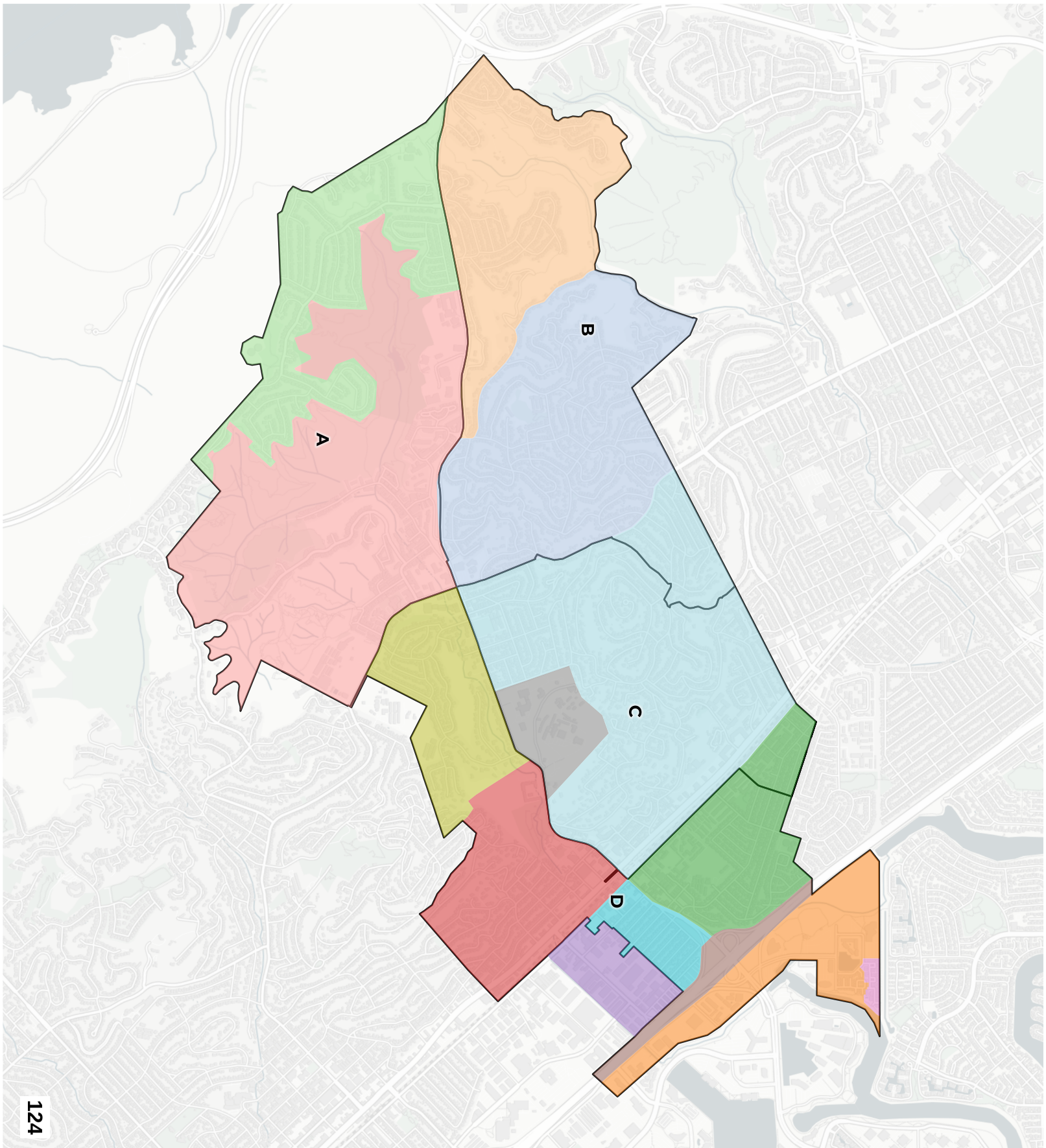
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,109	19	0.3%	3,382	47.6%	1,098	15.4%	2,514	35.4%	115	1.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
3,937	2,202	55.9%	560	14.2%	1,027	26.1%	148	3.8%

REDISTRICTING PARTNERS

City of Belmont

Draft Plan A with Neighborhoods



REDISTRICTING PARTNERS

City of Belmont

Draft Plan A with Neighborhoods

2020 Census

	A	B	C	D
Population	6,958	7,314	7,375	6,713
Deviation	-132	224	285	-377
Deviation %	-1.9%	3.2%	4.0%	-5.3%
Other	3,846	4,626	4,099	3,572
Other %	55.3%	63.2%	55.6%	53.2%
Latino	931	602	976	1,024
Latino %	13.4%	8.2%	13.2%	15.3%
Asian	2,089	2,040	2,182	2,019
Asian %	30.0%	27.9%	29.6%	30.1%
Black	92	46	118	98
Black %	1.3%	0.6%	1.6%	1.5%

Citizen Voting Age Population (CVAP)

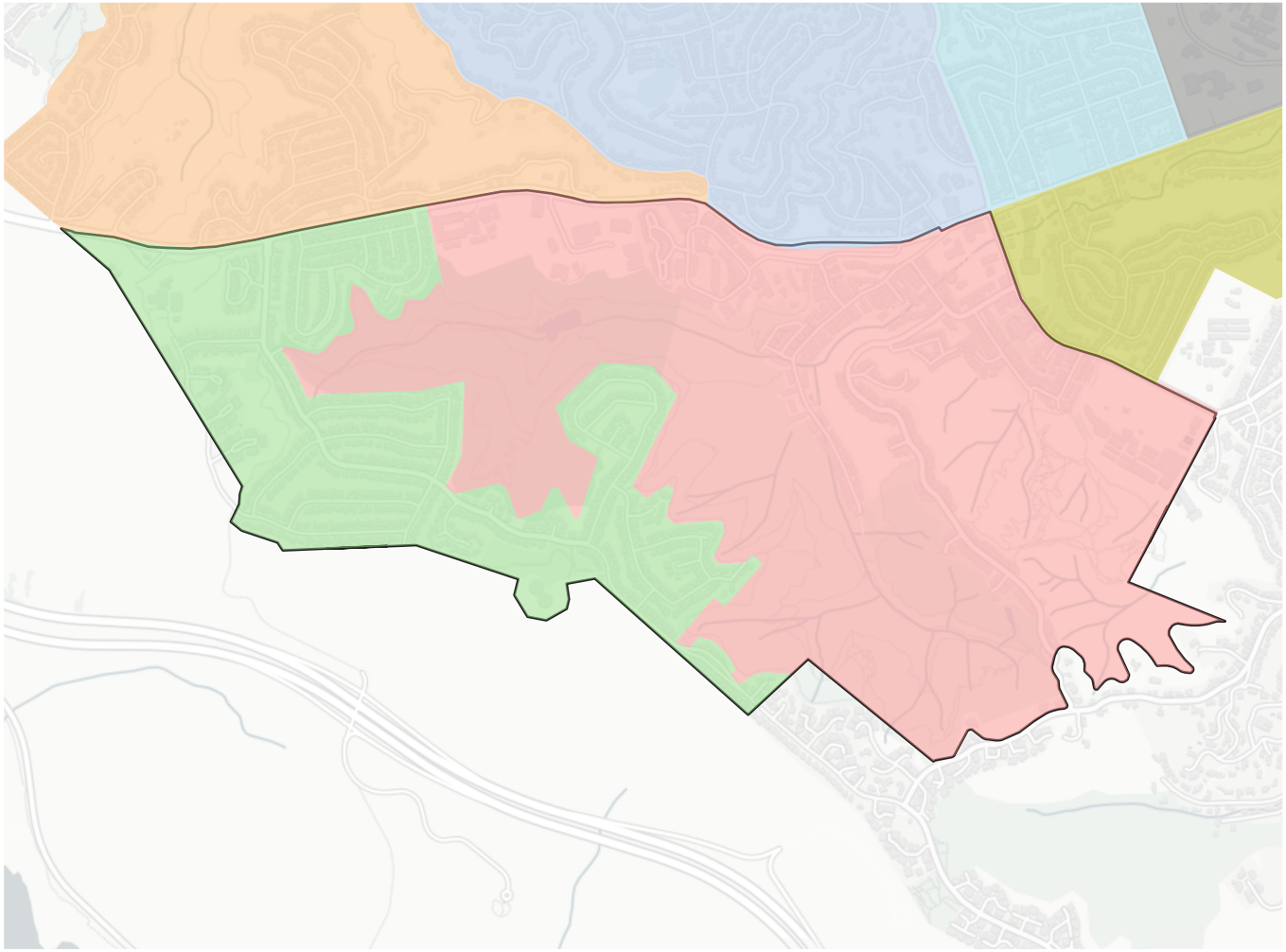
	A	B	C	D
Total CVAP	4,364	5,068	4,457	3,861
Other CVAP	2,598	3,508	2,915	2,438
Other CVAP %	59.5%	69.2%	65.4%	63.1%
Latino CVAP	549	418	555	509
Latino CVAP %	12.6%	8.2%	12.5%	13.2%
Asian CVAP	1,193	1,123	910	756
Asian CVAP %	27.3%	22.2%	20.4%	19.6%
Black CVAP	24	19	77	158
Black CVAP %	0.5%	0.4%	1.7%	4.1%

REDISTRICTING PARTNERS

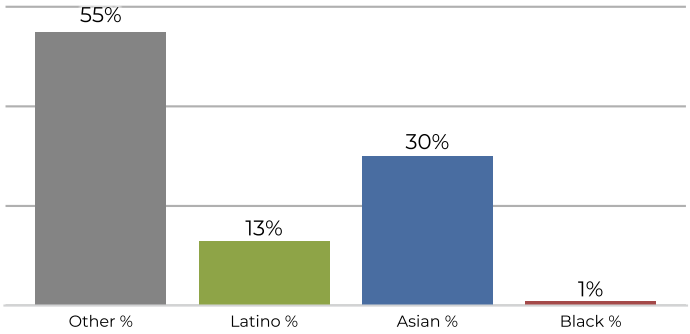
City of Belmont

Draft Plan A with Neighborhoods

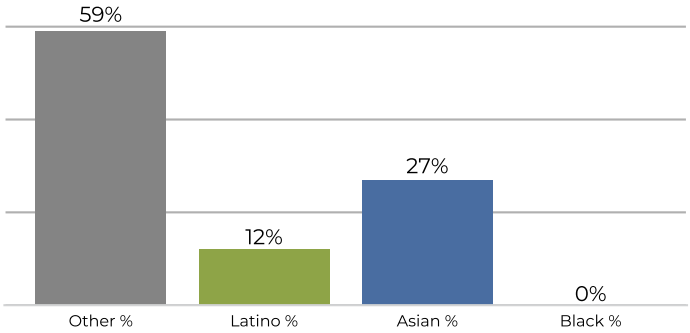
District A

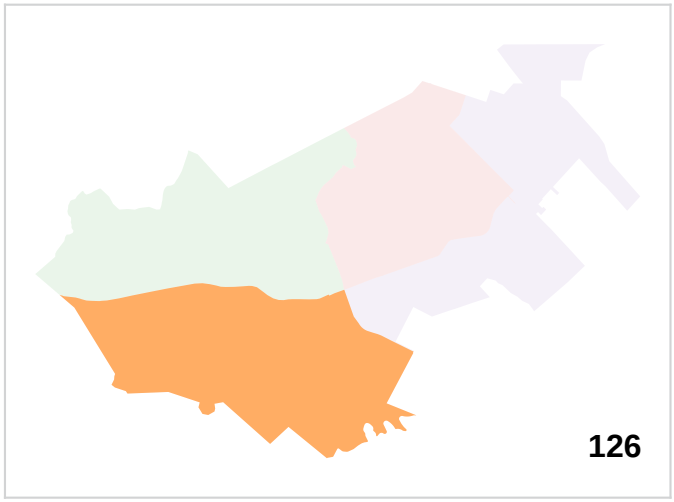


2020 Census



Citizen Voting Age Population





Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

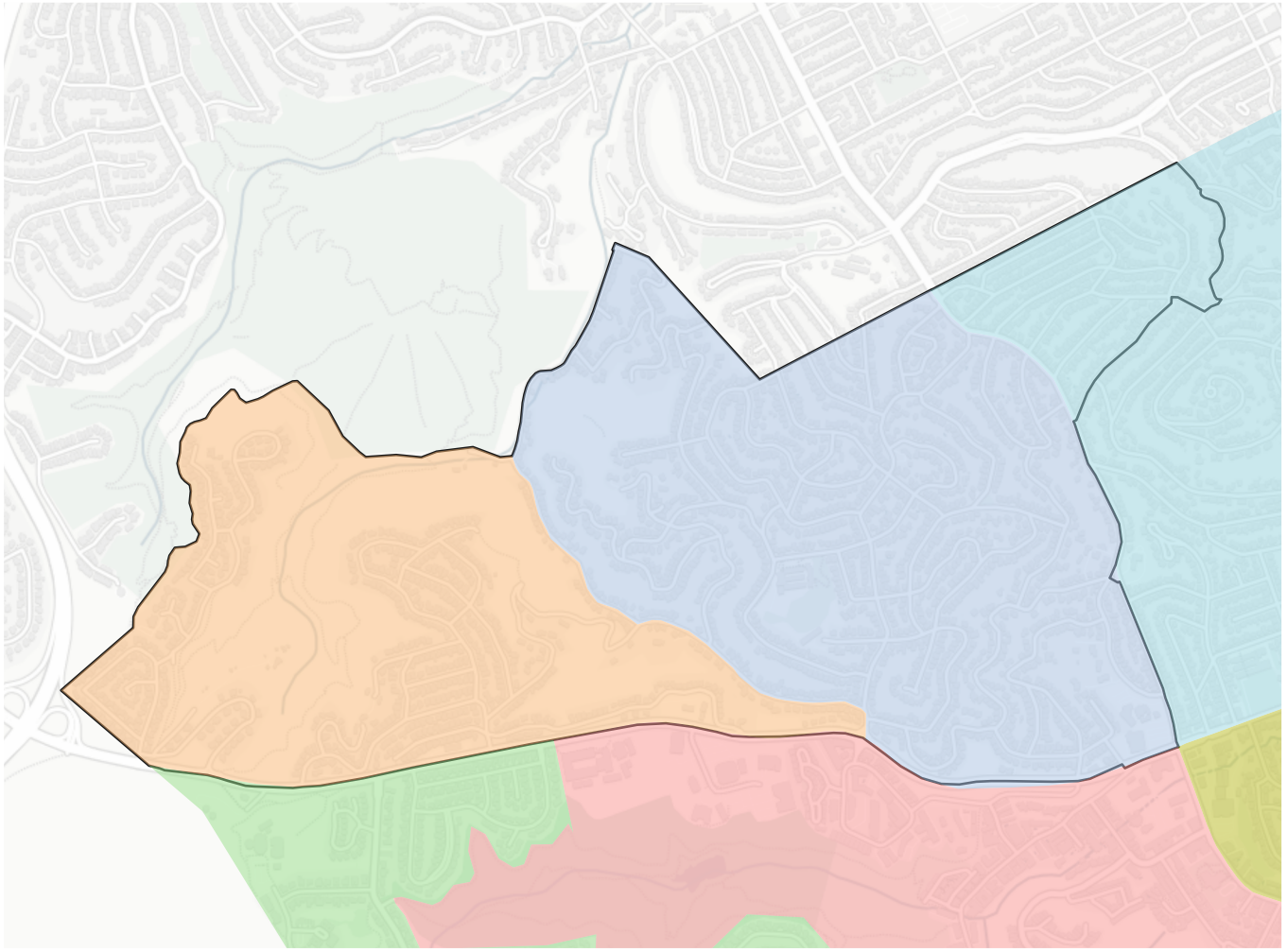
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%

REDISTRICTING PARTNERS

City of Belmont

Draft Plan A with Neighborhoods

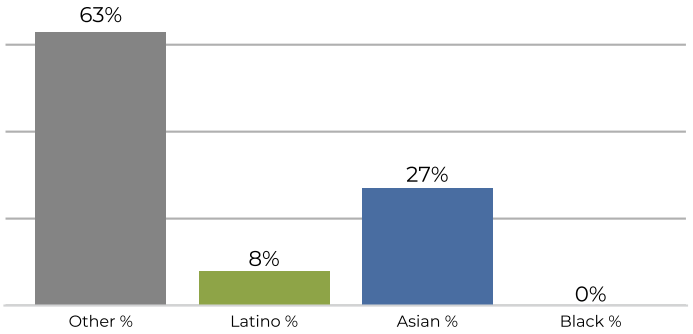
District B



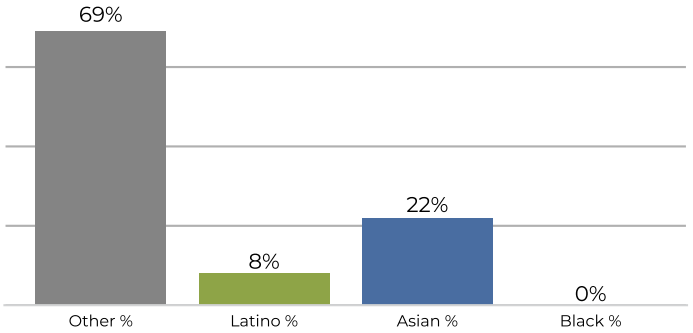
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,314	224	3.2%	4,626	63.2%	602	8.2%	2,040	27.9%	46	0.6%

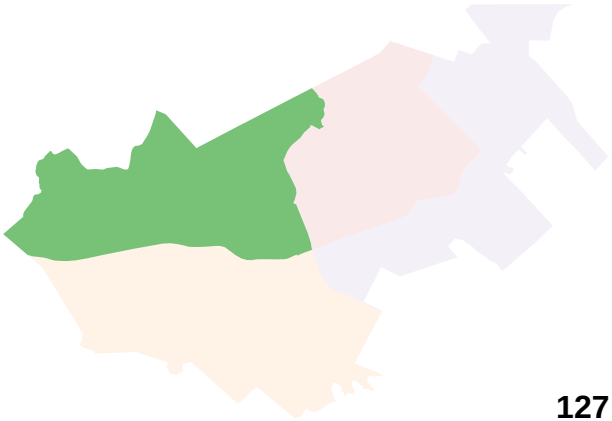
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
5,068	3,508	69.2%	418	8.2%	1,123	22.2%	19	0.4%

2020 Census



Citizen Voting Age Population



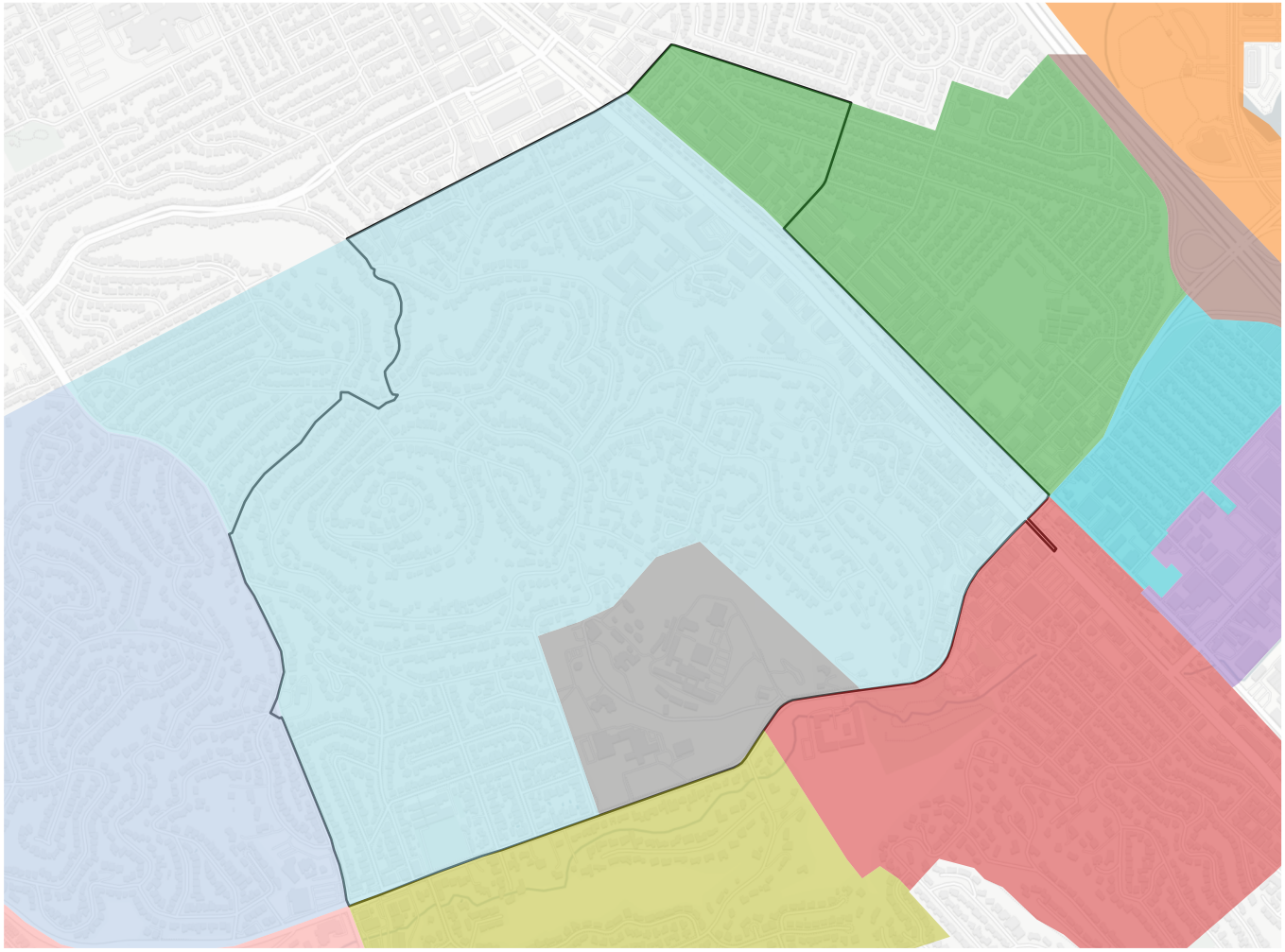


REDISTRICTING PARTNERS

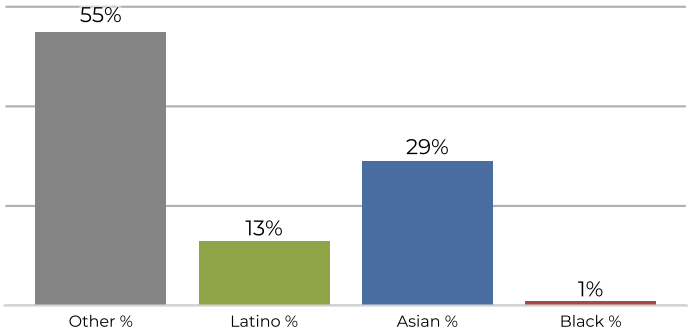
City of Belmont

Draft Plan A with Neighborhoods

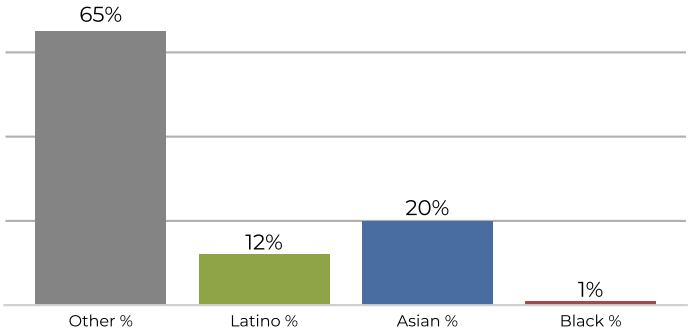
District C



2020 Census

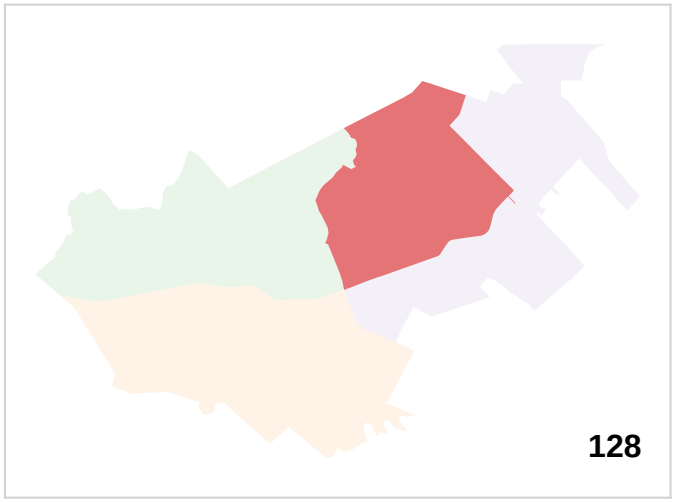


Citizen Voting Age Population



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,375	285	4.0%	4,099	55.6%	976	13.2%	2,182	29.6%	118	1.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,457	2,915	65.4%	555	12.5%	910	20.4%	77	1.7%

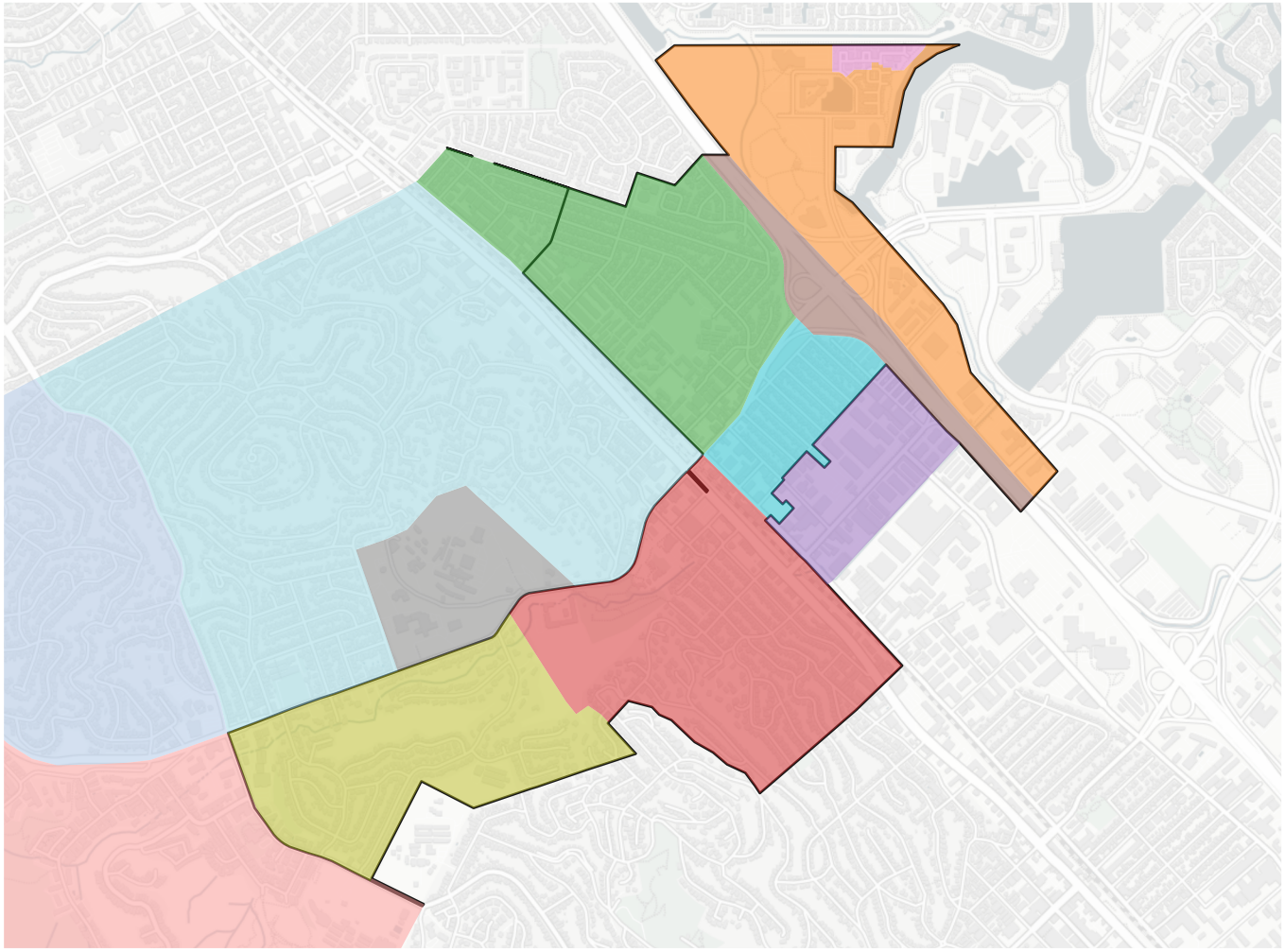


REDISTRICTING PARTNERS

City of Belmont

Draft Plan A with Neighborhoods

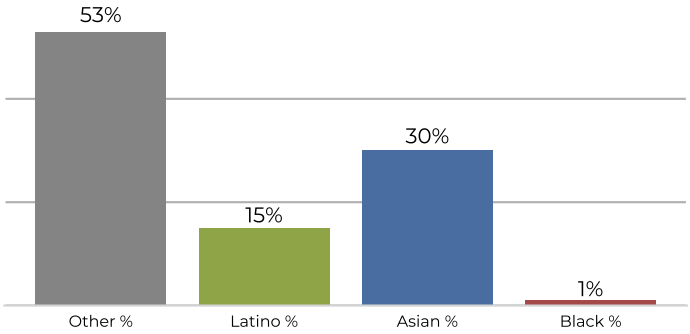
District D



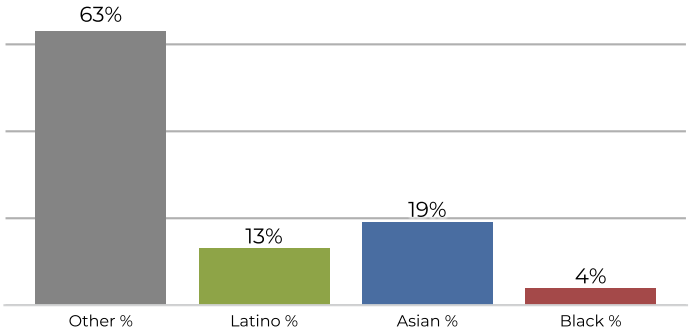
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,713	-377	-5.3%	3,572	53.2%	1,024	15.3%	2,019	30.1%	98	1.5%

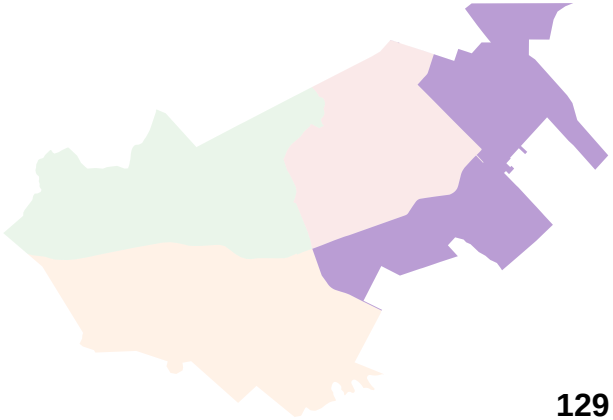
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
3,861	2,438	63.1%	509	13.2%	756	19.6%	158	4.1%

2020 Census



Citizen Voting Age Population

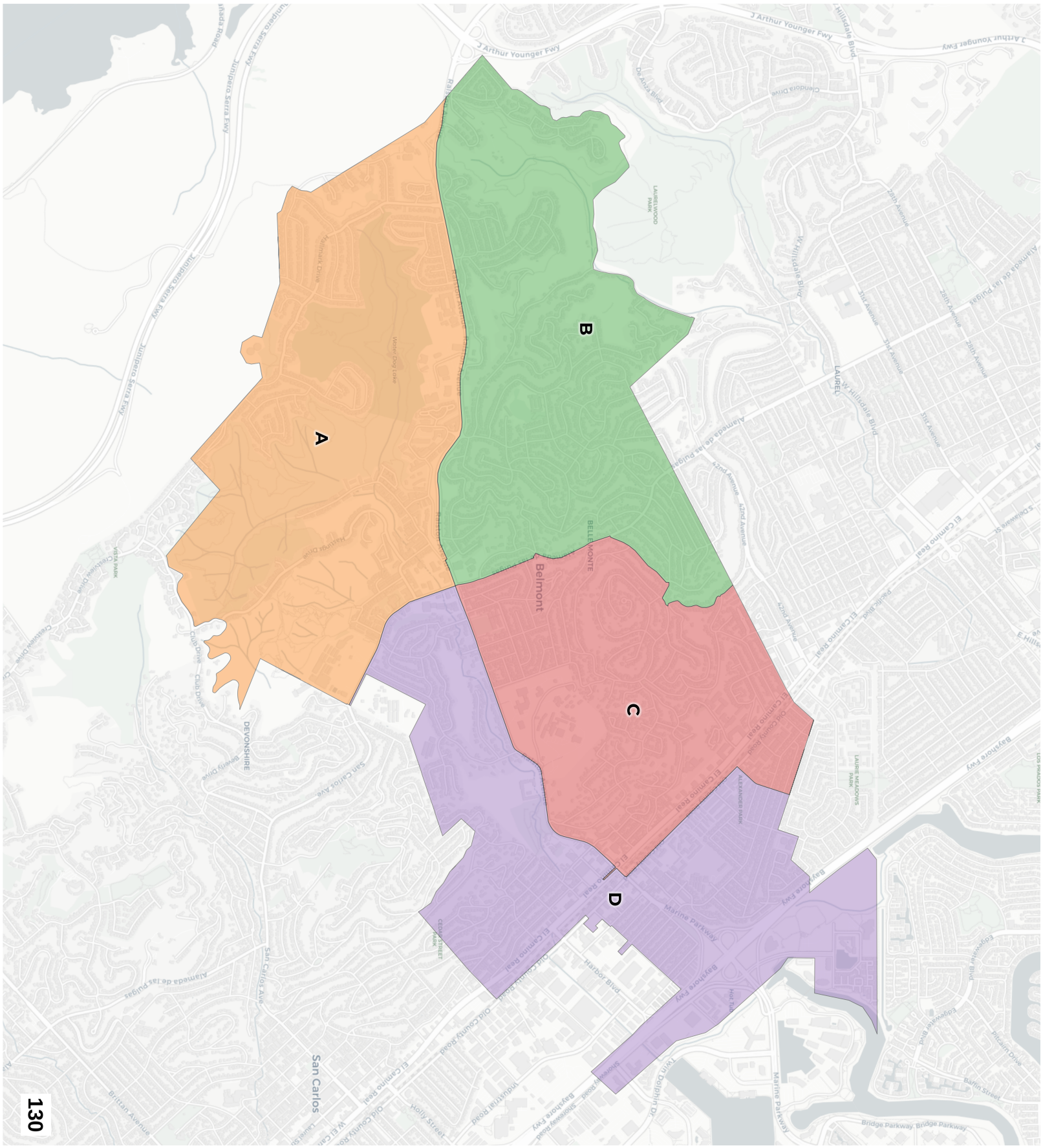




REDISTRICTING PARTNERS

City of Belmont

Draft Plan A



REDISTRICTING PARTNERS

City of Belmont
Draft Plan A

2020 Census

	A	B	C	D
Population	6,958	7,314	7,375	6,713
Deviation	-132	224	285	-377
Deviation %	-1.9%	3.2%	4.0%	-5.3%
Other	3,846	4,626	4,099	3,572
Other %	55.3%	63.2%	55.6%	53.2%
Latino	931	602	976	1,024
Latino %	13.4%	8.2%	13.2%	15.3%
Asian	2,089	2,040	2,182	2,019
Asian %	30.0%	27.9%	29.6%	30.1%
Black	92	46	118	98
Black %	1.3%	0.6%	1.6%	1.5%

Citizen Voting Age Population (CVAP)

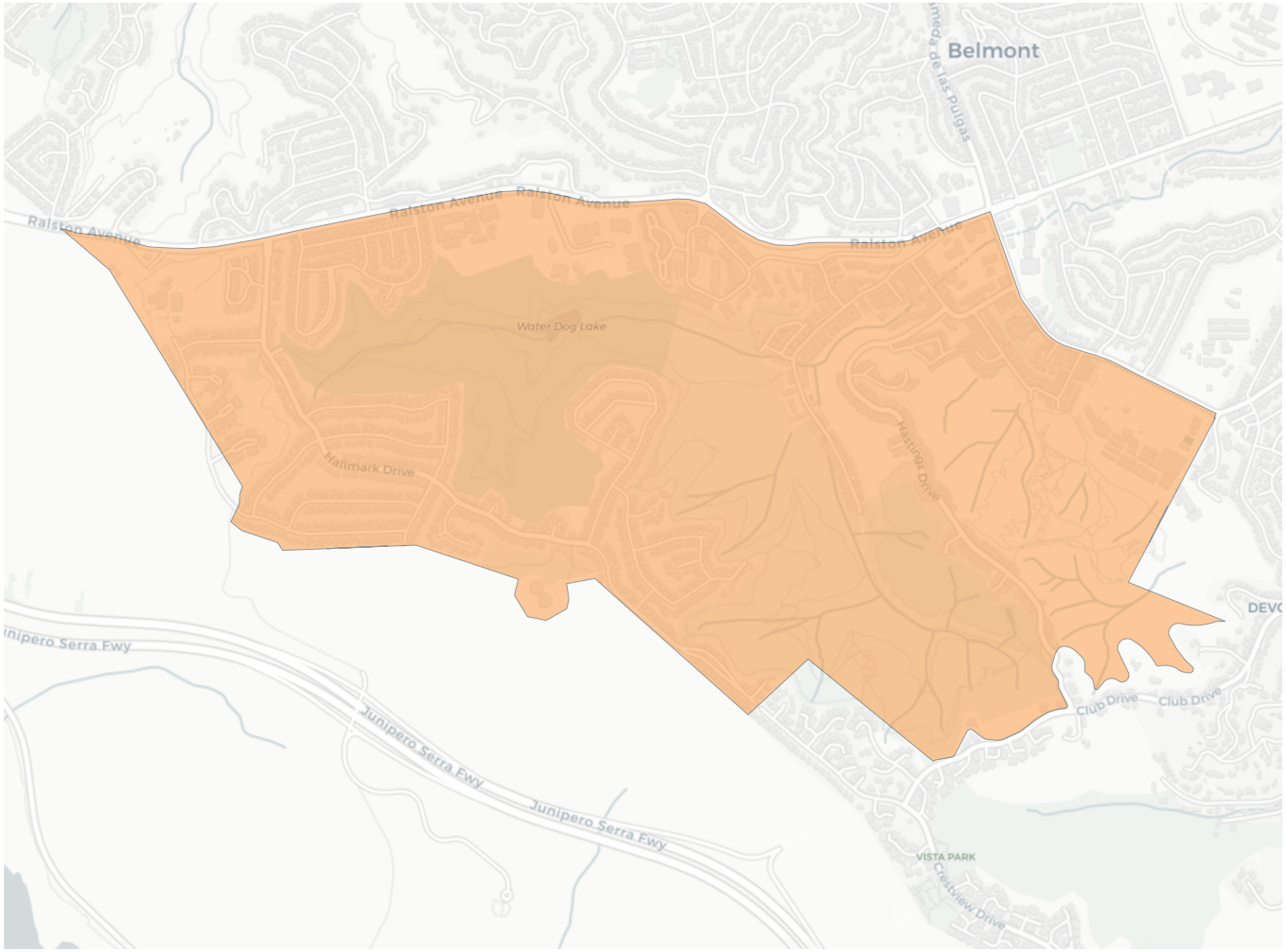
	A	B	C	D
Total CVAP	4,364	5,068	4,457	3,861
Other CVAP	2,598	3,508	2,915	2,438
Other CVAP %	59.5%	69.2%	65.4%	63.1%
Latino CVAP	549	418	555	509
Latino CVAP %	12.6%	8.2%	12.5%	13.2%
Asian CVAP	1,193	1,123	910	756
Asian CVAP %	27.3%	22.2%	20.4%	19.6%
Black CVAP	24	19	77	158
Black CVAP %	0.5%	0.4%	1.7%	4.1%

REDISTRICTING PARTNERS

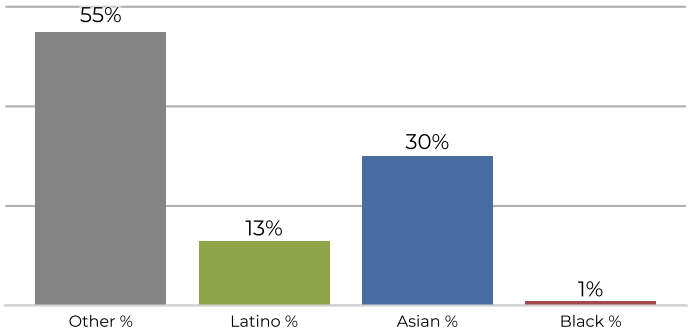
City of Belmont

Draft Plan A

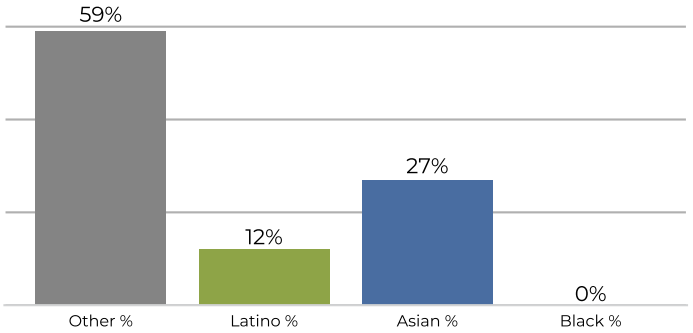
District A

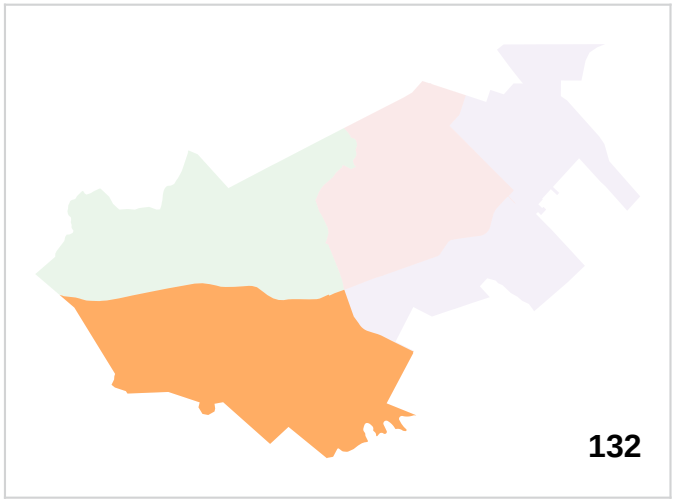


2020 Census



Citizen Voting Age Population





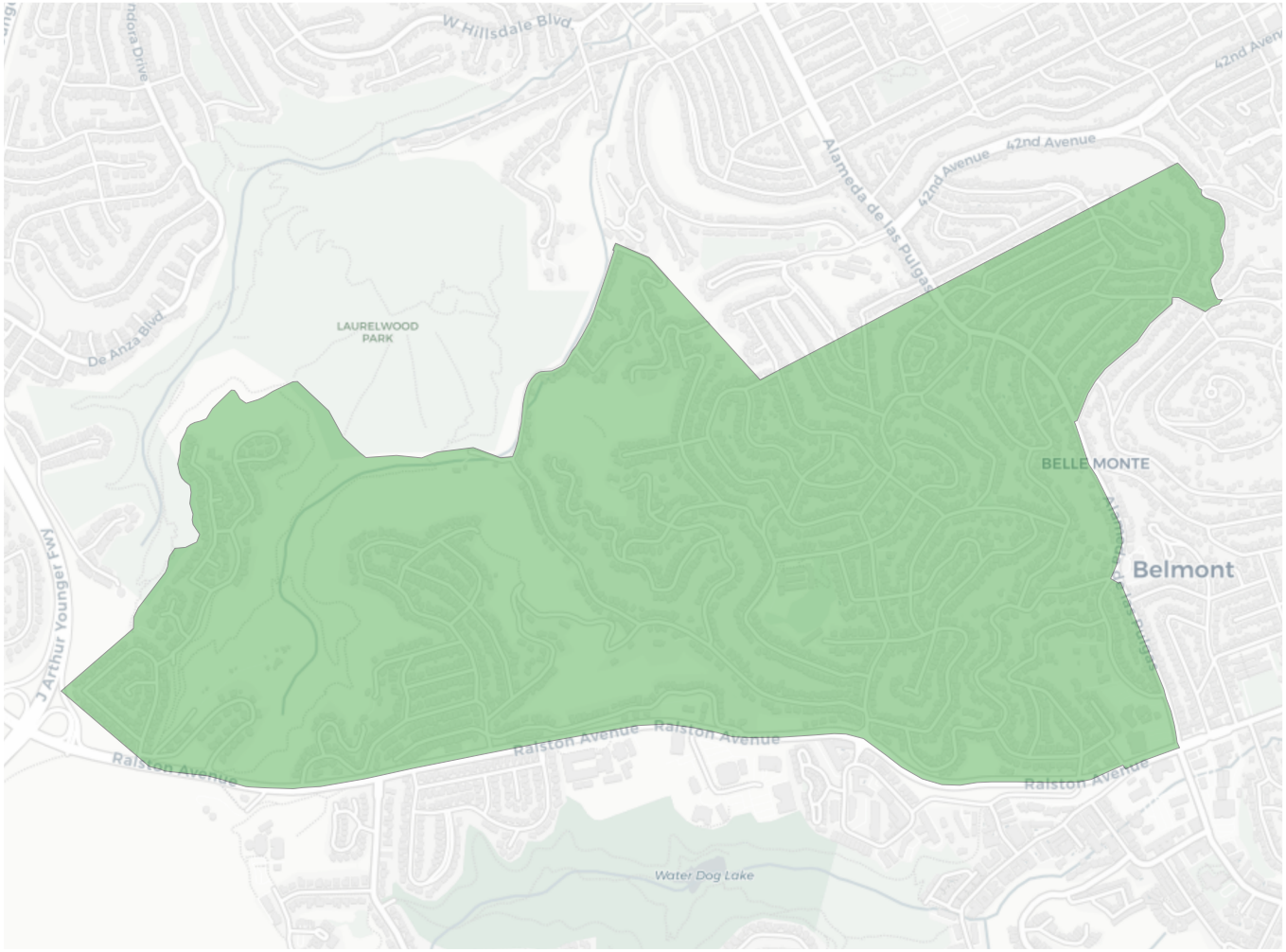
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%

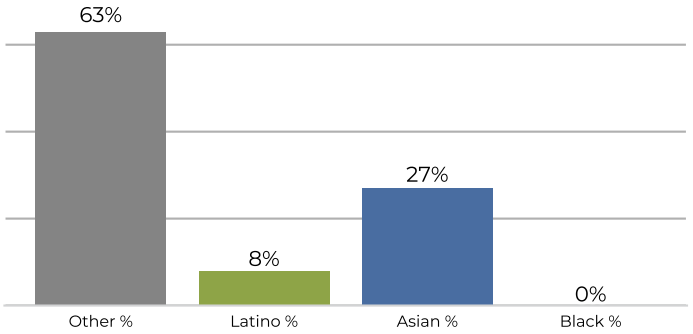
REDISTRICTING PARTNERS

City of Belmont
Draft Plan A

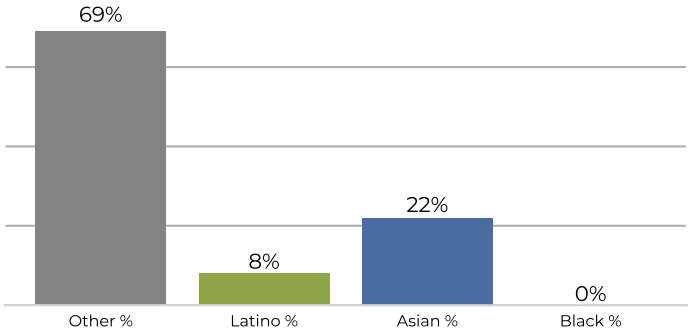
District B



2020 Census

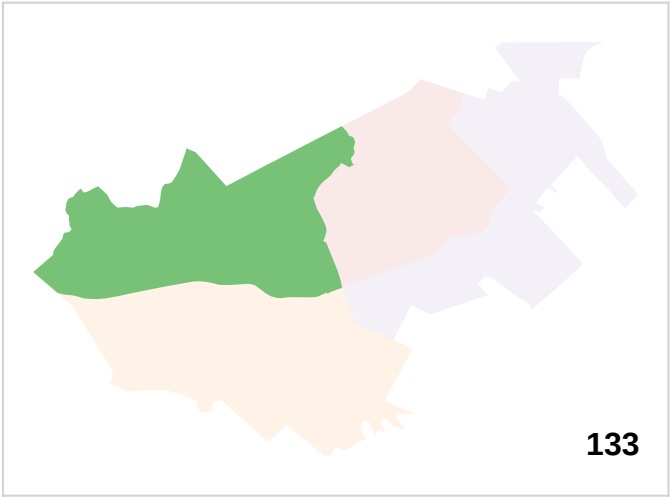


Citizen Voting Age Population



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,314	224	3.2%	4,626	63.2%	602	8.2%	2,040	27.9%	46	0.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
5,068	3,508	69.2%	418	8.2%	1,123	22.2%	19	0.4%

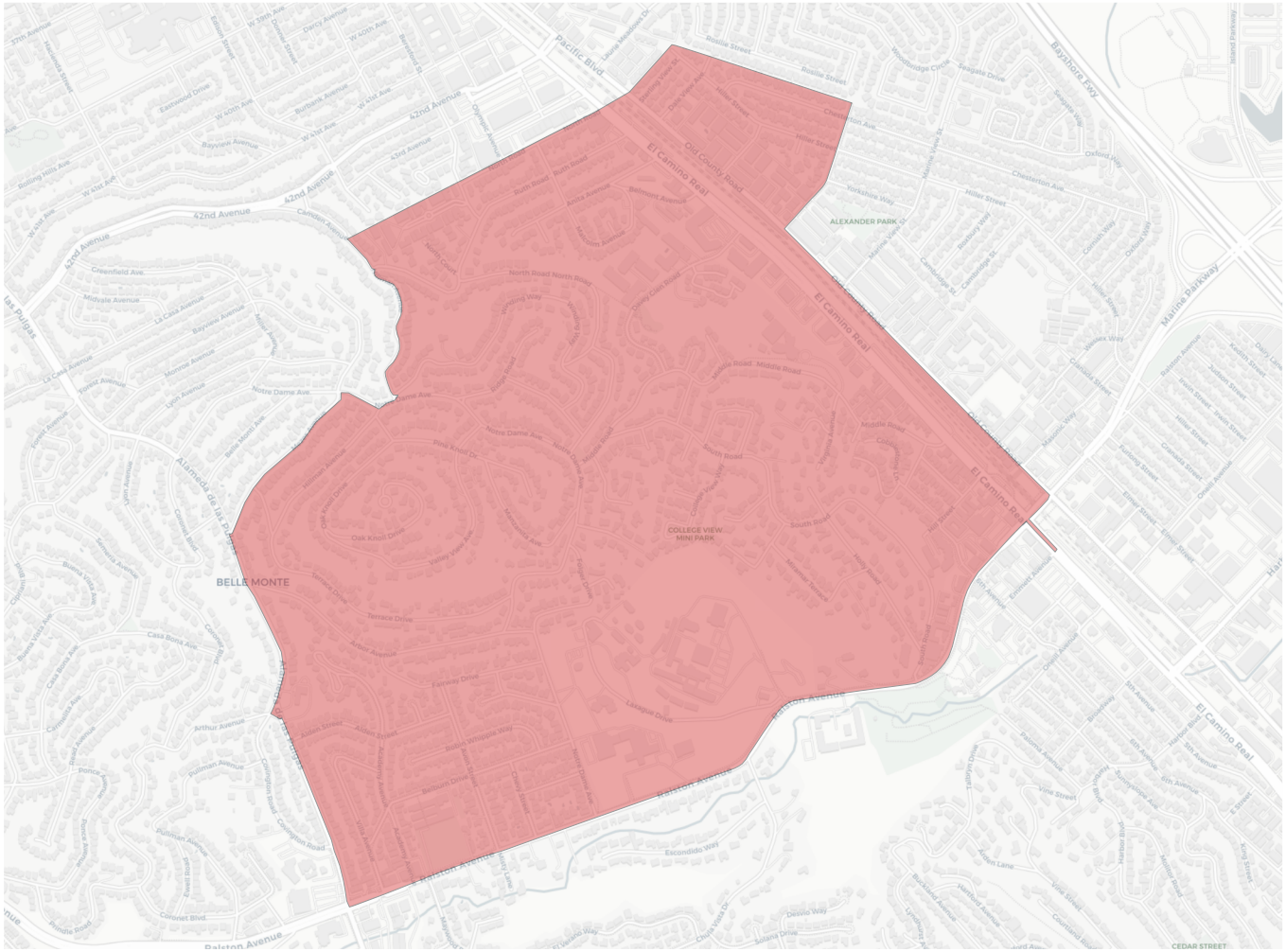


REDISTRICTING PARTNERS

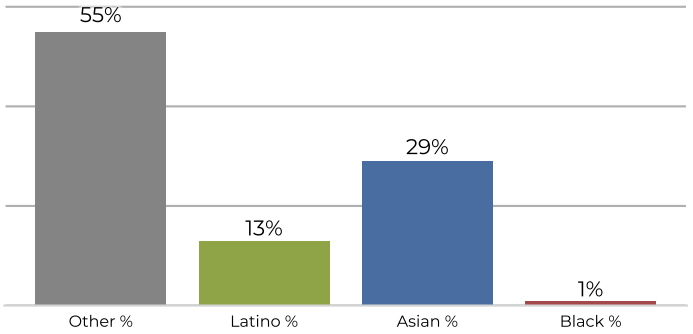
City of Belmont

Draft Plan A

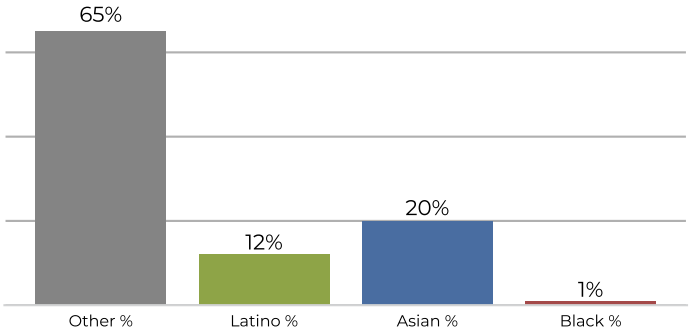
District C

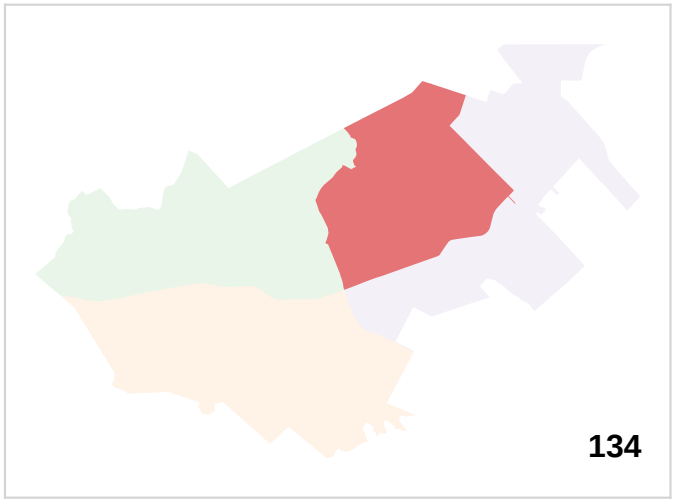


2020 Census



Citizen Voting Age Population





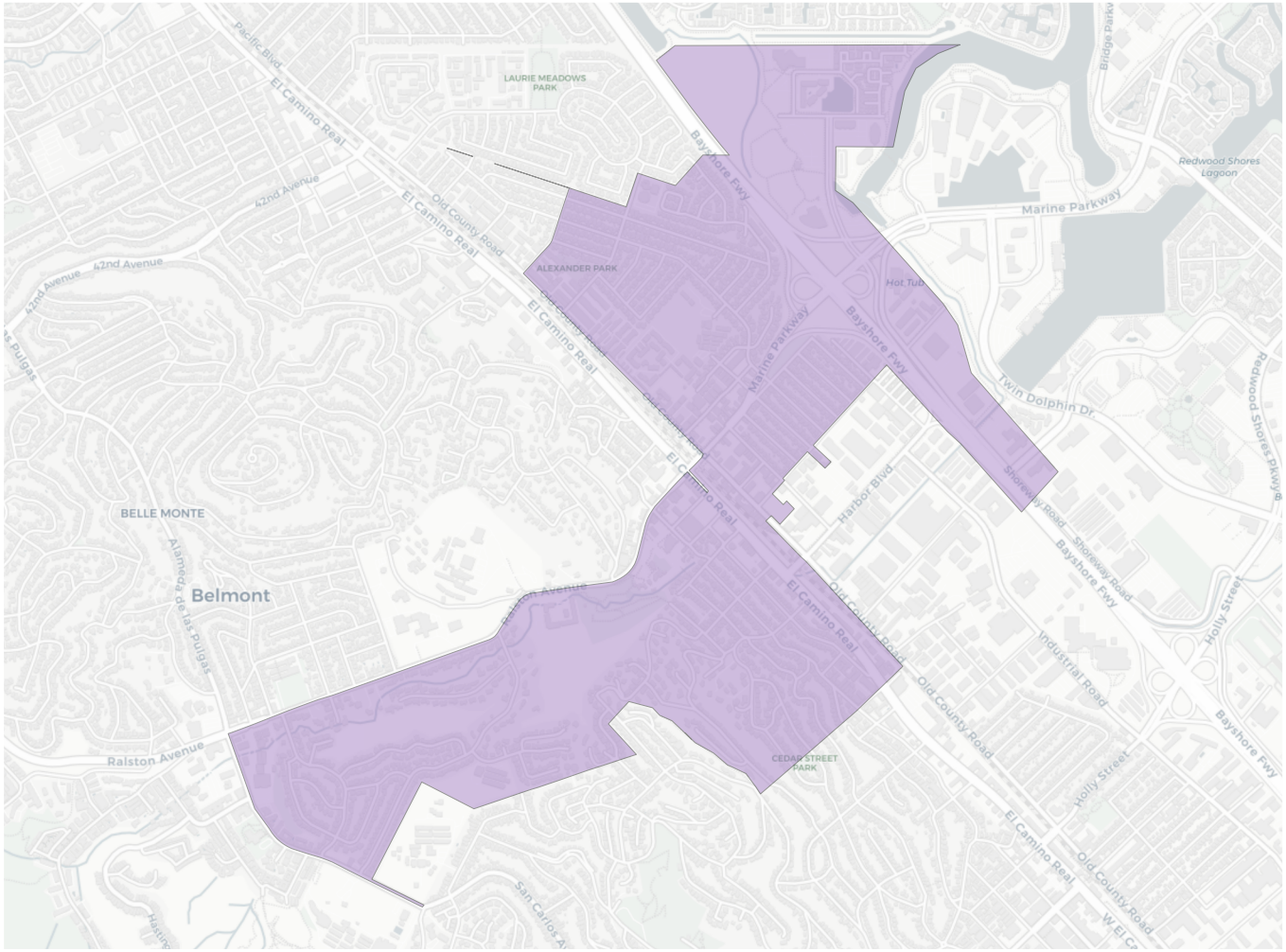
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,375	285	4.0%	4,099	55.6%	976	13.2%	2,182	29.6%	118	1.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,457	2,915	65.4%	555	12.5%	910	20.4%	77	1.7%

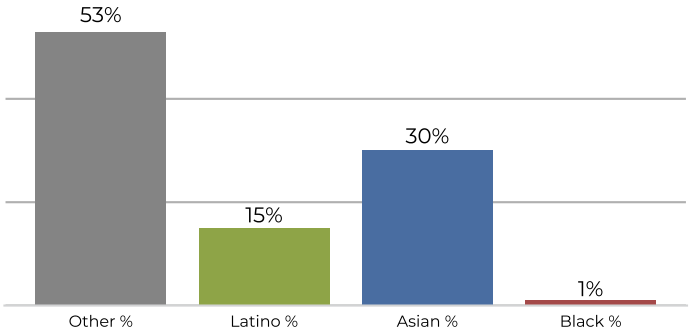
REDISTRICTING PARTNERS

City of Belmont
Draft Plan A

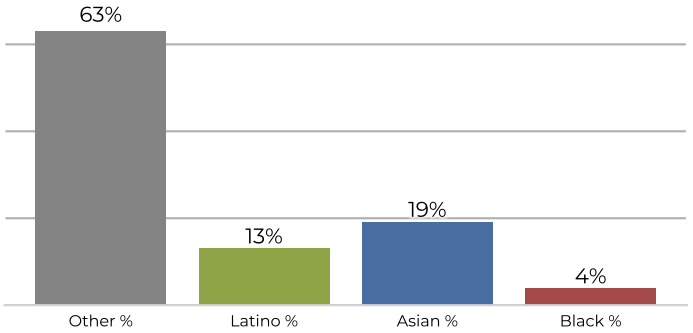
District D

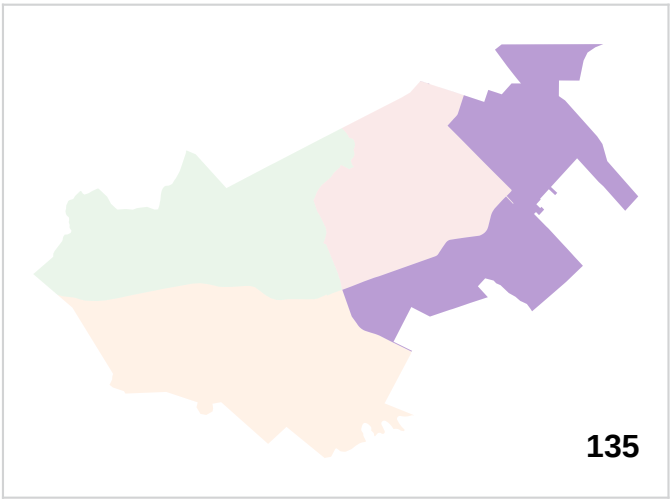


2020 Census



Citizen Voting Age Population





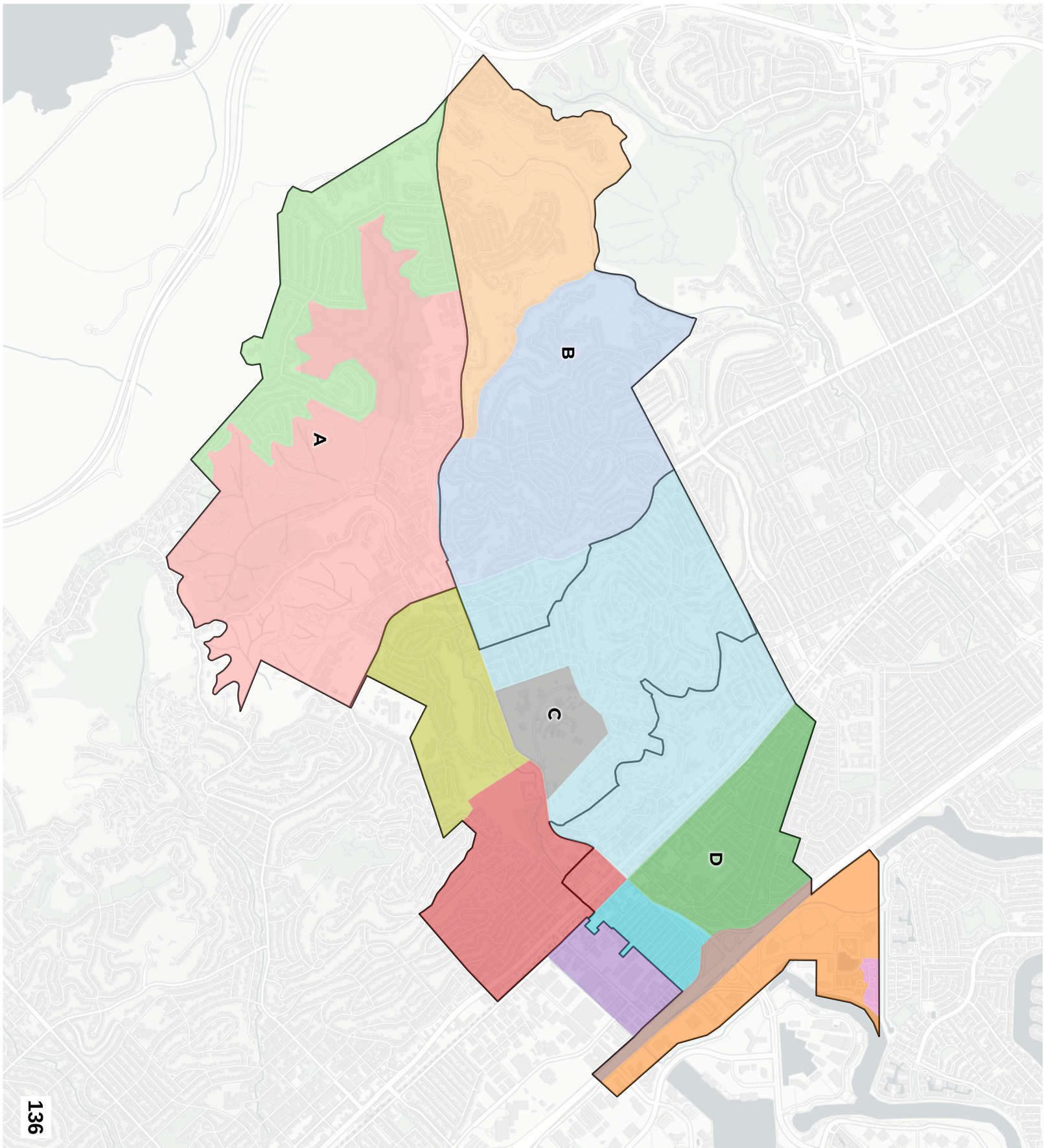
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,713	-377	-5.3%	3,572	53.2%	1,024	15.3%	2,019	30.1%	98	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
3,861	2,438	63.1%	509	13.2%	756	19.6%	158	4.1%

REDISTRICTING PARTNERS

City of Belmont

Draft Plan B with Neighborhoods



REDISTRICTING PARTNERS

City of Belmont
Draft Plan B with Neighborhoods

2020 Census

	A	B	C	D
Population	6,958	7,010	7,197	7,195
Deviation	-132	-80	107	105
Deviation %	-1.9%	-1.1%	1.5%	1.5%
Other	3,846	4,396	4,412	3,489
Other %	55.3%	62.7%	61.3%	48.5%
Latino	931	591	960	1,051
Latino %	13.4%	8.4%	13.3%	14.6%
Asian	2,089	1,978	1,718	2,545
Asian %	30.0%	28.2%	23.9%	35.4%
Black	92	45	107	110
Black %	1.3%	0.6%	1.5%	1.5%

Citizen Voting Age Population (CVAP)

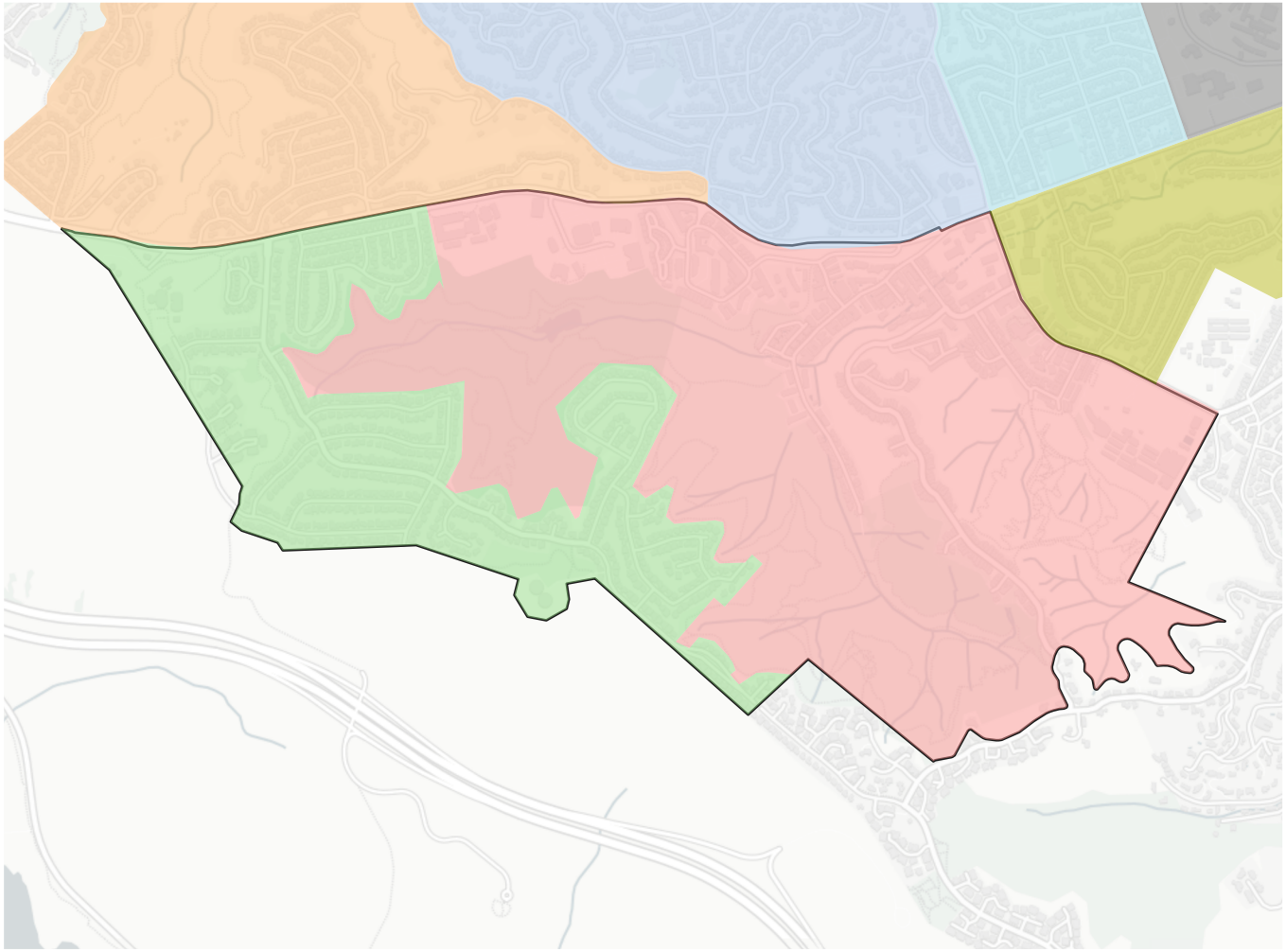
	A	B	C	D
Total CVAP	4,364	4,871	4,448	4,067
Other CVAP	2,598	3,386	3,174	2,301
Other CVAP %	59.5%	69.5%	71.4%	56.6%
Latino CVAP	549	451	483	548
Latino CVAP %	12.6%	9.3%	10.9%	13.5%
Asian CVAP	1,193	1,012	684	1,093
Asian CVAP %	27.3%	20.8%	15.4%	26.9%
Black CVAP	24	22	107	125
Black CVAP %	0.5%	0.5%	2.4%	3.1%

REDISTRICTING PARTNERS

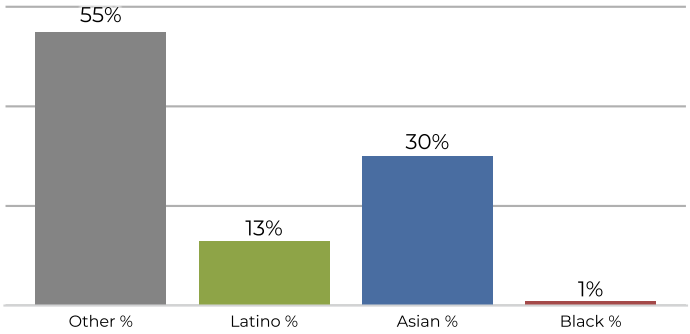
City of Belmont

Draft Plan B with Neighborhoods

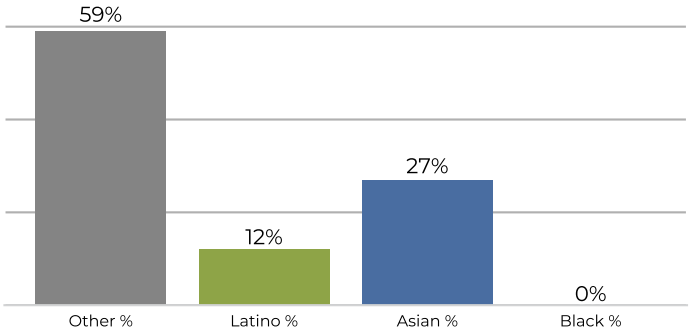
District A



2020 Census

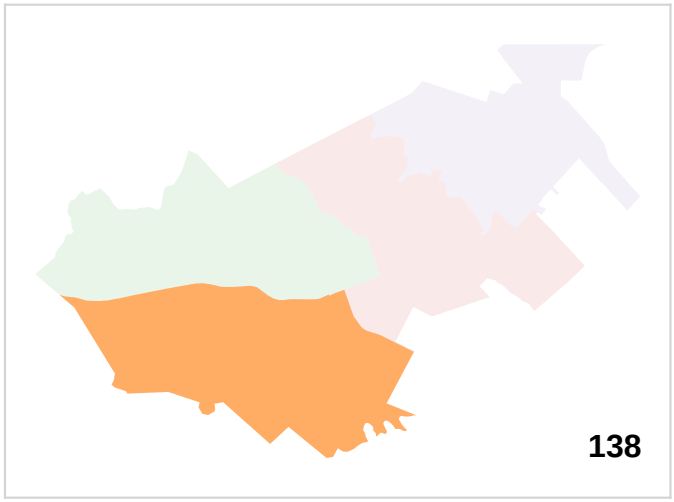


Citizen Voting Age Population



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%

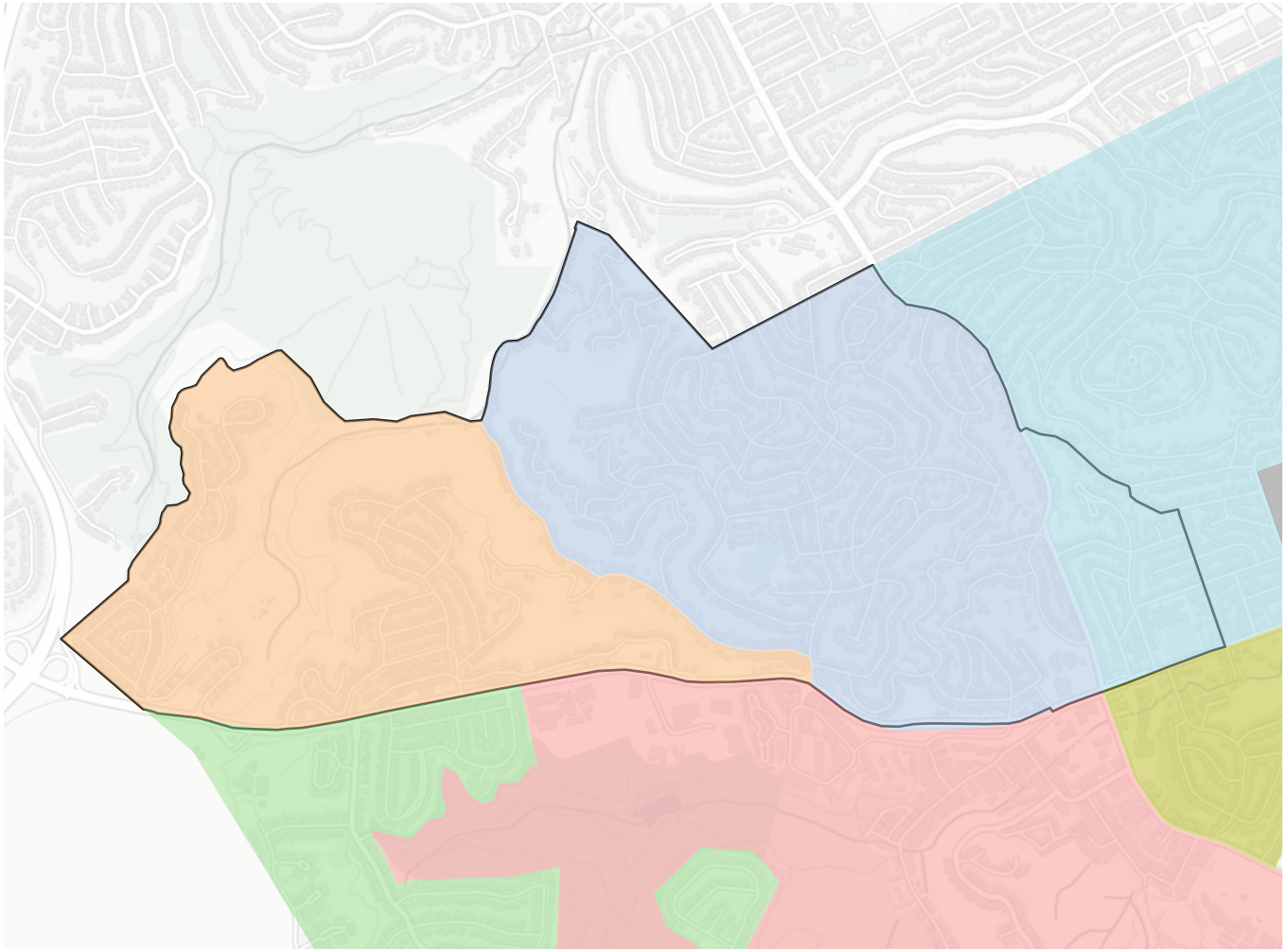


REDISTRICTING PARTNERS

City of Belmont

Draft Plan B with Neighborhoods

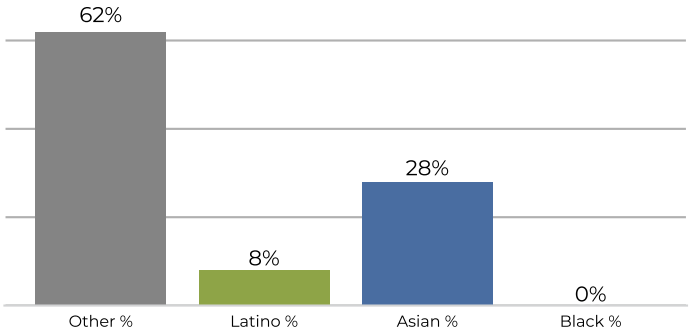
District B



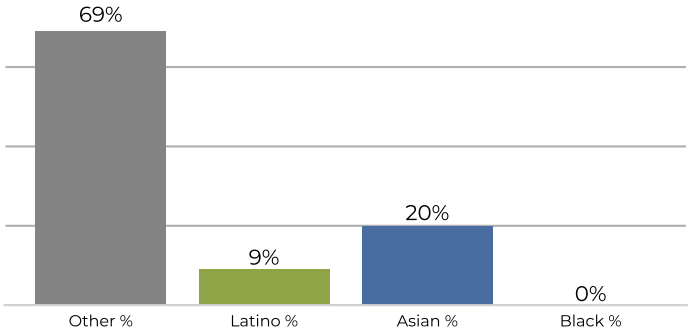
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,010	-80	-1.1%	4,396	62.7%	591	8.4%	1,978	28.2%	45	0.6%

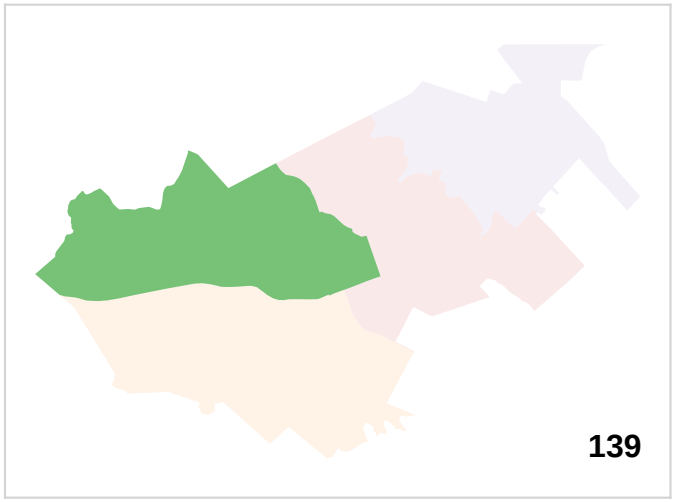
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,871	3,386	69.5%	451	9.3%	1,012	20.8%	22	0.5%

2020 Census



Citizen Voting Age Population



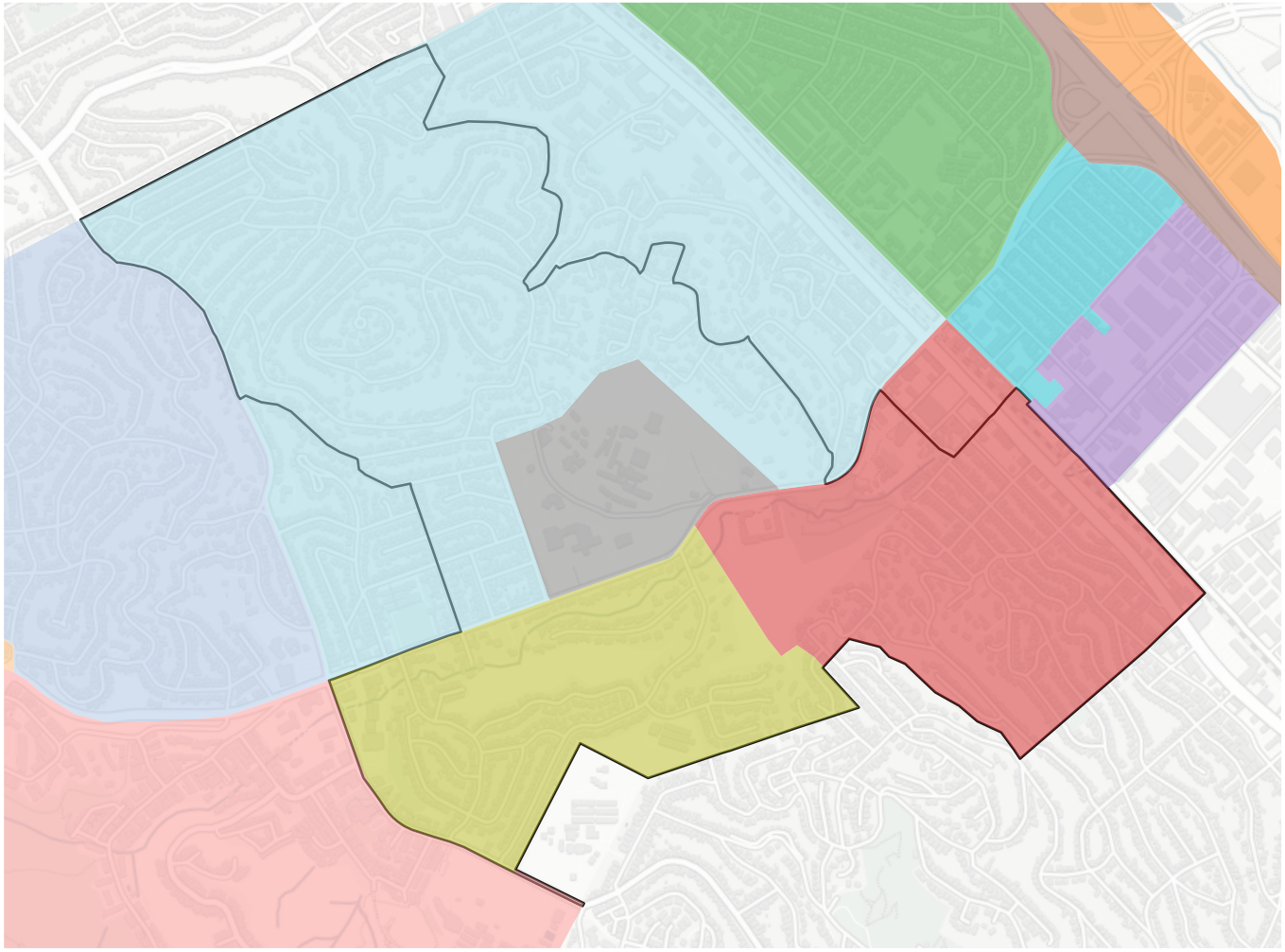


REDISTRICTING PARTNERS

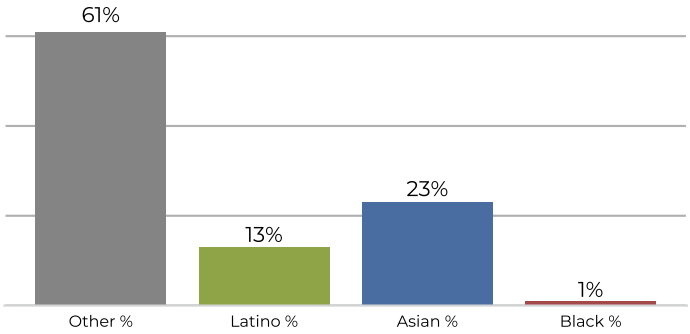
City of Belmont

Draft Plan B with Neighborhoods

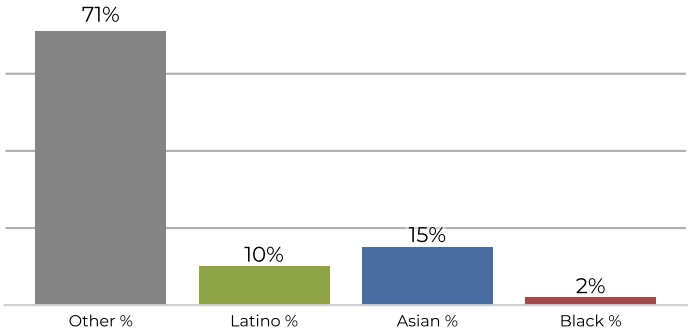
District C



2020 Census

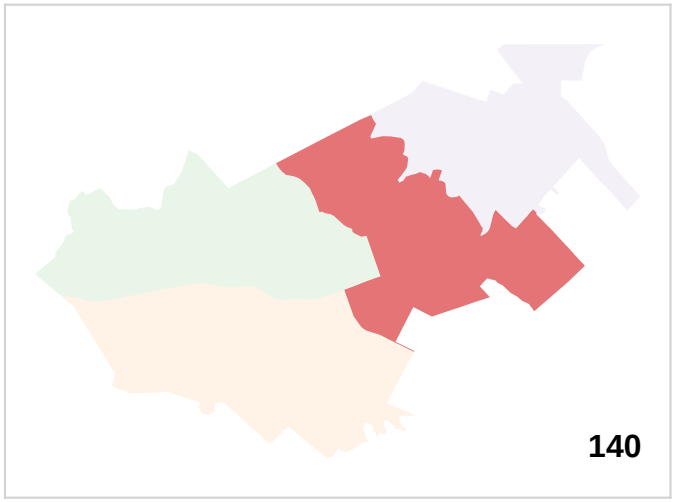


Citizen Voting Age Population



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,197	107	1.5%	4,412	61.3%	960	13.3%	1,718	23.9%	107	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,448	3,174	71.4%	483	10.9%	684	15.4%	107	2.4%

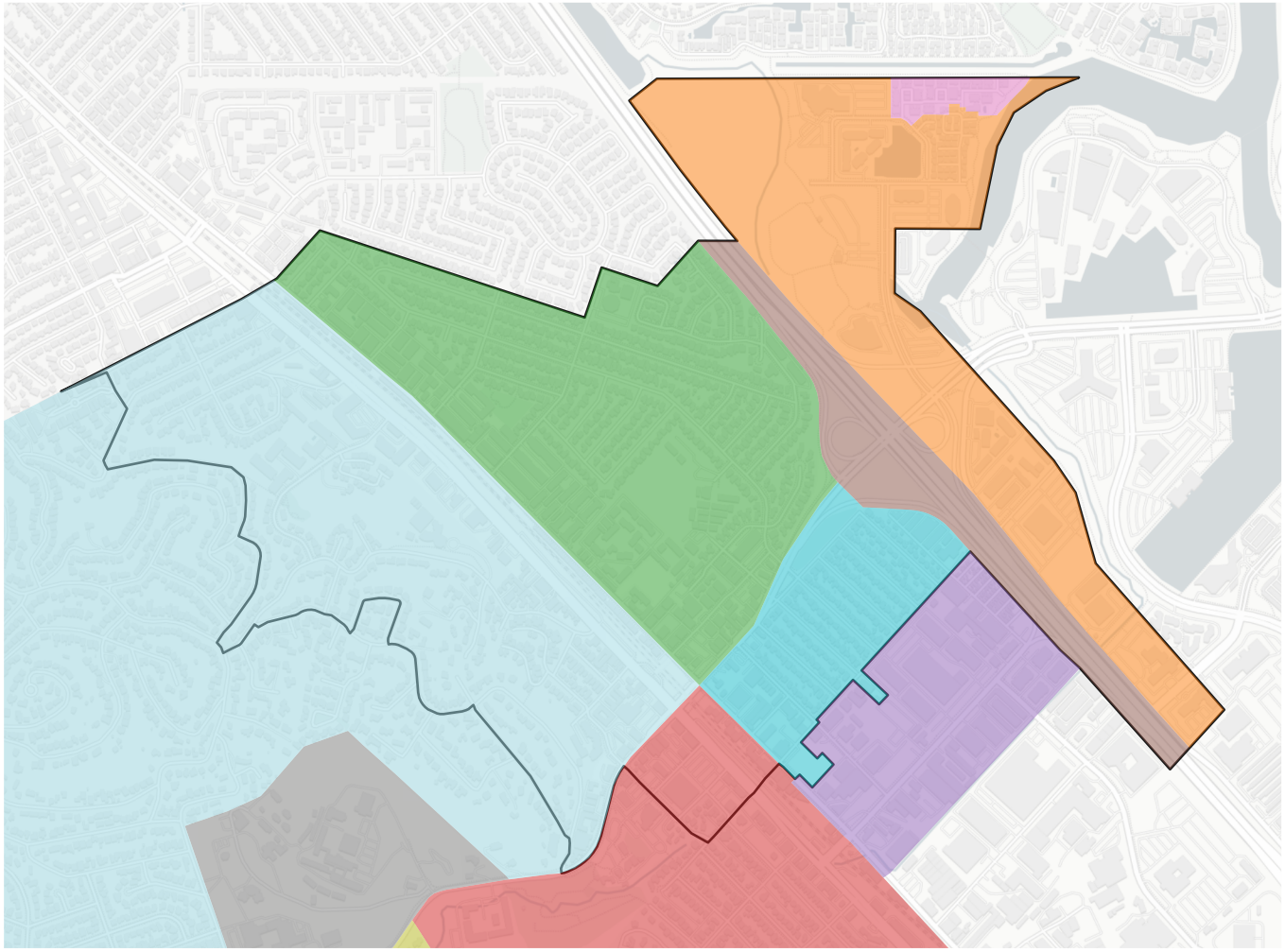


REDISTRICTING PARTNERS

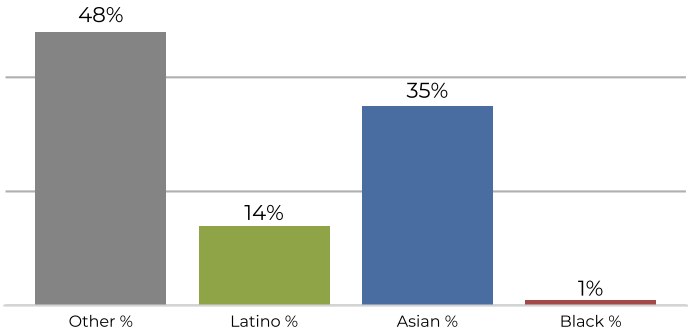
City of Belmont

Draft Plan B with Neighborhoods

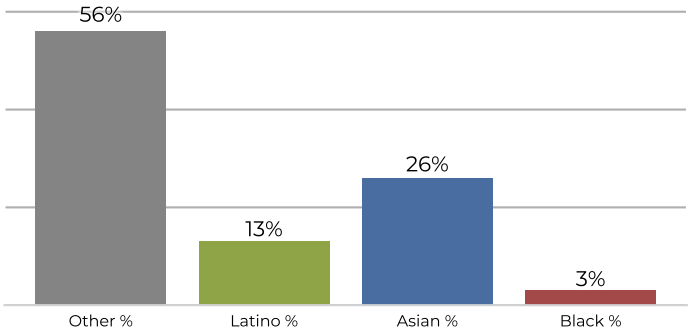
District D

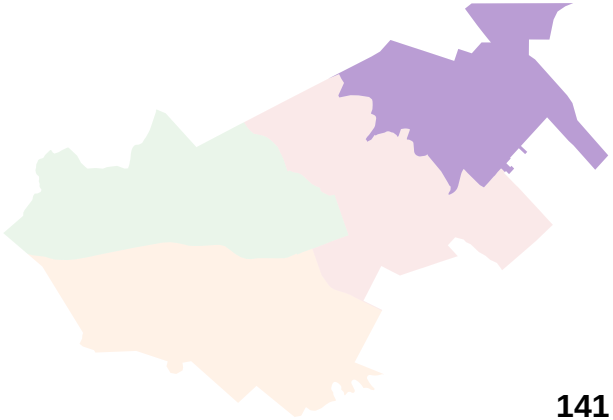


2020 Census



Citizen Voting Age Population





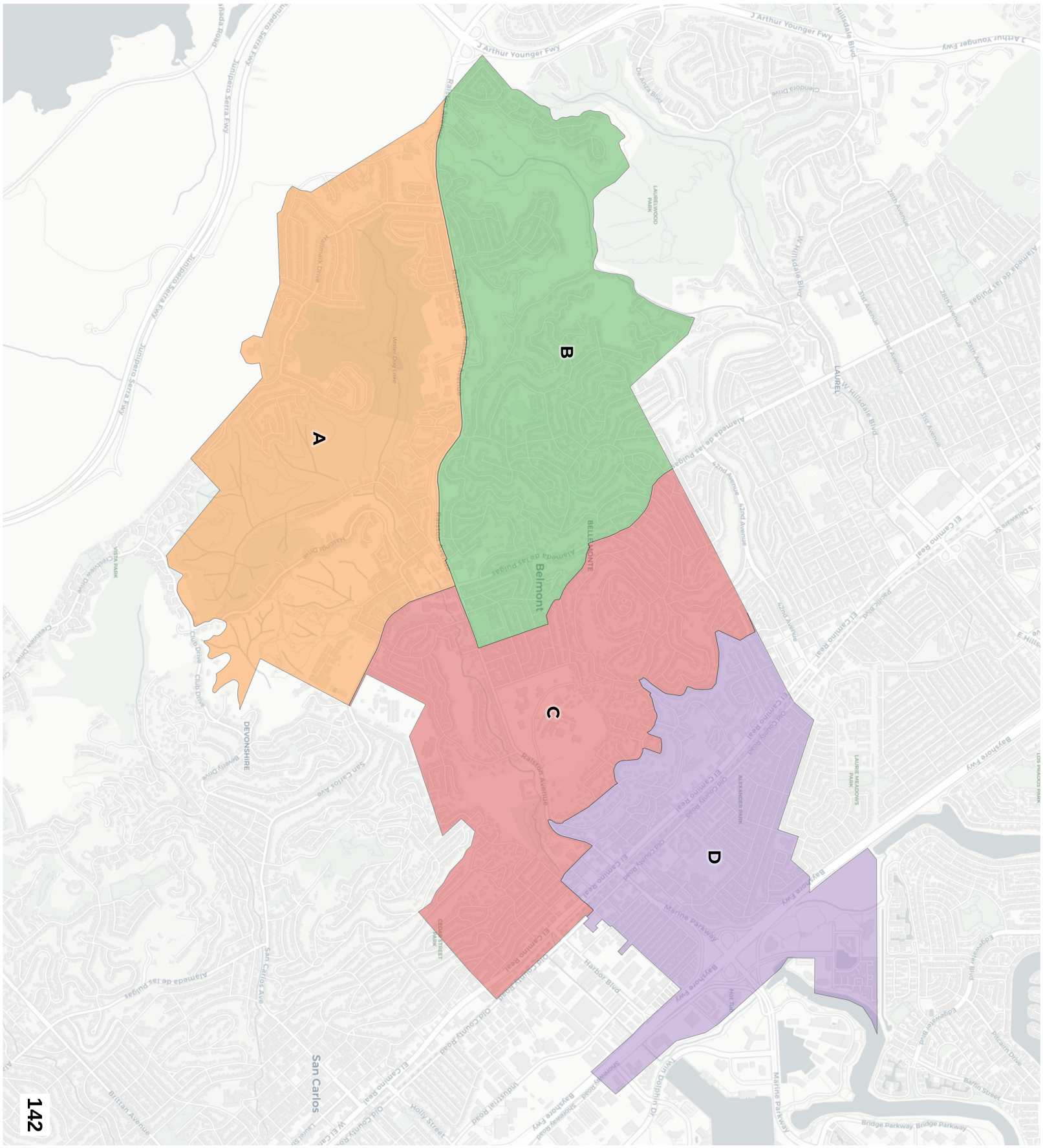
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,195	105	1.5%	3,489	48.5%	1,051	14.6%	2,545	35.4%	110	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,067	2,301	56.6%	548	13.5%	1,093	26.9%	125	3.1%

REDISTRICTING PARTNERS

City of Belmont

Draft Plan B



2020 Census

	A	B	C	D
Population	6,958	7,010	7,197	7,195
Deviation	-132	-80	107	105
Deviation %	-1.9%	-1.1%	1.5%	1.5%
Other	3,846	4,396	4,412	3,489
Other %	55.3%	62.7%	61.3%	48.5%
Latino	931	591	960	1,051
Latino %	13.4%	8.4%	13.3%	14.6%
Asian	2,089	1,978	1,718	2,545
Asian %	30.0%	28.2%	23.9%	35.4%
Black	92	45	107	110
Black %	1.3%	0.6%	1.5%	1.5%

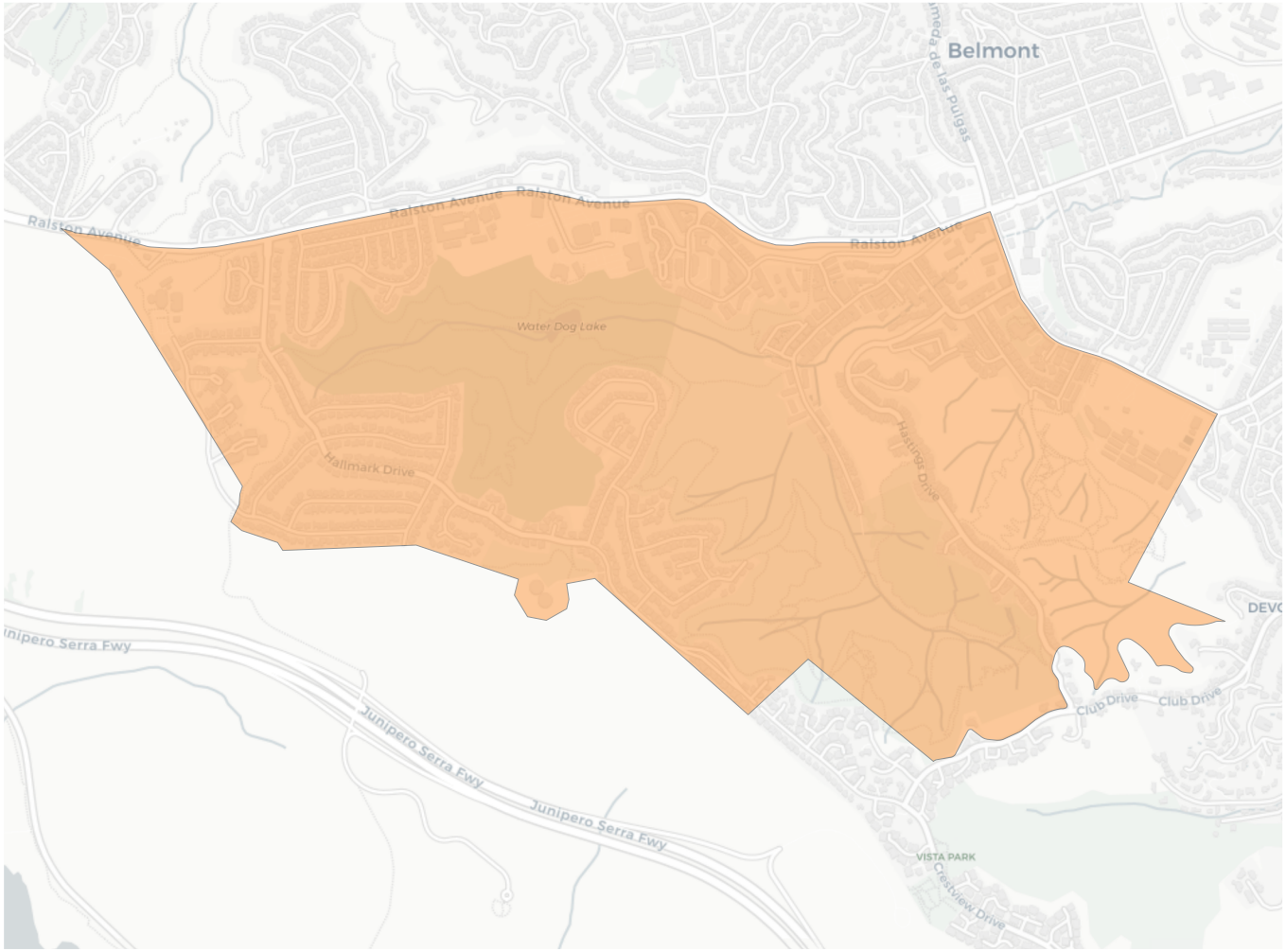
Citizen Voting Age Population (CVAP)

	A	B	C	D
Total CVAP	4,364	4,871	4,448	4,067
Other CVAP	2,598	3,386	3,174	2,301
Other CVAP %	59.5%	69.5%	71.4%	56.6%
Latino CVAP	549	451	483	548
Latino CVAP %	12.6%	9.3%	10.9%	13.5%
Asian CVAP	1,193	1,012	684	1,093
Asian CVAP %	27.3%	20.8%	15.4%	26.9%
Black CVAP	24	22	107	125
Black CVAP %	0.5%	0.5%	2.4%	3.1%

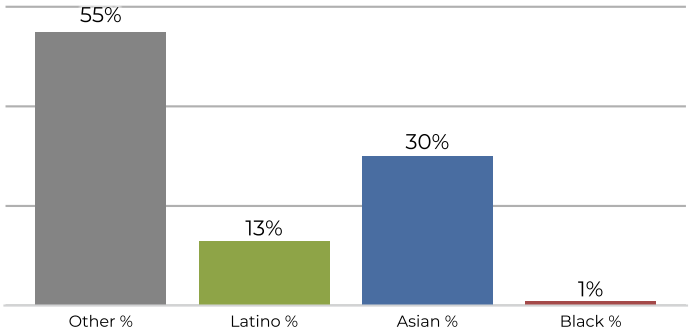
REDISTRICTING PARTNERS

City of Belmont
Draft Plan B

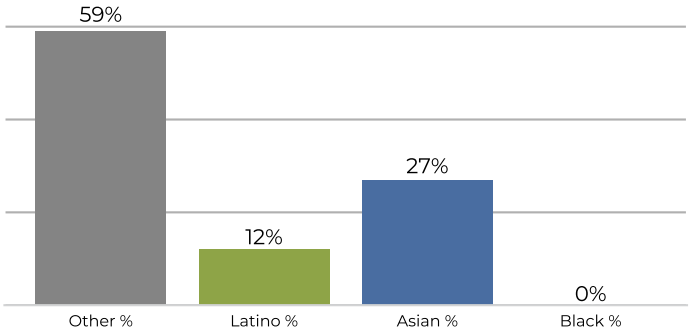
District A

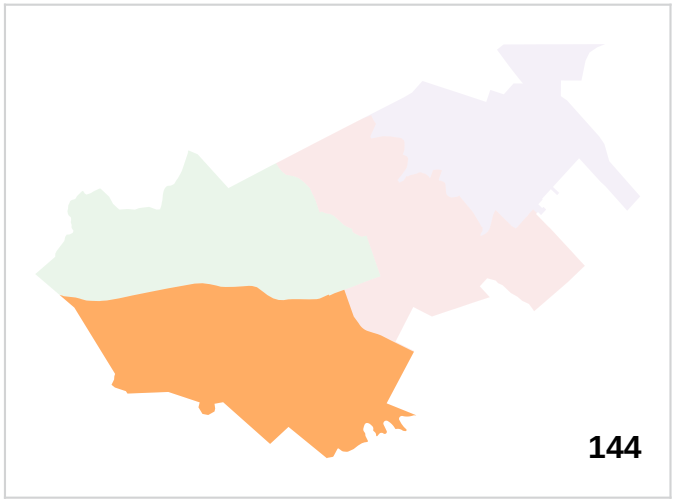


2020 Census



Citizen Voting Age Population





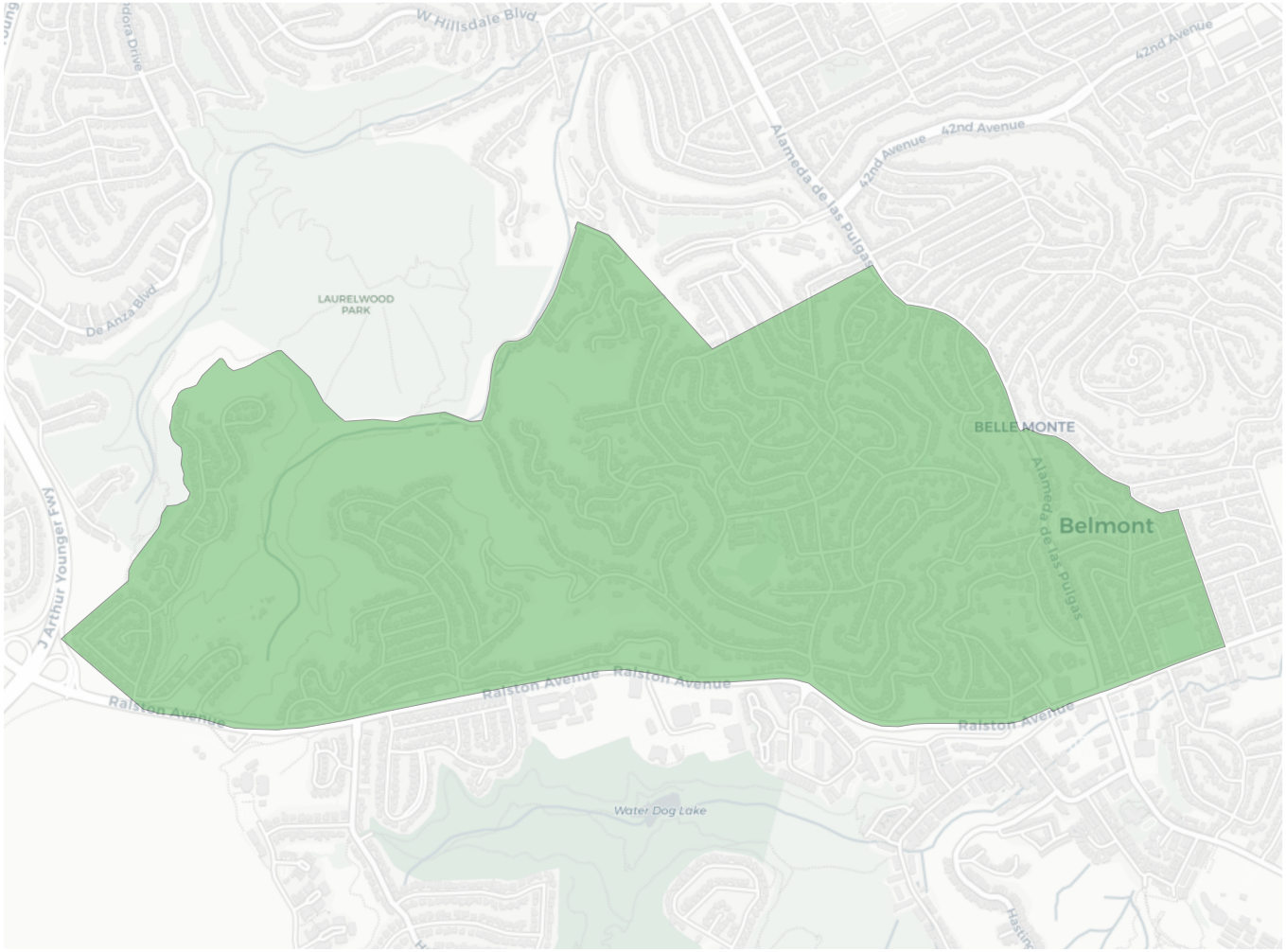
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%

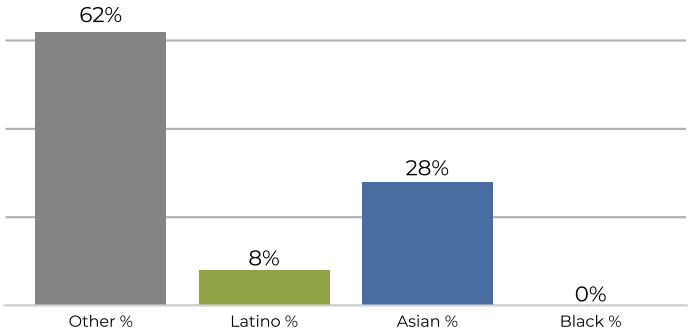
REDISTRICTING PARTNERS

City of Belmont
Draft Plan B

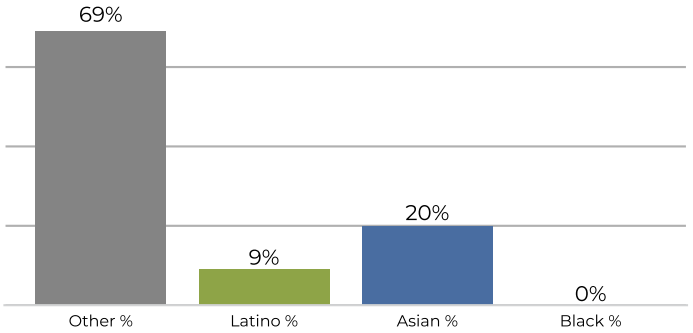
District B

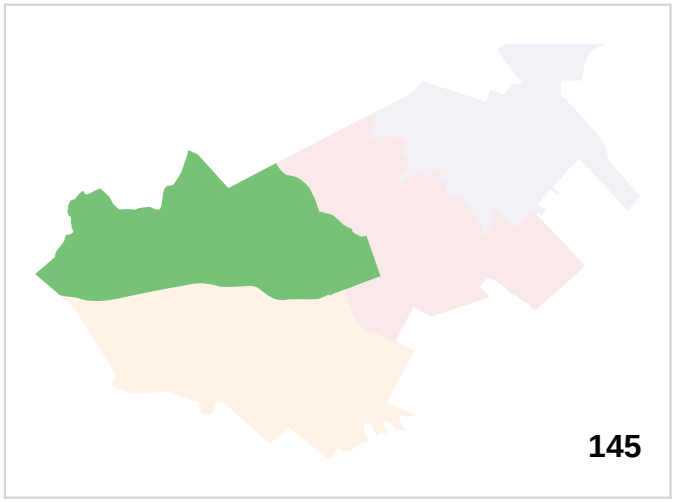


2020 Census



Citizen Voting Age Population





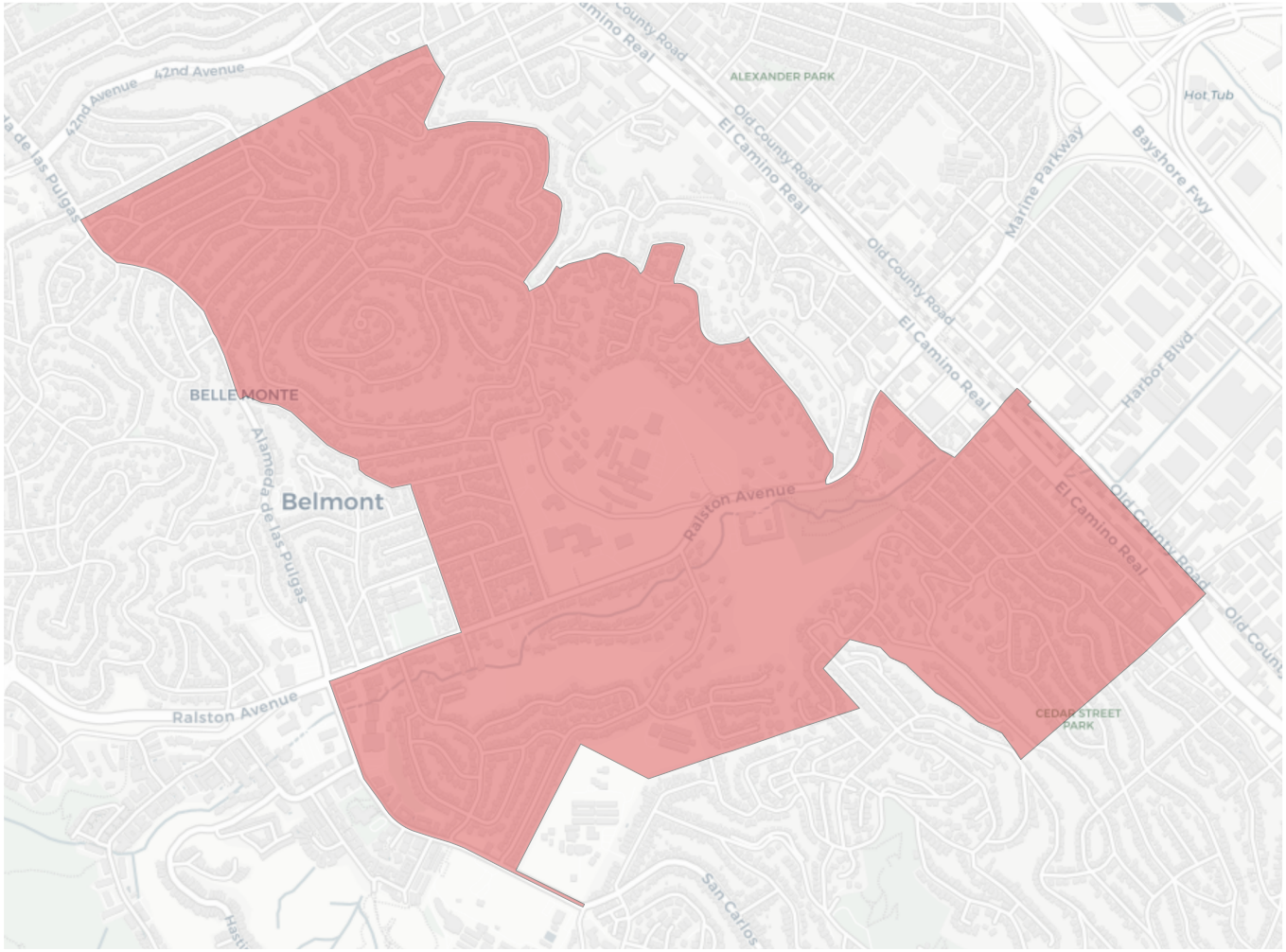
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,010	-80	-1.1%	4,396	62.7%	591	8.4%	1,978	28.2%	45	0.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,871	3,386	69.5%	451	9.3%	1,012	20.8%	22	0.5%

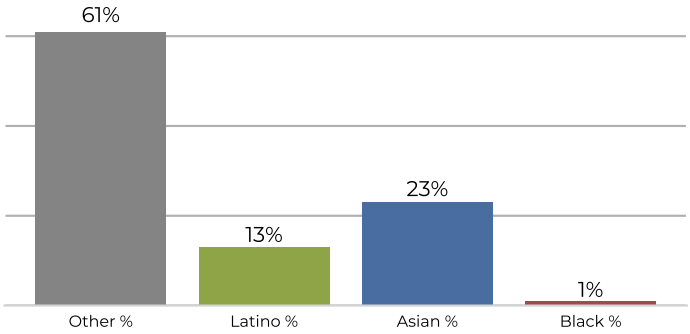
REDISTRICTING PARTNERS

City of Belmont
Draft Plan B

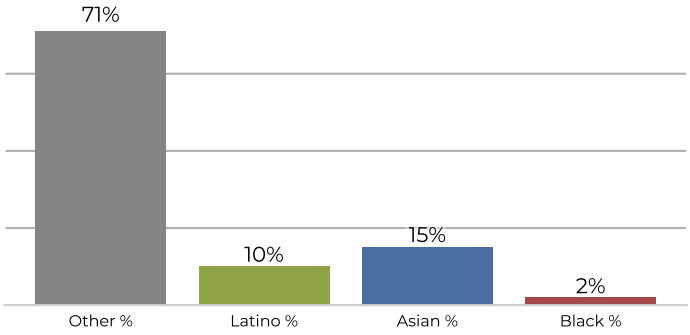
District C



2020 Census

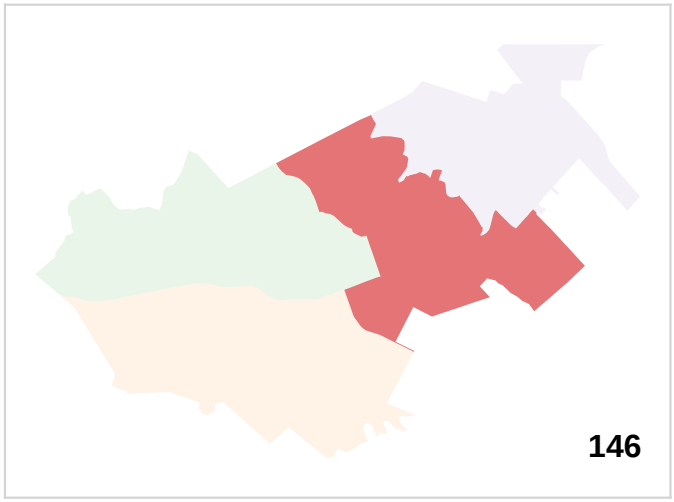


Citizen Voting Age Population



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,197	107	1.5%	4,412	61.3%	960	13.3%	1,718	23.9%	107	1.5%

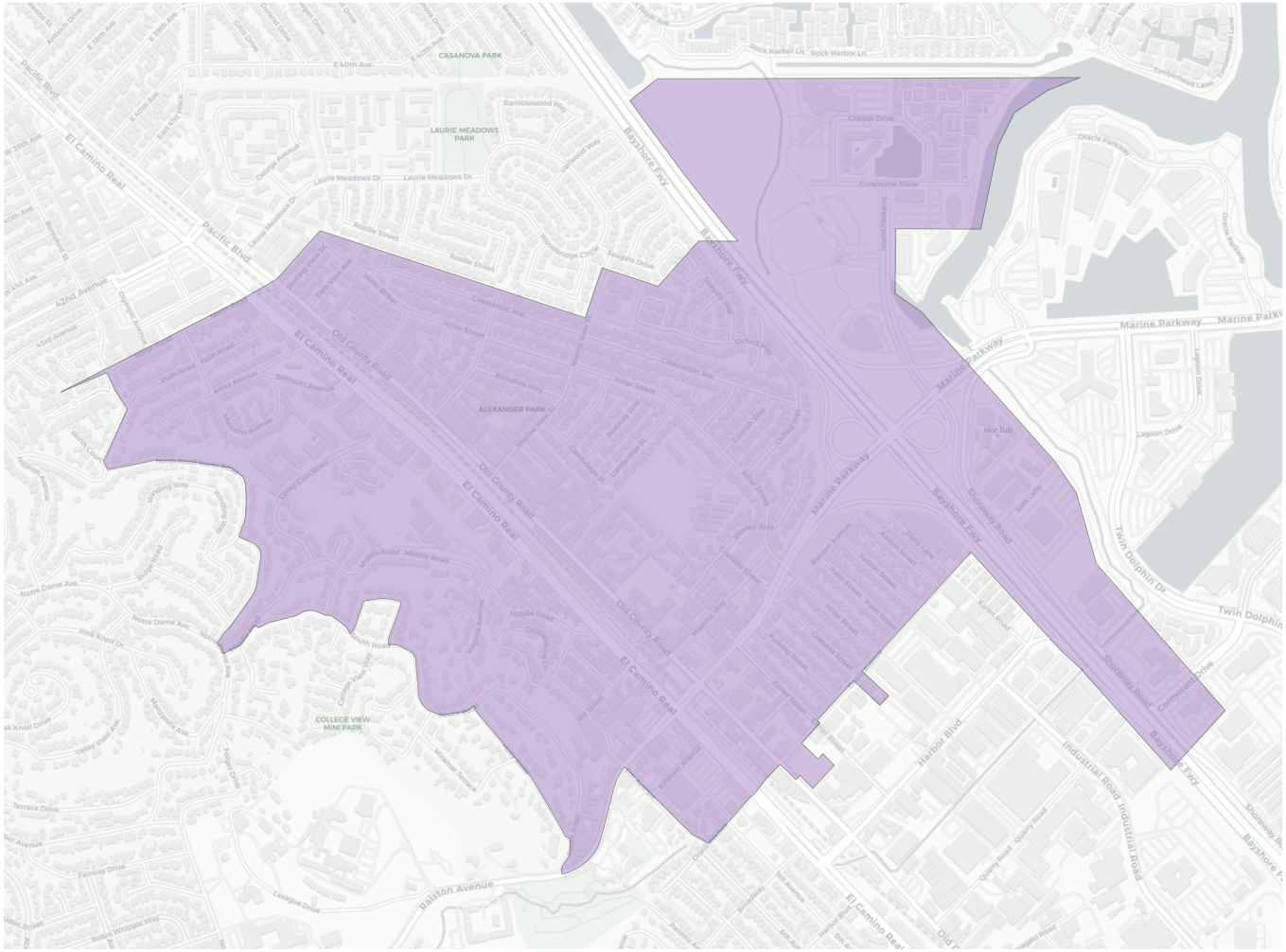
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,448	3,174	71.4%	483	10.9%	684	15.4%	107	2.4%



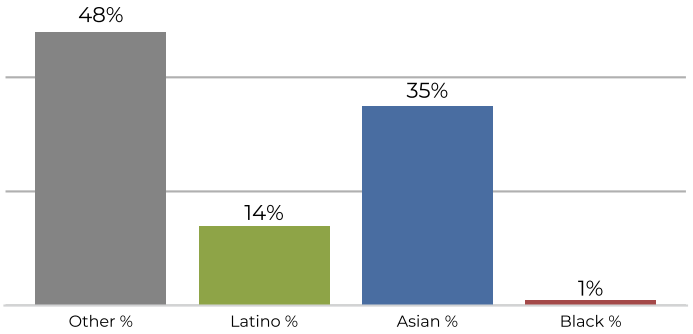
REDISTRICTING PARTNERS

City of Belmont
Draft Plan B

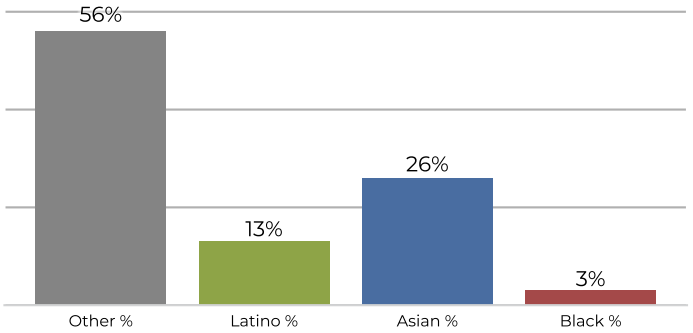
District D

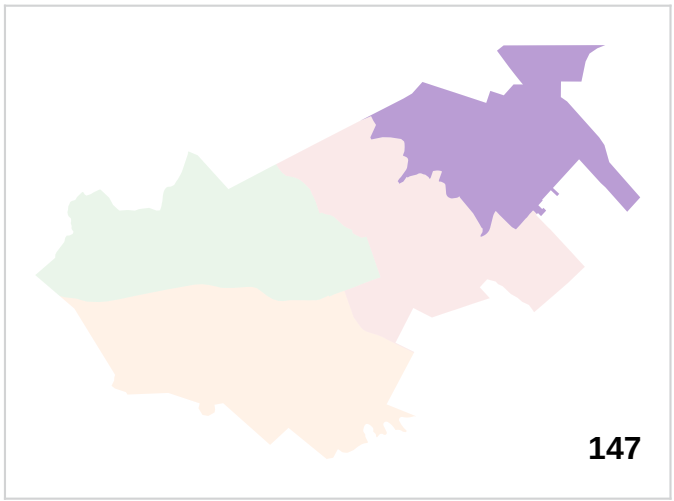


2020 Census



Citizen Voting Age Population





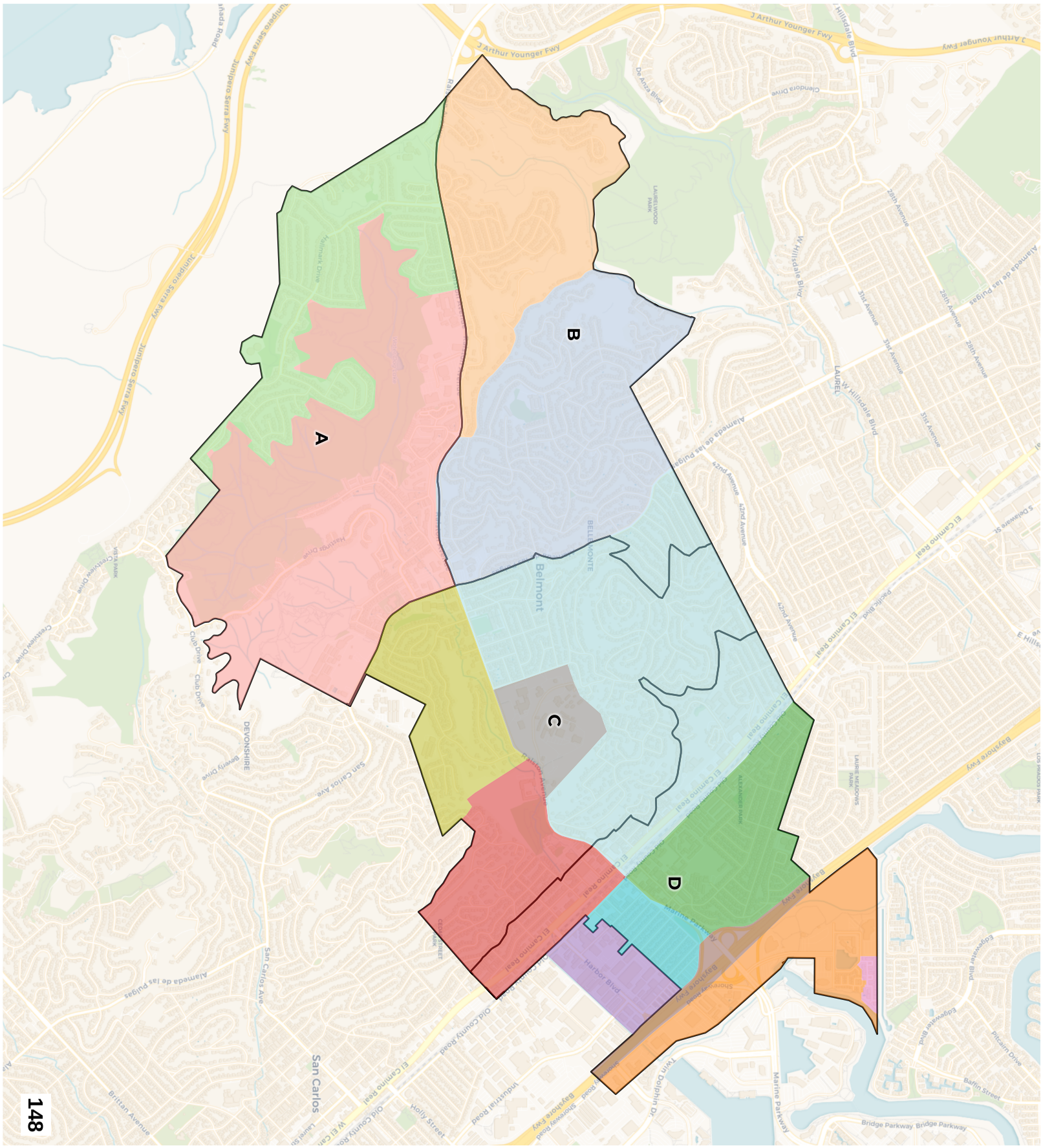
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,195	105	1.5%	3,489	48.5%	1,051	14.6%	2,545	35.4%	110	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,067	2,301	56.6%	548	13.5%	1,093	26.9%	125	3.1%

REDISTRICTING PARTNERS

City of Belmont

Draft Plan C with neighborhoods



REDISTRICTING PARTNERS

City of Belmont

Draft Plan C with neighborhoods

2020 Census

	A	B	C	D
Population	6,958	7,128	7,165	7,109
Deviation	-132	38	75	19
Deviation %	-1.9%	0.5%	1.1%	0.3%
Other	3,846	4,489	4,426	3,382
Other %	55.3%	63.0%	61.8%	47.6%
Latino	931	586	918	1,098
Latino %	13.4%	8.2%	12.8%	15.4%
Asian	2,089	2,012	1,715	2,514
Asian %	30.0%	28.2%	23.9%	35.4%
Black	92	41	106	115
Black %	1.3%	0.6%	1.5%	1.6%

Citizen Voting Age Population (CVAP)

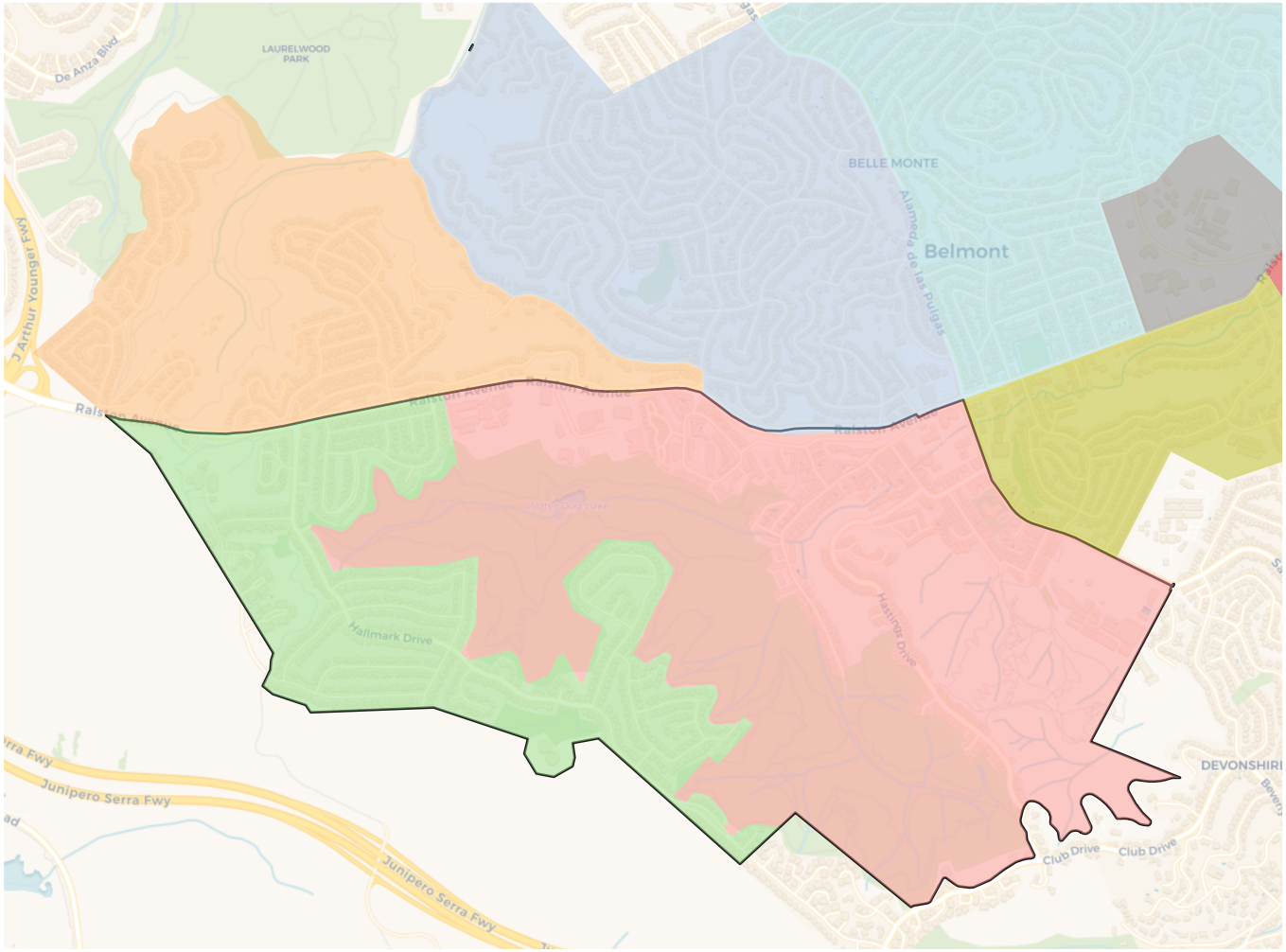
	A	B	C	D
Total CVAP	4,364	4,957	4,492	3,937
Other CVAP	2,598	3,422	3,237	2,202
Other CVAP %	59.5%	69.0%	72.1%	55.9%
Latino CVAP	549	412	510	560
Latino CVAP %	12.6%	8.3%	11.4%	14.2%
Asian CVAP	1,193	1,104	658	1,027
Asian CVAP %	27.3%	22.3%	14.6%	26.1%
Black CVAP	24	19	87	148
Black CVAP %	0.5%	0.4%	1.9%	3.8%

REDISTRICTING PARTNERS

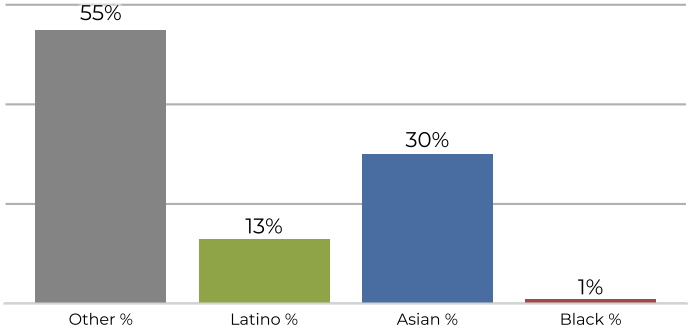
City of Belmont

Draft Plan C with neighborhoods

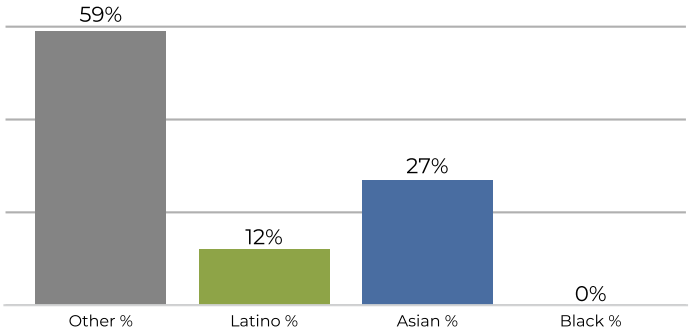
District A

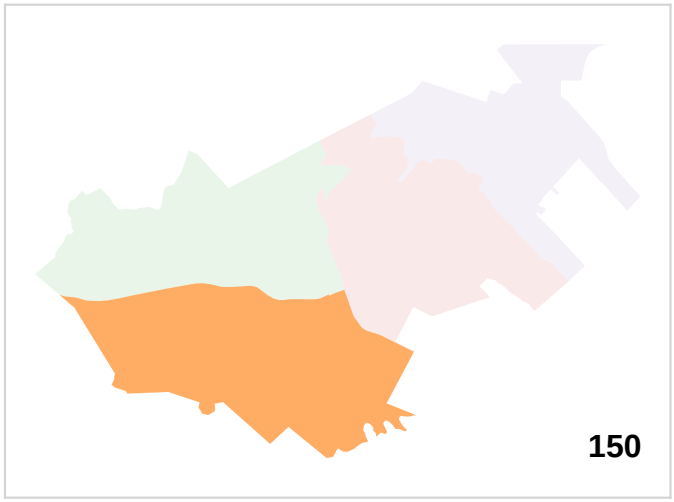


2020 Census



Citizen Voting Age Population





Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

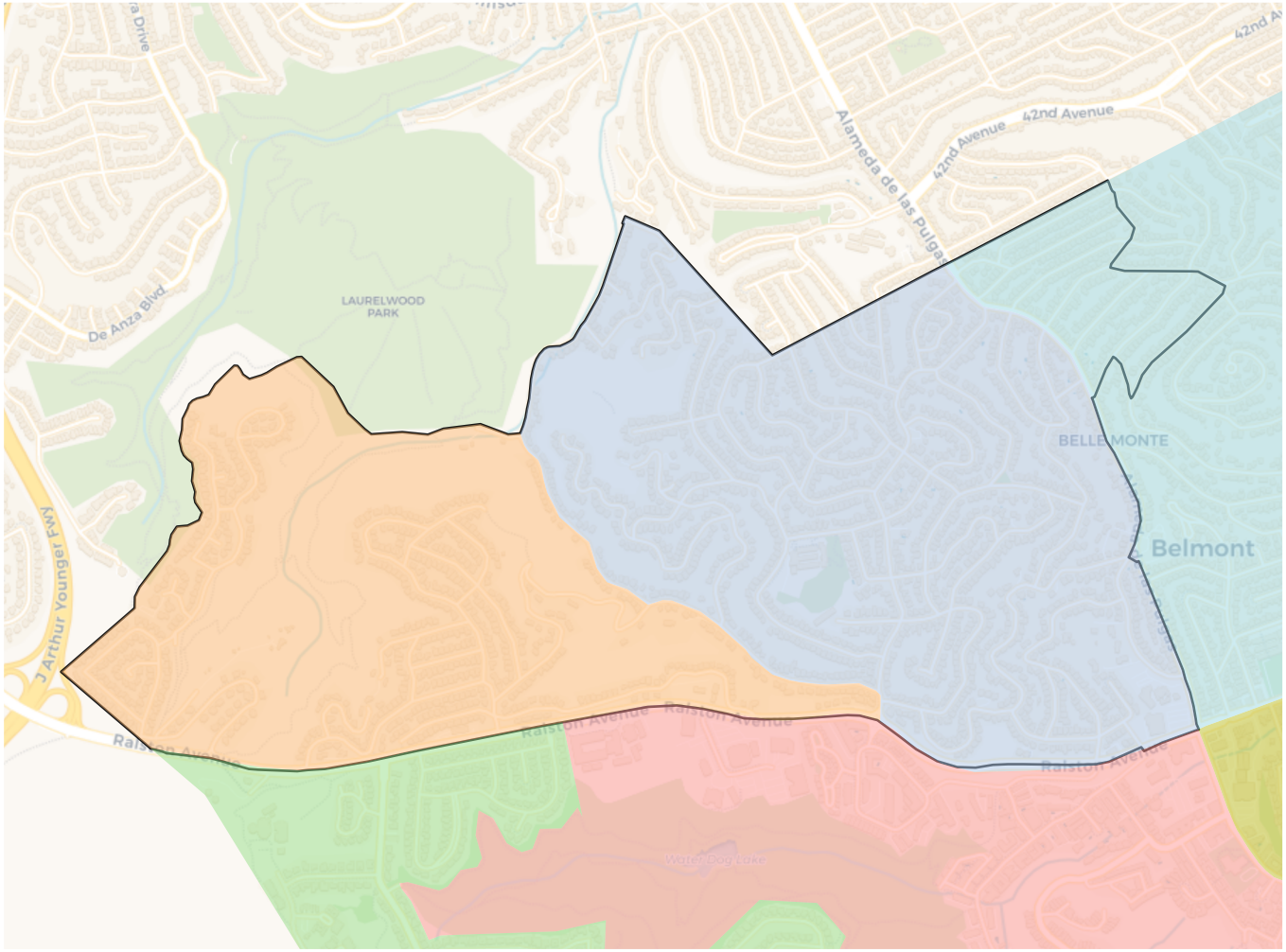
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%

REDISTRICTING PARTNERS

City of Belmont

Draft Plan C with neighborhoods

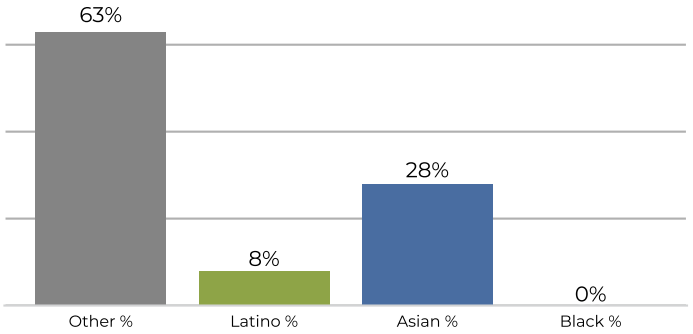
District B



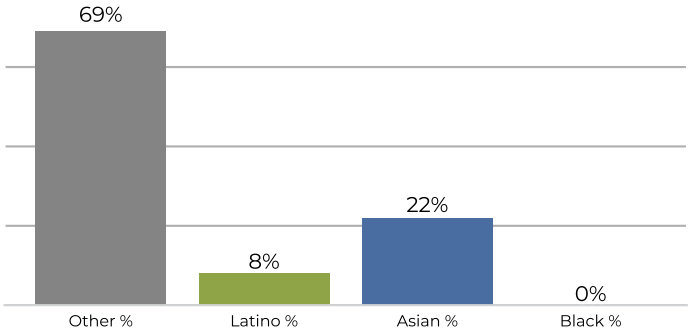
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,128	38	0.5%	4,489	63.0%	586	8.2%	2,012	28.2%	41	0.6%

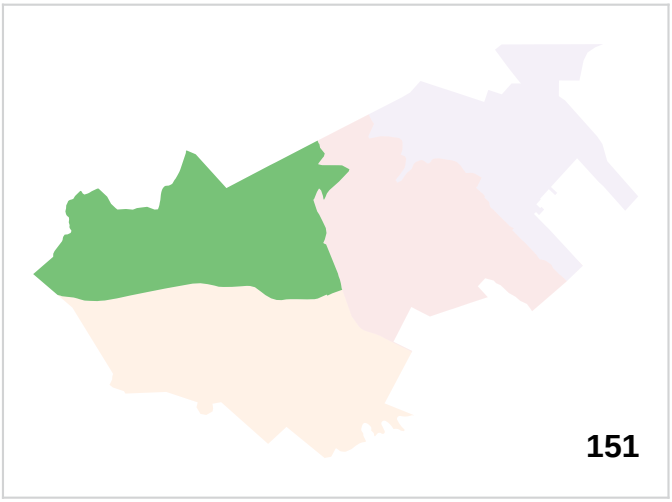
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,957	3,422	69.0%	412	8.3%	1,104	22.3%	19	0.4%

2020 Census



Citizen Voting Age Population



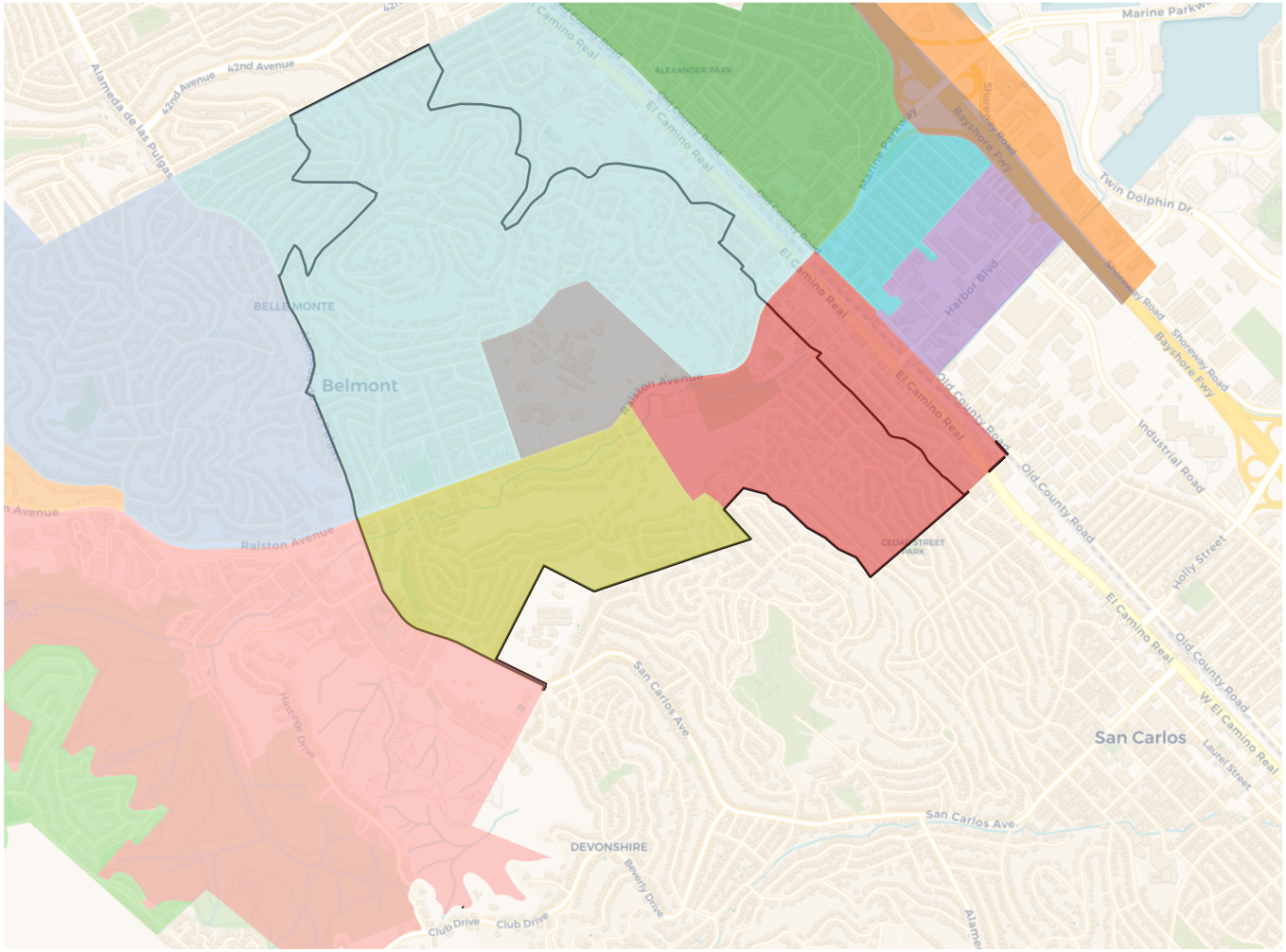


REDISTRICTING PARTNERS

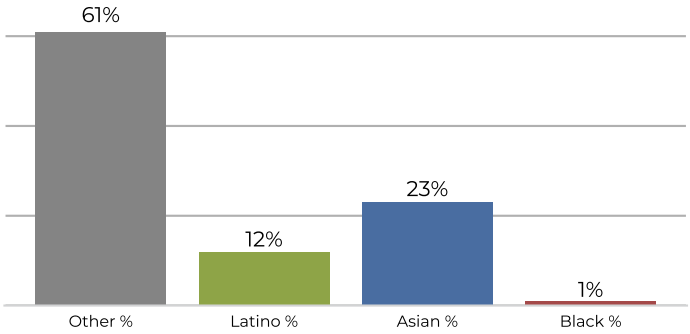
City of Belmont

Draft Plan C with neighborhoods

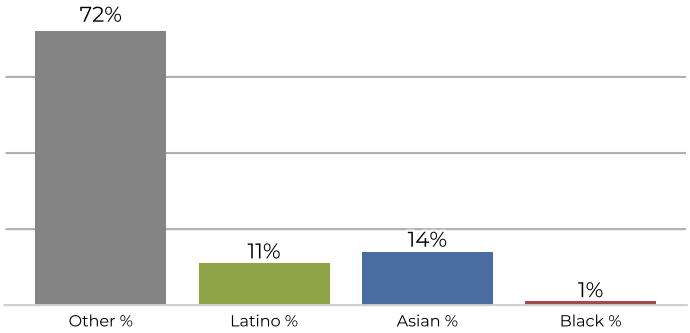
District C



2020 Census

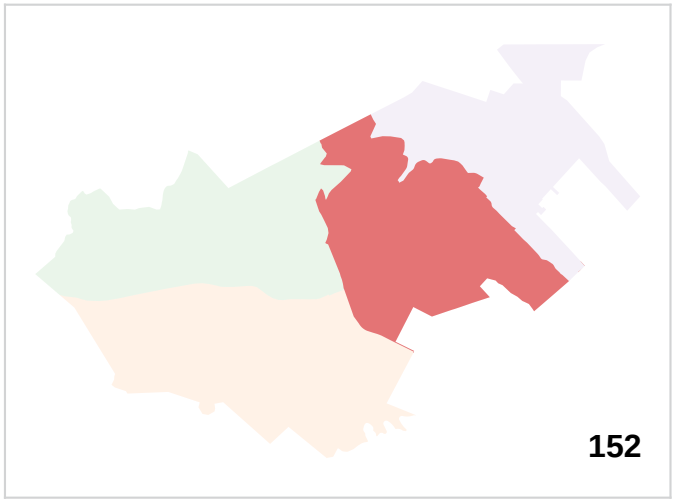


Citizen Voting Age Population



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,165	75	1.1%	4,426	61.8%	918	12.8%	1,715	23.9%	106	1.5%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,492	3,237	72.1%	510	11.4%	658	14.6%	87	1.9%

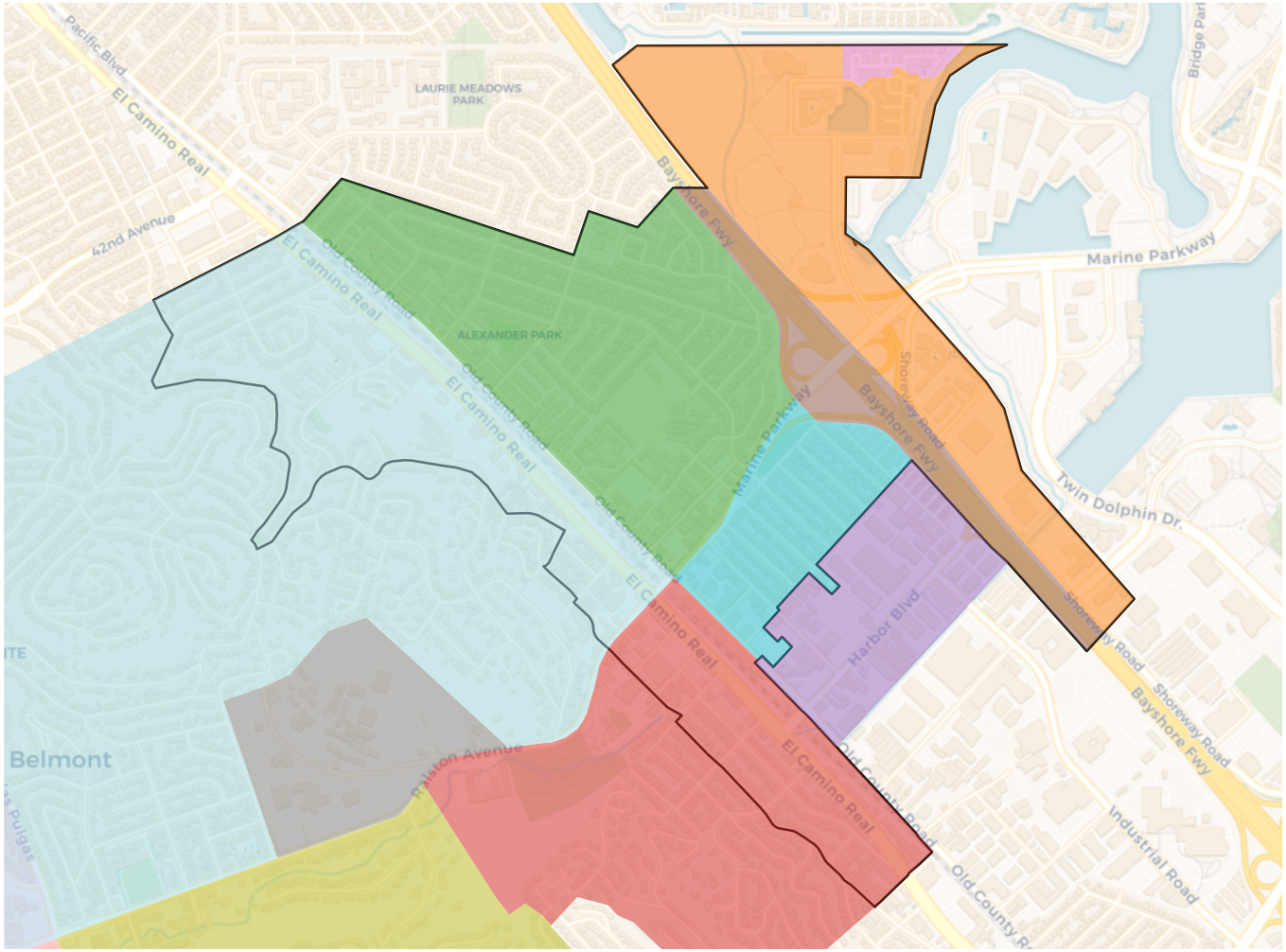


REDISTRICTING PARTNERS

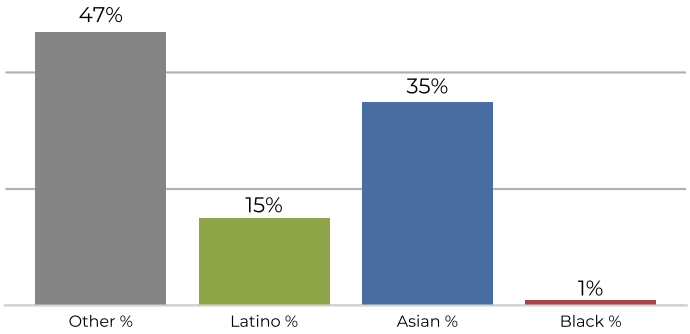
City of Belmont

Draft Plan C with neighborhoods

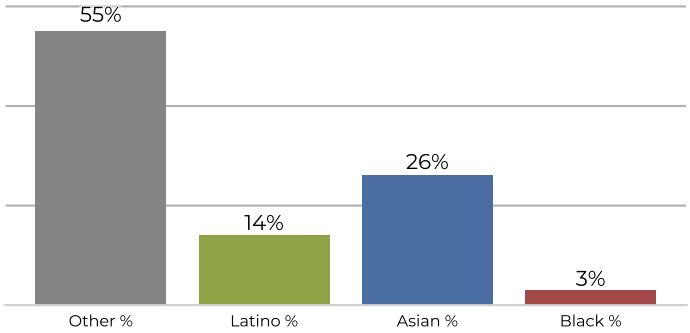
District D

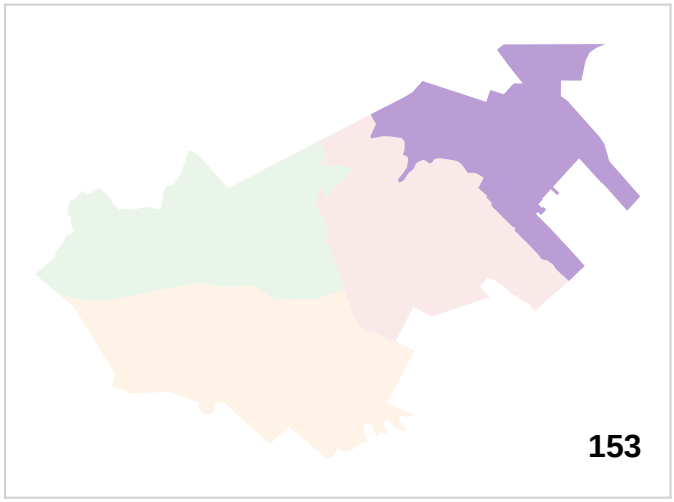


2020 Census



Citizen Voting Age Population





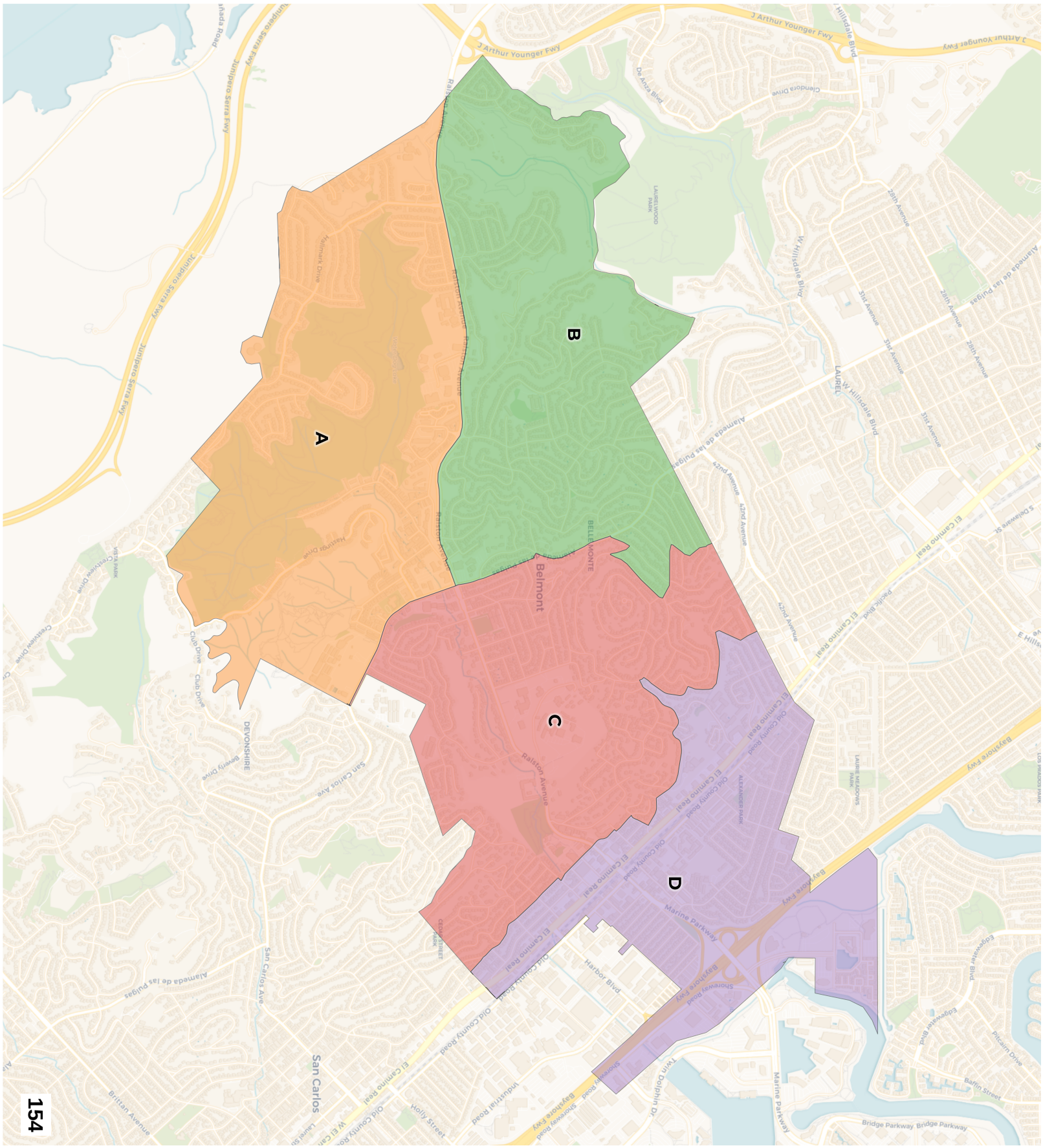
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,109	19	0.3%	3,382	47.6%	1,098	15.4%	2,514	35.4%	115	1.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
3,937	2,202	55.9%	560	14.2%	1,027	26.1%	148	3.8%

REDISTRICTING PARTNERS

City of Belmont

Draft Plan C



REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

2020 Census

	A	B	C	D
Population	6,958	7,128	7,165	7,109
Deviation	-132	38	75	19
Deviation %	-1.9%	0.5%	1.1%	0.3%
Other	3,846	4,489	4,426	3,382
Other %	55.3%	63.0%	61.8%	47.6%
Latino	931	586	918	1,098
Latino %	13.4%	8.2%	12.8%	15.4%
Asian	2,089	2,012	1,715	2,514
Asian %	30.0%	28.2%	23.9%	35.4%
Black	92	41	106	115
Black %	1.3%	0.6%	1.5%	1.6%

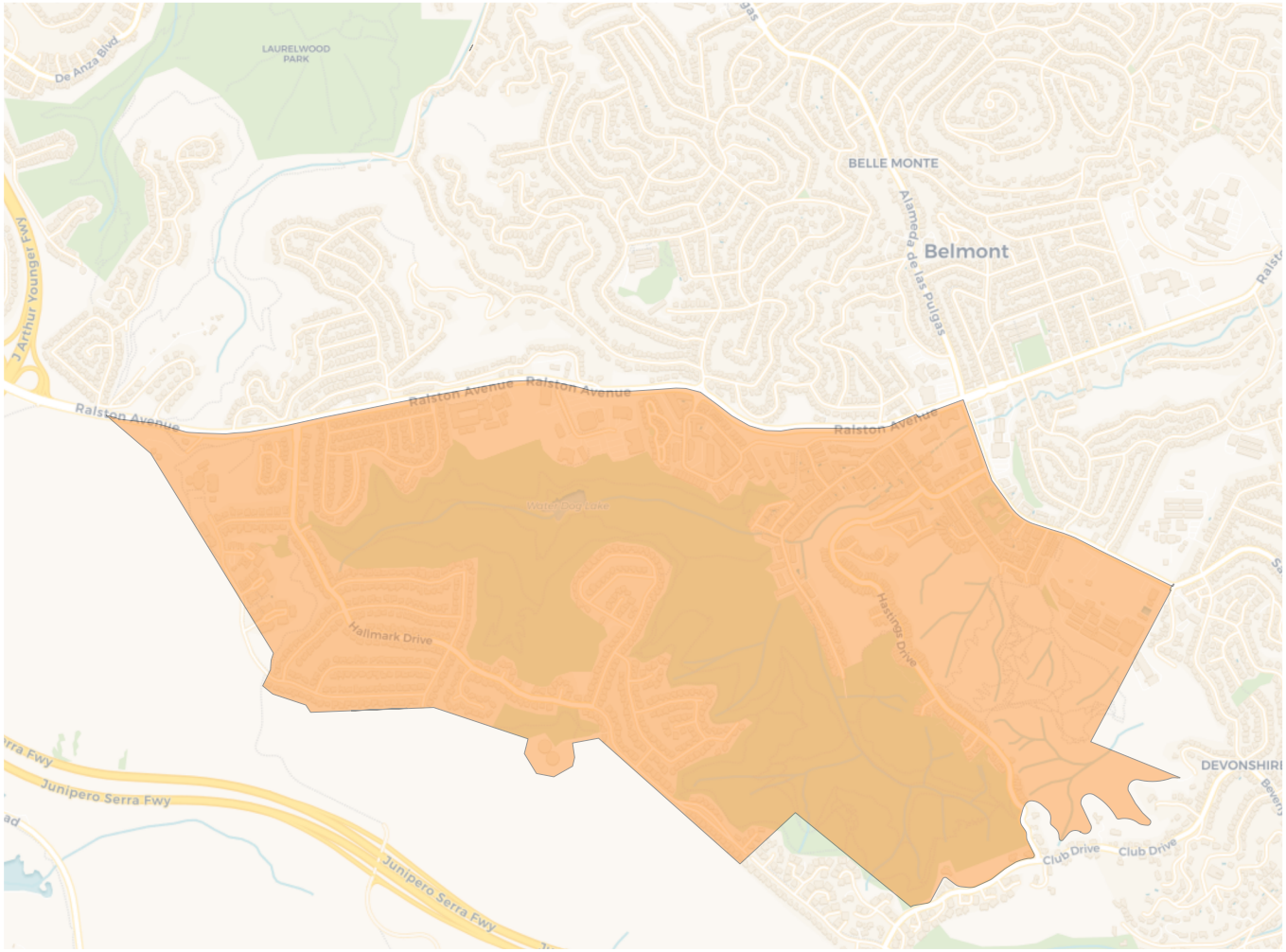
Citizen Voting Age Population (CVAP)

	A	B	C	D
Total CVAP	4,364	4,957	4,492	3,937
Other CVAP	2,598	3,422	3,237	2,202
Other CVAP %	59.5%	69.0%	72.1%	55.9%
Latino CVAP	549	412	510	560
Latino CVAP %	12.6%	8.3%	11.4%	14.2%
Asian CVAP	1,193	1,104	658	1,027
Asian CVAP %	27.3%	22.3%	14.6%	26.1%
Black CVAP	24	19	87	148
Black CVAP %	0.5%	0.4%	1.9%	3.8%

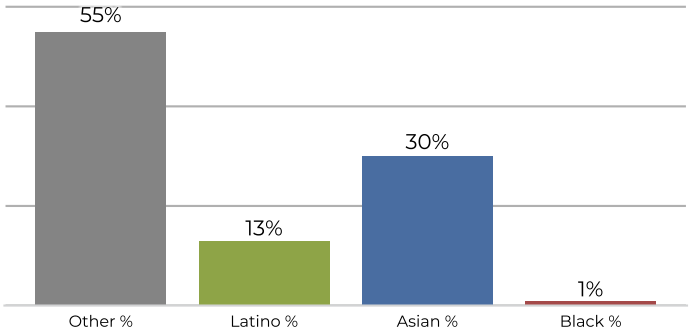
REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

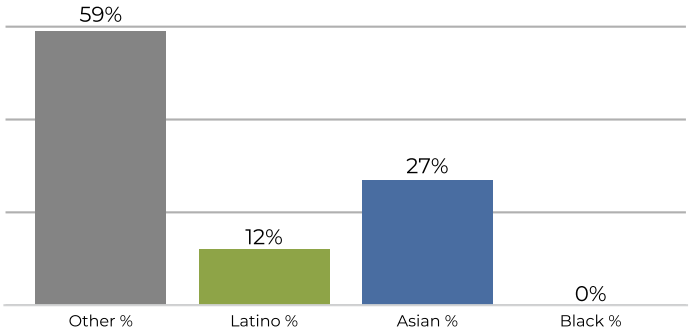
District A

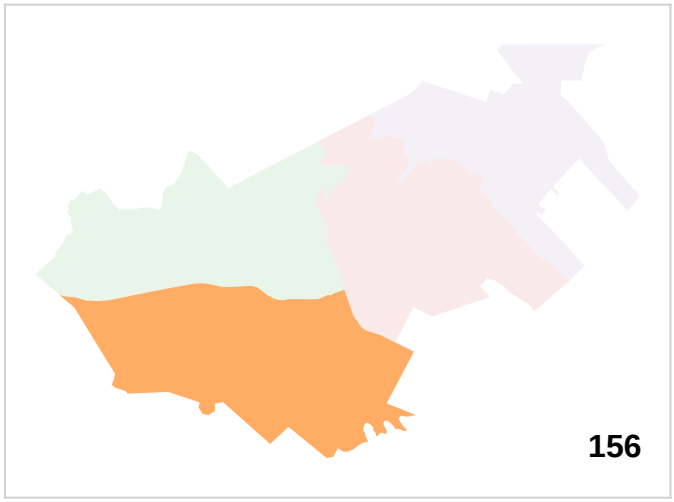


2020 Census



Citizen Voting Age Population





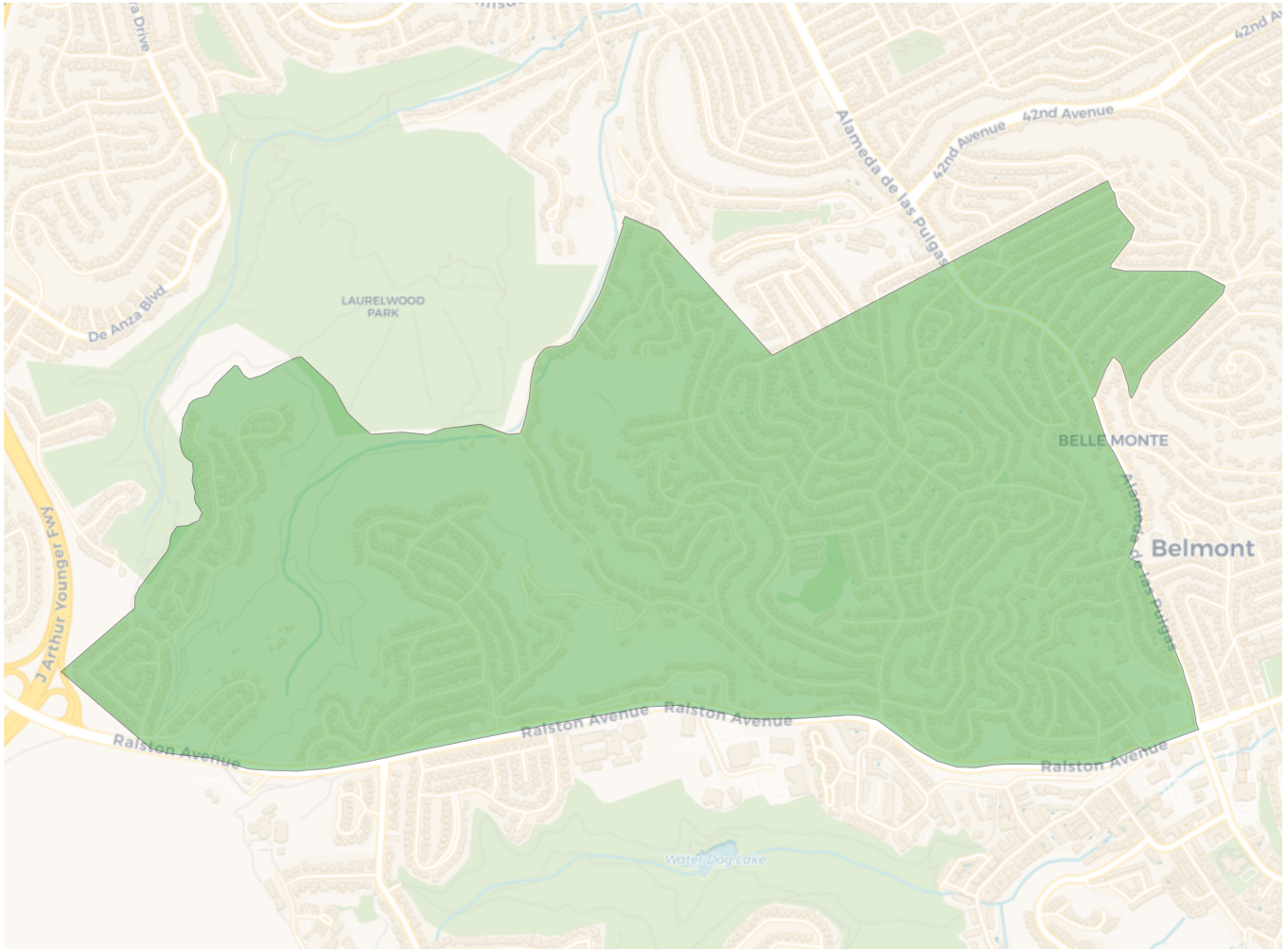
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
6,958	-132	-1.9%	3,846	55.3%	931	13.4%	2,089	30.0%	92	1.3%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,364	2,598	59.5%	549	12.6%	1,193	27.3%	24	0.5%

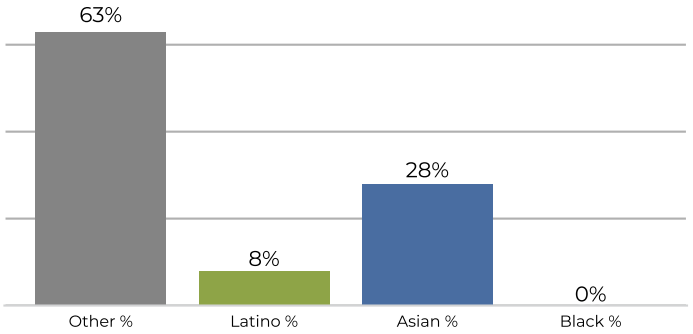
REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

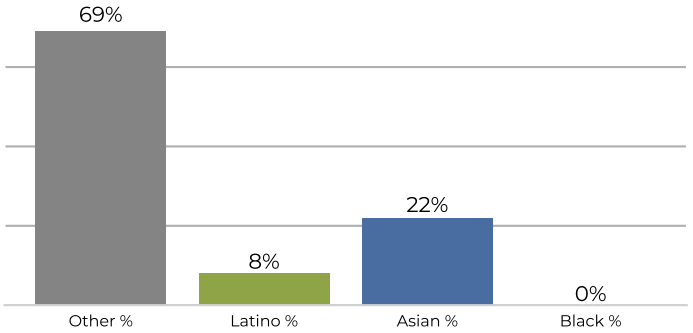
District B

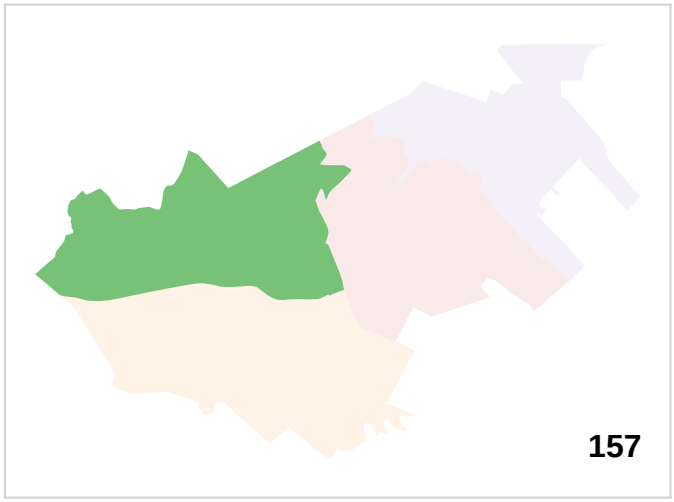


2020 Census



Citizen Voting Age Population





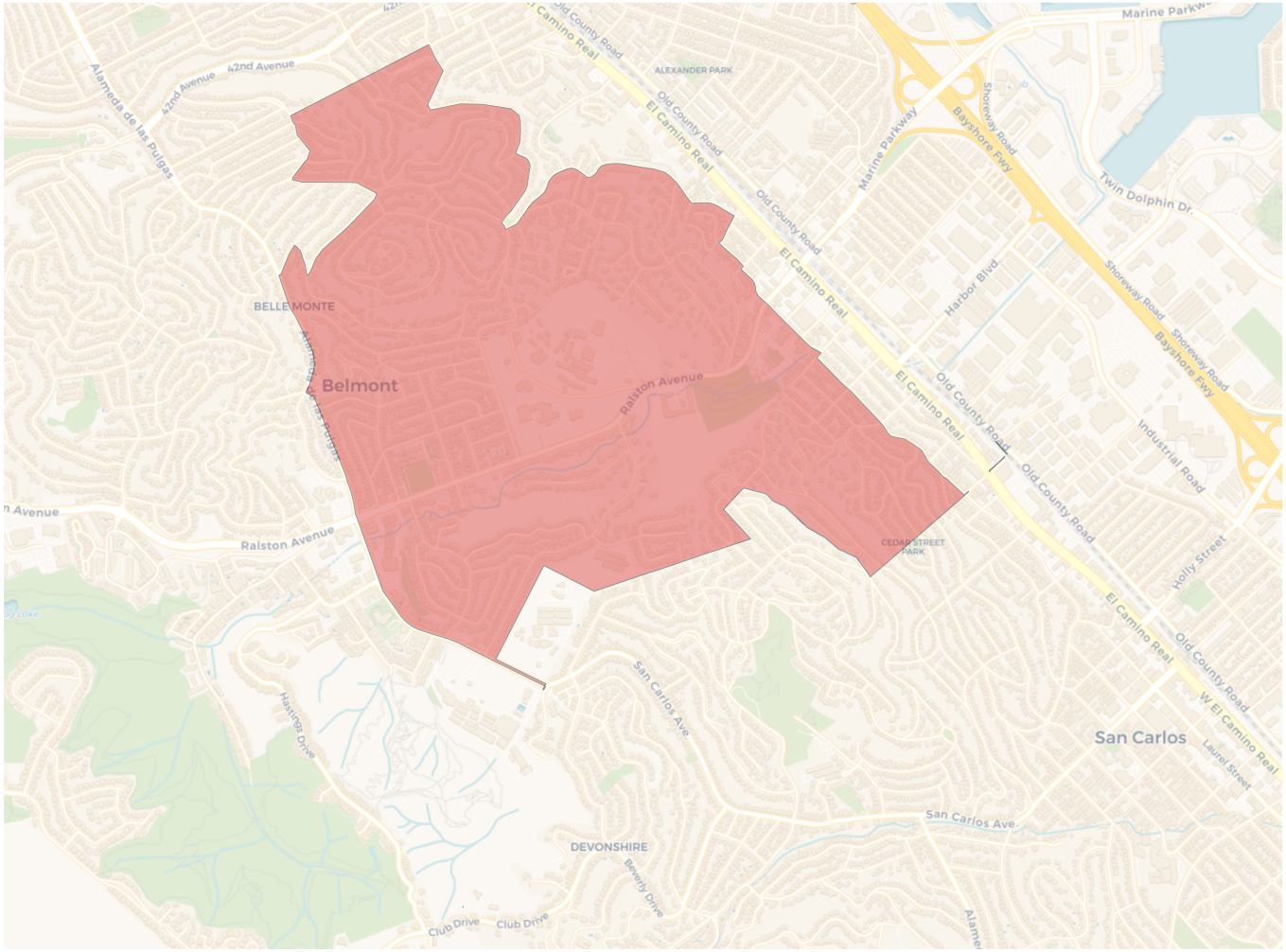
Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,128	38	0.5%	4,489	63.0%	586	8.2%	2,012	28.2%	41	0.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,957	3,422	69.0%	412	8.3%	1,104	22.3%	19	0.4%

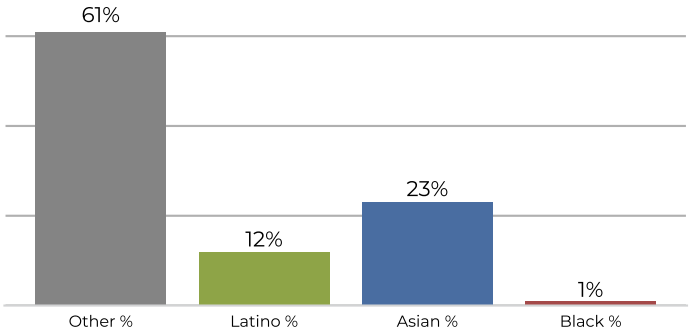
REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

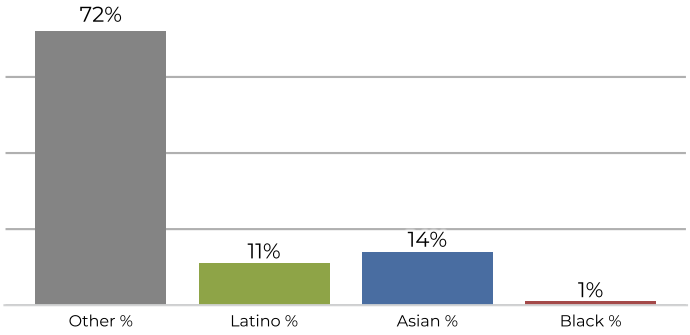
District C



2020 Census

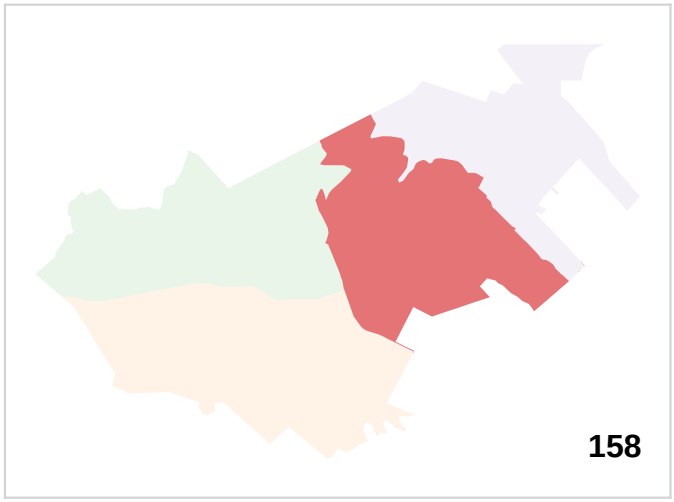


Citizen Voting Age Population



Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,165	75	1.1%	4,426	61.8%	918	12.8%	1,715	23.9%	106	1.5%

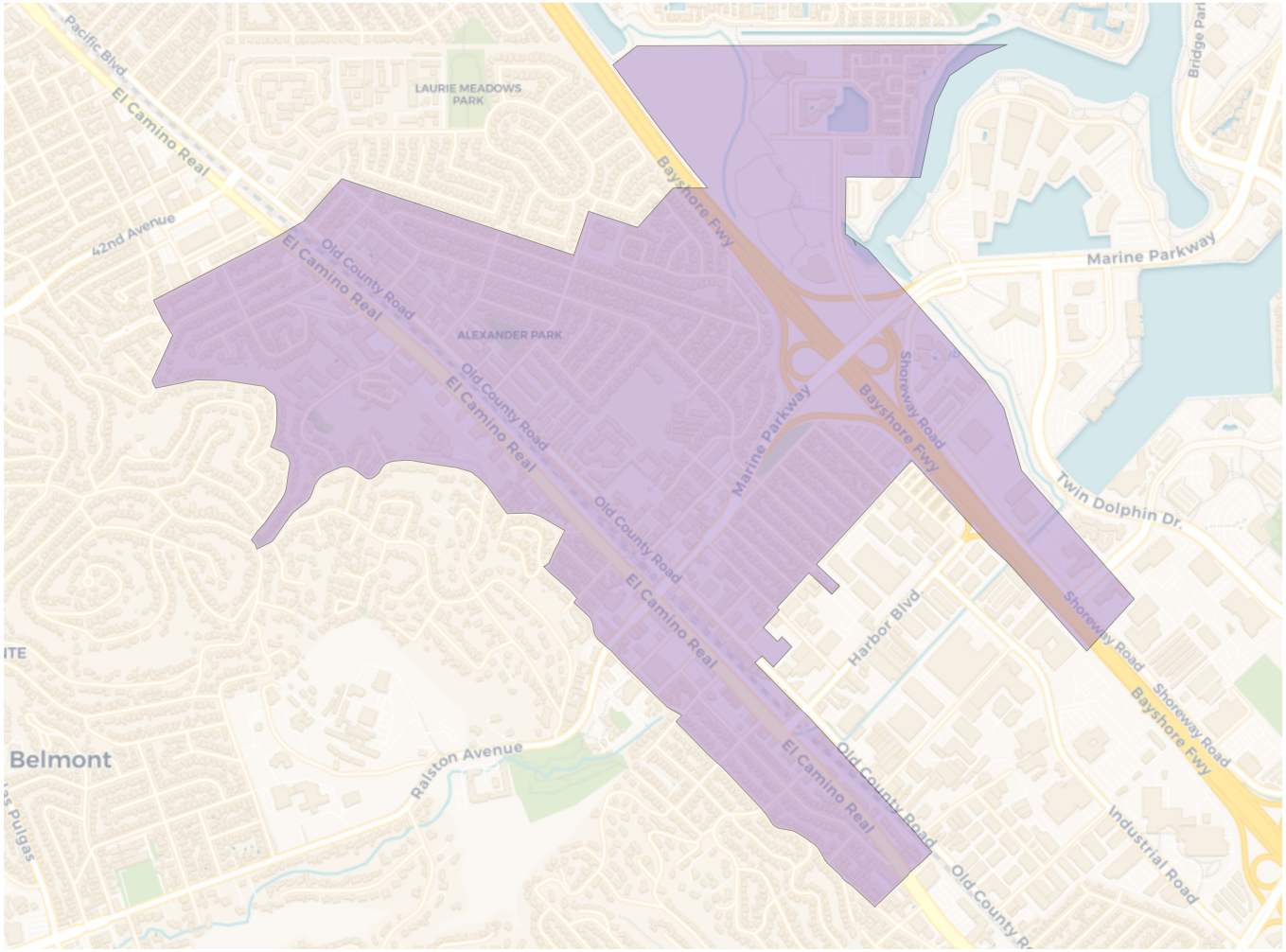
Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
4,492	3,237	72.1%	510	11.4%	658	14.6%	87	1.9%



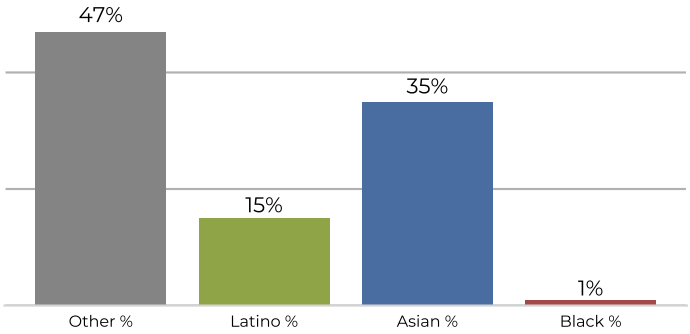
REDISTRICTING PARTNERS

City of Belmont
Draft Plan C

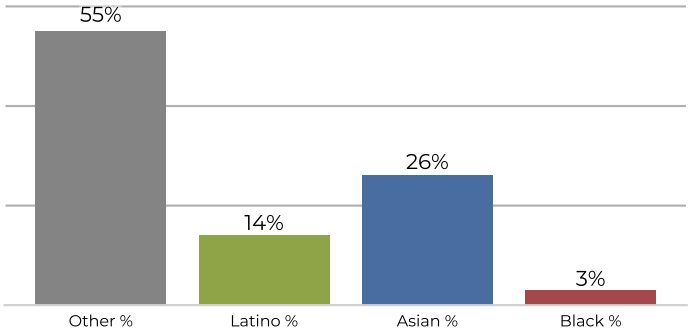
District D

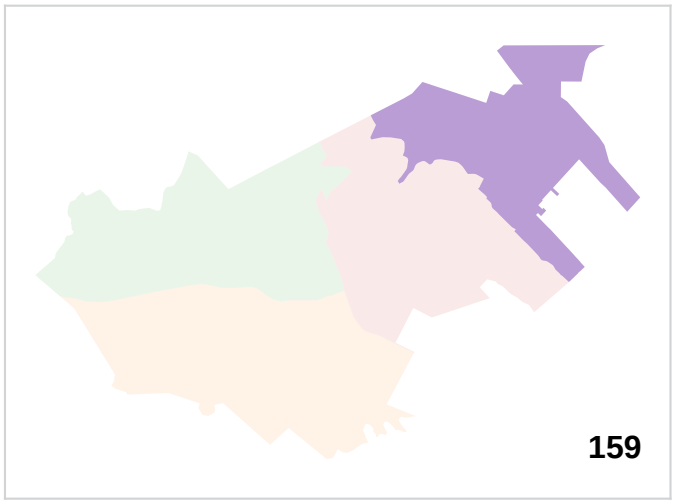


2020 Census



Citizen Voting Age Population





Population	Deviation	Deviation %	Other	Other %	Latino	Latino %	Asian	Asian %	Black	Black %
7,109	19	0.3%	3,382	47.6%	1,098	15.4%	2,514	35.4%	115	1.6%

Total CVAP	Other CVAP	Other CVAP %	Latino CVAP	Latino CVAP %	Asian CVAP	Asian CVAP %	Black CVAP	Black CVAP %
3,937	2,202	55.9%	560	14.2%	1,027	26.1%	148	3.8%

STAFF REPORT

Meeting Date:	February 8, 2022
Agency:	City of Belmont
Staff Contact:	Grace Castaneda, Finance Director, gcastaneda@belmont.gov Jennifer Rose, Housing & Economic Development Manager, jrose@belmont.gov
Agenda Title:	Report on Mid-Year Financial Results as of December 31, 2021
Agenda Action:	Resolution

Recommendation

Adopt resolutions amending the City of Belmont and Belmont Fire Protection District (BFPD) Fiscal Year (FY) 2022 Budgets.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

- The City continues to address the fiscal and operational impacts of the COVID-19 pandemic and the ongoing takeaway of key revenue sources as a result of actions taken by the State of California.
- Final dissolution of the Belmont Successor Agency is anticipated to occur in June 2022, resulting in a shift of certain property tax revenues. Due to the timing of the final dissolution and distribution of property taxes from the County, secured property taxes will be lower than FY 2022 budget estimates for both the City and BFPD, while residual property tax payments are expected to increase slightly. Overall property tax revenues are down.
- Property tax in-lieu of vehicle license fee (VLF) continues to be underfunded by the State for a third straight year. Due to the shift of a local school district to non-basic aid, the current County estimates of VLF payments are higher than budget. This one-time increase does not make the City whole on VLF funding for FY's 2020 through 2022. There is still a substantial shortfall in FY 2022, currently estimated county-wide at $57 million.
- Staffing vacancies and hiring freezes implemented to address State revenue actions and local pandemic impacts continue to provide cost savings City-wide.
- Sales tax revenues, including Measure I, are exceeding FY2022 budget estimates.
- Local development generated revenues such as impact fees and in-lieu fees provide critical funding for infrastructure, but other locally controlled funding is needed to support City services.
- General Fund balance is trending higher than the FY 2022 Budget target, mainly attributable to staff vacancy savings in the current fiscal year. Staff vacancies are not sustainable long-term.

- The City must take action to ensure long-term financial sustainability and local control over revenue sources to prevent further cuts to City Services including cuts to public safety, parks and public works services.

Analysis

The City prepares a Mid-Year Review annually, analyzing the current budget at the six-month midpoint. The Mid-Year Review serves to discuss the financial results of the organization from July through December, and suggests corrective actions in the event expectations differ from results

This year's Mid-Year Review provides important details on the City's financial status and includes the following components.

Mid-Year Budget Presentation

The attached presentation summarizes year-to-date financial results, trends on major revenue sources, fund balance forecasts, and an overview of financial challenges facing the City.

Results Summary Overview

- **Like many California cities, revenues are slowly recovering.** General Fund revenues were $14.3 million, representing 108% of the year-to-date budget, mainly due to a smaller than anticipated VLF shortfall. All Fund revenues (including General Fund) were $44.1 million, representing 82% of the year-to-date budgets.
- **General Fund balance is up**. The City ended December 31, 2021 with a fund balance of $16.4 million, not including budgeted fund transfers which will be booked at the end of the fiscal year. With 50% of the budgeted fund transfers at mid-year at $1.5 million, the General Fund balance is $14.9 million at December 31, 2021. In comparison, General Fund balance was $12.1 million at December 31, 2020, which included 50% of fund transfers. The fund balance increase is largely due to the City receiving the first half of the American Rescue Plan Act (ARPA) one-time funding of $3.2M in FY 2022. Without this one-time funding, General Fund balance would be down from prior year.

Major Revenue Source Trends

- **Sales Tax revenue is holding steady**. Sales Tax Revenues, including Measures I/A/W and Public Safety, are trending $635,000 higher than Fiscal Year FY 2022 budget.
- **Hotel Room Tax revenue is slowly rebounding**. A nominal increase of Hotel Tax Revenues (i.e., Transient Occupancy Tax or TOT) is projected for FY 2022, but this remains a highly volatile source of revenue and overall revenues for FY 2022 are still projected to be down $2 million compared to pre-pandemic years.
- **Property Tax revenue is down.** The Belmont Successor Agency is expected to be fully dissolved by June 2022. In FY 2023, both the City and BFPD are expected to see an increase in general property tax revenues as a result of Successor Agency dissolution. Overall general property tax revenues are down, with a key exception described below:

- **Property Tax In-lieu of Vehicle License Fee (VLF) is higher than budget estimates.** VLF continues to be underfunded by the State for the third straight year; however, when a school shifts to non-basic aid, additional funding is made available for VLF. For FY 2022, the County currently estimates a $57 million shortfall of VLF due to one school district shifting to non-basic aid. Because the FY 2022 adopted budget anticipated a larger shortfall, this results in a $1 million increase in VLF funding to the City for FY 2022. This one-time increase does not make the City whole on VLF funding for FY's 2020 through 2022, and the long-term trend continues to assume all school districts will convert to basic aid, which results in increasing VLF shortfall year-over-year.

Mid-Year Financial Reports & Budget Adjustments

The Mid-Year Review provides an analysis of actual results compared to Fiscal Year 2021 while addressing any significant variances that have occurred or will likely occur prior to the end of this Fiscal Year. To assist in this analysis, staff generates the Mid-Year Financial Reports (Attachment C) which includes the December 2021 Monthly Financial Reports and a detailed Statement of Revenues and Expenditures. These reports compare budget amounts vs. actual results by major revenue source and expenditure division.

- Routine adjustments to budget *revenues* include variances associated with the timing of the receipt of certain General Fund revenues and variances associated with the timing of the receipt for fees related to large development projects expected to be completed by the end of the Fiscal Year.
- Routine adjustments to budget *expenditures* reflect operational and staffing needs for departments and timing of capital improvement project expenditures.

Other notable FY 2022 budget adjustments include:

- A request to transfer $580,000 from Measure I Fund 102 to Street Improvement Fund 234 to fund completion of the Ralston Avenue Corridor Improvement Project Segment 3 (CIP Project #3223) pavement restoration as well as additional work associated with sidewalk conforms/restorations. The project has experienced delays related to the contractor scheduling and the need for sidewalk modifications. The updated total project cost is projected to exceed the original estimate by approximately $580,000. The City will continue to use all grant funds for the project prior to using Measure I funds.
- An appropriation request in the Development Services Fund 210 for $60,000 to 1) eliminate one temporary part time position and add one permanent Office Assistant FTE position, and 2) provide funding for temporary part-time building inspector services, both in the Community Development Department (Permit Center) to help respond to the steady increase in City-wide development activity. A targeted scope Community Development fee study is slated for later this Fiscal Year which may help generate additional revenues to offset cost of providing services and offset the proposed staffing augmentations.

Successor Agency Final Dissolution Timeline

Actions taken by the State of California to dissolve redevelopment agencies and a recent court case have resulted in reductions to key revenue sources for both the City and Belmont Fire Protection District (BFPD). One of the most significant takeaways was a change in the methodology for distribution of Residual Redevelopment Property Tax Trust Funds (RPTTF). To address this impact, the City has taken steps over the past year to accelerate the timeline for final dissolution of the Belmont Successor Agency, which is anticipated to occur by June 2022. Fiscal impacts of the Successor Agency dissolution are as follows:

- Because the dissolution will not be finalized until June 2022 after a majority of property taxes have been distributed, both the City and BFPD will continue to see a reduction in general property tax for FY 2022, which is reflected in the midyear adjustments.
- The City (in its capacity as Successor Agency) requests an appropriation to fund a one-time Successor Agency reconciliation payment to the County Auditor that will facilitate final dissolution. The City is working with the County Auditor to complete a comprehensive reconciliation to determine the total amount of unspent RPTTF available; once the County Auditor received these funds, they will be distributed out to the taxing entities (including both the City and BFPD).
- All remaining residual RPTTF funds will be distributed to the local taxing entities. The City anticipates a one-time increase in residual RPTTF property tax revenue.
- In FY 2023 and beyond, both the City and BFPD will see an increase in general property tax revenues.

As part of the City's efforts to ensure long-term fiscal and organizational sustainability, the City continues to engage the community on identifying targeted locally controlled sources of revenue that fund community priority services such as public safety and public works services.

Proposed Resolutions

Staff recommends that Council adopt resolutions amending the City of Belmont and Belmont Fire Protection District (BFPD) Fiscal Year 2022 Budgets as proposed. These mid-year resolutions are considered annually as part of the budget management process.

Next Steps

Once the Mid-Year Budget Review is complete, the City will continue to provide monthly financial reports to City Council. Feedback from Council on the results of the Mid-Year Financial Reports and Presentation will help guide the budget development process for FY 2023. Furthermore, the City will also continue to engage residents on their City service needs and priorities and reporting on these when the FY 2023 Budget is introduced to the Council in May 2022.

Alternatives

1. Take No Action

Attachments

A. Resolutions with Exhibit A summarizing proposed budget amendments by Fund
B. Mid-Year Budget Presentation
C. Mid-Year Financial Reports

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: The resolutions attached to this report itemize the fiscal impacts by fund.

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 FISCAL YEAR 2022 BUDGET BY APPROVING REVISIONS TO REVENUE AND AUTHORIZING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the City of Belmont Fiscal Year 2022 Budget includes adopted Revenue, Appropriations, and Capital Improvement Program Budgets; and,

WHEREAS, the City continues to address the fiscal and operational impacts of the COVID-19 pandemic and the ongoing takeaway of key revenue sources by the State of California; and,

WHEREAS, several key General Fund revenues are trending below year-to-date budget estimates, including property tax revenues taken by Sacramento, while other revenues are trending above conservative year-to-date estimates; and,

WHEREAS, final dissolution of the Belmont Successor Agency is anticipated to occur by June 2021, resulting in a reduction of certain property tax revenues, and a one-time increase in residual redevelopment property tax trust fund revenues, which are reflected Exhibit A; and,

WHEREAS, the City Council finds that it is necessary to amend the Fiscal Year 2022 Revenue Budget, as identified in Exhibit A, and reduce the estimated Fund balance; and,

WHEREAS, the City has determined that additional funding is required for certain operational expenditures identified in Exhibit A; and,

WHEREAS, the City Council finds that it is necessary to augment the Fiscal Year 2022 budget for those expenditures; and,

WHEREAS, the City Council wishes to add one permanent Office Assistant full time employee (1.0 FTE) position to the Community Development Department staffing plan to ensure ongoing service delivery in the Permit Center as development activity continues to increase City-wide; $30,000 has been appropriated for this staffing increase to fund the rest of FY 2022, and the City is directed to conduct a fee study to ensure fee revenues are meeting service needs.

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

SECTION 1. The Fiscal Year 2022 Budget is hereby amended as reflected in Exhibit A.

SECTION 2. The summary effect on funds is shown in the table below:

Summary Combined Effect on Funds				
Fund	Description	Revenues Increase (Decrease)	Expenditures Increase (Decrease)	Net Change on Fund Balance Increase (Decrease)
101	General Fund	1,218,000	378,000	840,000
102	Measure I	200,000	580,000	(380,000)
205	Co-Sponsored Recreation	88,078	140,000	(51,922)
207	Athletic Field Maintenance	5,000	5,000	-
210	Development Services	275,000	90,000	185,000
212	General Plan Maintenance	300,000	(55,000)	355,000
227	Supplemental Law Enforcement	63,000	-	63,000
231	Street Maintenance	(100,000)	-	(100,000)
233	Measure W	100,000	-	100,000
234	Street Improvement	1,686,000	255,000	1,431,000
237	Traffic Impact Fees	(680,000)	-	(680,000)
308	General Facilities	-	(35,000)	35,000
310	Infrastructure	(985,000)	300,000	(1,285,000)
341	Park Improvement	-	45,000	(45,000)
342	Park Impact Fees	(1,200,000)	56,900	(1,256,900)
501	Sewer Collections	6,275	-	6,275
503	Sewer Operations-Capital	(750,000)	5,000	(755,000)
505	Sewer Collections	(175,000)	-	(175,000)
507	Sewer Treatment	-	10,000	(10,000)
525	Storm Drainage	(200,000)	-	(200,000)
530	Solid Waste	13,690	-	13,690
573	Fleet & Equipment Management	17,400	(90,000)	107,400
575	Benefit Prefunding	-	150,000	(150,000)
775	Successor Agency	235,000	-	235,000

SECTION 3. The City's Permanent Staffing Plan is increased by 1.0 full time employee (FTE), for a total of 137.30 full time equivalent positions for FY 2022, intended to add one permanent full time Office Assistant to the Community Development Department to ensure ongoing service delivery in the Permit Center amid increased development activity. The City Manager, subject to compliance with all applicable City Code and Personnel Rules and Regulations, may revise the Permanent Staffing Plan provided that the total number of full-time, regular personnel citywide does not exceed the total number of authorized positions approved by the City Council.

* * *

ADOPTED February 8, 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
FY 2022
Mid-Year Budget Augmentations

Revenues

Ref #	Fund	Account #	Description	Amount Increase (Decrease)
Community Development				
	210	5-905-6523	Projected increase in complex project revenues to fund third party consultants	$95,000
	210	5-905-6524	Projected increase in Environmental Consulting Service revenues reflecting an increase in development activity	$180,000
	212	5-906-6530	Projected increase in General Plan Maintenance Fee revenues from development activity	$300,000
Finance				
	101	0-000-6101	Forecasted decrease in property tax to reflect timing of Belmont Successor Agency dissolution	($865,000)
	101	0-000-6103	Reduced supplemental property tax based on County estimates.	($60,000)
	101	0-000-6108	Forecasted increased in RDA residual distrubutions to reflect Successor Agency dissolution	$330,000
	101	0-000-6110	Increased Excess ERAF based on actual revenues and County estimate.	$265,000
	101	0-000-6111	Adjusted VLF in-lieu revenues based on County estimates	$1,000,000
	101	0-000-6121	Forecasted increase in Sales and Use Tax based on current trends	$180,000
	101	0-000-6125	Forecasted increase in Transient Occupancy Tax based on current trends	$65,000
	101	0-000-6129	Increased property transfer tax to reflect one time sale of high value properties	$125,000
	101	0-000-6133	Projected increase in cable franchise fees	$56,000
	101	0-000-7124	Reduced office lease revenues due to one office vacancy	($22,000)
	101	0-000-7252	Reflects several one time reimburment payments	$40,000
	775	1-504-7601	Transfer from General Fund for final dissolution of Belmont Successor Agency	$235,000
Police				
	101	2-601-6123	Forecasted increase in Public Safety Sales Tax Revenue	$15,000
	101	2-601-6621	Relfects one time increase in police contract fee revenues	$12,000
	101	2-601-6690	Forecasted increase in police services revenue related to the County Narcotics Task Force	$77,000
	227	1-504-7601	Increased transfer from General Fund to fund Supplmental Law Enforcement (SLESF) personnal costs	$63,000
Public Works				
	102	3-730-6122	Forecasted increase in Measure I Sales Tax based on current trends	$200,000
	231	1-504-7601	Reduced transfer from General Fund to reflect reduced fund expenditures	($100,000)
	233	3-730-6126	Forecasted increase in Measure W Sales Tax	$100,000
	234	3-730-6122	Forecasted increase in Measure A Sales Tax	$140,000
	234	3-730-7270	Reflects one time developer contribution fee payment	$966,000
	234	3-730-9030	Transfer of Measure I Funds for completion ot Ralston Avenue Corridor Improvement Project Segment 3	$580,000
	237	0-000-6998	Forecasted reduction of traffic impact fees to reflecting development activity timing	($680,000)
	310	3-760-6359	Reduction to reflect timing of CRNA funding received	($985,000)
	501	3-710-6705	Correct Public Works Service Charge Revenue Estimate	$6,275
	503	3-730-6820	Deferred development project sewer connection fees	($750,000)

City of Belmont
FY 2022
Mid-Year Budget Augmentations

Revenues

Ref #	Fund	Account #	Description	Amount Increase (Decrease)
	505	3-730-6820	Deferred development project sewer connection fees	($175,000)
	525	1-504-7601	Reduced transfer from General Fund reflecting reduced fund expenses and a one time Measure M reimbursement	($200,000)
	530	3-770-6359	Reflects one-time Recology curbside supplemental payment	$13,690
	573	0-000-7501	Reflects one-time sale of capital asset equipment	$17,400

Parks and Recreation

	205	1-504-7601	Increased transfer from General Fund to cover co-sponsored recreation activities	$85,000
	205	4-823-6302	CARES Act senior services funding	$3,078
	207	4-812-7270	Reflects fund donations received for McDougal Field Improvements CIP Project #8059	$5,000
	342	4-810-6997	Deferred Park Impact Fees to reflect timing of development activity	($1,200,000)

Revenues

TOTAL REVENUE ADJUSTMENT **$117,443**

City of Belmont
FY 2021
Mid-Year Budget Augmentations

Expenditures

Ref #	Fund	Account #	Description	Amount Increase (Decrease)
			Finance	
	101	1-501-8619	Funding for office renovations in Human Resources and City Clerk suites to accomodate operational changes	$40,000
	101	1-504-9675	Transfer to Successor Agency to facilitate final dissolution	$235,000
	575	1-503-8119	Increased funding for retiree payouts	$150,000
			Police	
	101	1-504-9603	Increased transfer to provide funding for supplemental law enforcement (SLESF) personnel costs.	$63,000
			Public Works	
	101	1-504-9606	Reduced transfer to Street Maintenance reflecting reduced fund expenditures	($100,000)
	101	1-504-9673	Reduced transfer to Storm Drain Fund reflecting reduced fund expenditures	($200,000)
	102	3-730-9030	Transfer of Measure I Funds for completion ot Ralston Avenue Corridor Improvement Project Segment 3	$580,000
	234	3-730-3230	Expenditure of Street Improvement Funds previously authorized by City Council 11/09/21 for the Ralston Adaptive Signal Timing Project	$255,000
	503	3-730-9030	Funding for Hiller Pump Station Rehabilitation CIP Project #7037	$5,000
	507	3-730-8351	Funding for sewer treatment bond administration and reporting fees	$10,000
			Parks and Recreation	
	101	1-504-9602	Increase Expense to fund co-sponsored recreation activities	$85,000
	205	4-820-8101	Funding for Recreation Manager position for five months that had been previously frozen for FY2022	$60,000
	205	4-822-8103	Increased funding for temporary part time and seasonal staff	$65,000
	205	4-823-8103	Increased funding for temporary part time staff	$15,000
	207	4-812-9030	Increased expense for McDougal Field Project 8059 Improvements to include fund donations	$5,000
	308	4-802-9030	Fire Station 15 facility maintenance expenditures moved to the Belmont Fire Protection District FY2022 budget	($35,000)
	310	3-760-9040	Expenditure of CalOES grand funds approved by City Council 9/14/21 for emergency generators	$300,000
	341	4-810-9030	Funding for Sports Complex security camera installation	$45,000
	342	3-810-9030	Increased funding to reflect bid costs for Hallmark Park Tennis Court Resurfacing Project Project 8101	$15,800
	342	3-810-9030	Increased funding to reflect bid costs for Alexander Park Improvement Project 8102	$41,100

Information Technology

City of Belmont
FY 2021
Mid-Year Budget Augmentations

Expenditures				
Ref #	Fund	Account #	Description	Amount Increase (Decrease)
	573	1-302-9040	Projected reduction in CIP project expenditures (Project #2145 Access Control System and Project #2153 Sewer Software)	($90,000)
City Attorney				
	101	1-121-8101	Increased personnel expense to reflect one-time benefit payouts	$40,000
	101	1-121-8322	Projected increased in funding for contract legal services	$40,000
City Manager				
	101	1-114-8101	Adjusted personnel expenses for full time City Clerk position	$5,000
	101	1-202-8351	Supplemental appropropriation for redistricting services approved by City Council 10/26/21 ($180,000) plus a reduction of $50,000 election related expenses	$130,000
ComDev				
	210	5-904-8101	Funding to convert temporary part time staff position to permanent office assistant FTE	$30,000
	210	5-904-8351	Funding for temporary building inspector services to accomodate increased construction activity	$30,000
	210	5-904-8535	Projected increase in fire prevention consulting services provided by SMCFD	$30,000
	212	5-906-8351	Projected reduction in advanced planning contract expenditures in FY2022	($55,000)
Human Resources				
	101	1-401-8103	Increased funding for temporary part time personnel expenses	$40,000
Expenditures				

TOTAL EXPENDITURE ADJUSTMENT **$1,834,900**

RESOLUTION NO. 2022 –

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT AMENDING THE FISCAL YEAR 2022 BUDGET BY APPROVING REVISIONS TO REVENUE AND AUTHORIZING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Belmont Fire Protection District (BFPD) Fiscal Year 2022 Budget includes adopted Revenue and Appropriations Budgets; and,

WHEREAS, several key District revenues are trending below year-to-date estimates, including property tax revenues taken by Sacramento; and,

WHEREAS, the Board of Directors finds that it is necessary to amend the Fiscal Year 2022 Revenue Budget, as identified in Exhibit A, and reduce the estimated Fund balance; and,

WHEREAS, the City has determined that additional funding is required for certain operational expenditures identified in Exhibit A; and,

WHEREAS, the City Council finds that it is necessary to augment the Fiscal Year 2022 budget for those expenditures.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The Fiscal Year 2022 Budget is hereby amended as reflected in Exhibit A.

SECTION 2. The summary effect on funds is shown in the table below.

Summary Combined Effect on Funds				
Fund	Description	Revenues Increase (Decrease)	Expenditures Increase (Decrease)	Net Change on Fund Balance Increase (Decrease)
223	Belmont Fire Protection District	(1,983,500)	133,500	(1,850,500)

* * *

ADOPTED February 8, 2022 by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Belmont Fire Protection District
FY 2022
Mid-Year Budget Augmentations

Revenues

Ref #	Fund	Account #	Description	Amount Increase (Decrease)
			Fire	
	223	0-000-6101	Adjustment to reflect timing timing of Successor Agency dissolution	($1,050,000)
	223	0-000-6103	Adjustment to reflect timing timing of Successor Agency dissolution	($150,000)
	223	2-115-8430	Adjustment to reflect timing timing of Successor Agency dissolution	($135,000)
	223	0-000-6108	Adjustment to reflect timing timing of Successor Agency dissolution	($650,000)
	223	0-000-6328	Adjustment to reflect timing timing of Successor Agency dissolution	($5,500)
	223	0-000-7252	On-time reimbursement for fire station sewer charges.	$7,000
			TOTAL REVENUE ADJUSTMENT	**($1,983,500)**

Belmont Fire Protection District
FY 2022
Mid-Year Budget Augmentations

Expenditures

Ref #	Fund	Account #	Description	Amount Increase (Decrease)
Fire				
	223	1-115-8303	Increase to reflect actual personnel costs for Police Department support of Fire District related activities	$10,000
	223	1-115-8417	Funding for fire station sewer charges that will be reimbursed to the district	$7,000
	223	2-115-8430	Funding for Fire station 15 facility improvements	$42,500
	223	2-119-8351	Increased funding for actuarial studies	$4,000
	223	2-119-8519	Increased funding for OPEB retiree benefit payments	$70,000

TOTAL EXPENDITURE ADJUSTMENT **$133,500**

CITY OF BELMONT

FISCAL YEAR 2022

MONTHLY FINANCIAL REPORT - DECEMBER 31, 2021



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD
- COVID-19 has negatively impacted revenue stream related to taxes (Budget Variance on pg. 4).

FUND RECAP AT A GLANCE REPORT

Increasing Fund Balance to PY:

- General Fund
- Measure I
- Sewer Collection System
- Sewer Treatment
- Fleet & Equipment Management

Decreasing Fund Balance to PY:

- Planned Park
- Storm Drainage
- Infrastructure

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

- Amounts equal to and above $5,000

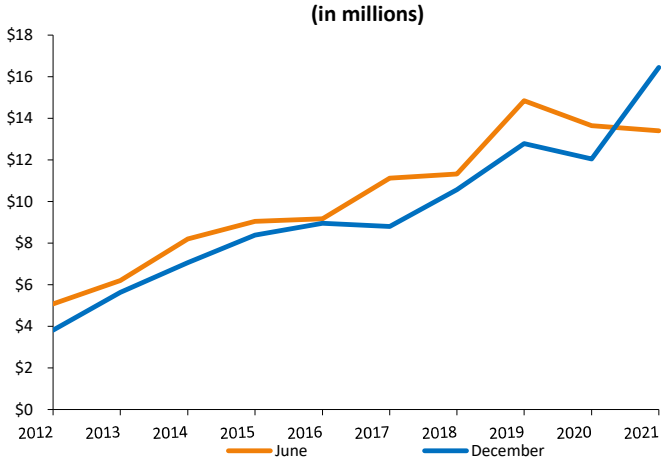
This report contains financial information which has not been reviewed or audited by an independent auditor, does not reflect the application of generally accepted accounting principles in all instances and is subject to future revision. This report has not been prepared with a view to informing an investment 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 December 31, 2021
(000's)

General Fund Balance Trend
(in millions)

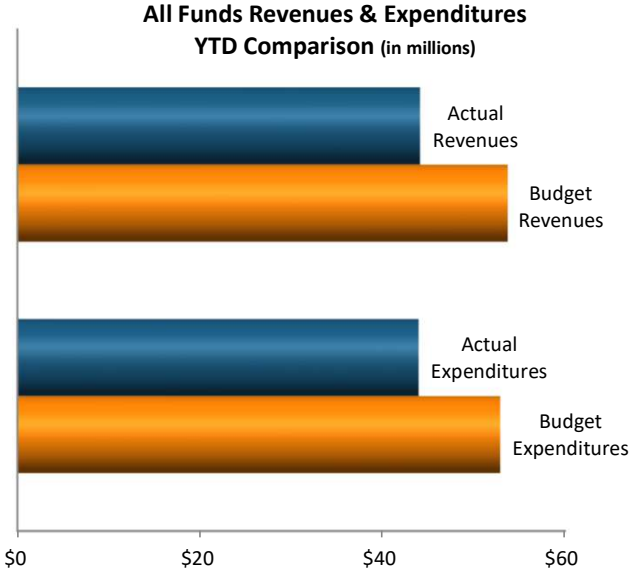


General Fund Balance Trends*

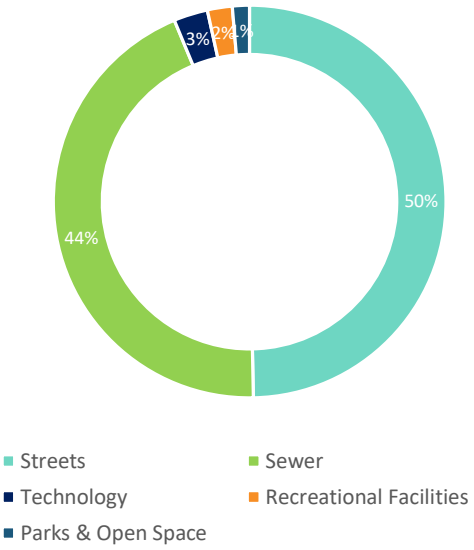
6/30/2012	$5,085	Audited
6/30/2013	$6,200	Audited
6/30/2014	$8,204	Audited
6/30/2015	$9,049	Audited
6/30/2016	$9,177	Audited
6/30/2017	$11,128	Audited
6/30/2018	$11,325	Audited
6/30/2019	$14,846	Audited
6/30/2020	$13,637	Audited
6/30/2021	$13,398	Audited
12/31/2021	$16,441	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is $16.4 million, a $3.0 million increase compared to amount at the prior fiscal year end. The increase compared to the 6/30/21 balance was primarily due to the receipt of $3.2 million in ARPA Federal Coronavirus State and Local Fiscal Recovery Funds.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3), the Recreation Fund, Supplemental Law Enforcement, RMRA Street Project, Planned Park, Library Bond Debt Service, and Facilities Management Fund have deficits that are expected to be eliminated in a future period. The Successor Agency Trust Fund reflects a deficit of $0.3 million due to the nature of the fund type, in which the entire outstanding debt balance is recorded. There are insufficient assets currently available to offset the liability; however, future receipts, both near and long-term, from the County Redevelopment Property Tax Trust Fund are expected to repay the bonds.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended December 31, 2021
(000's)

Fund	Fund Name	Audited Fund Bal. 06/30/21 (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. 12/31/21 (1)+(2)-(3)	PY YTD Fund Bal. 12/31/20
GENERAL FUND														
101	General	*$13,398*	$13,177	$14,292	$1,115	108%	$11,802	$12,920	$11,249	$1,671	87%	$13,599	***$ 16,441***	*12,056*
102	Measure I	*3,751*	1,011	785	(226)	78%	826	2,055	736	1,319	36%	244	***3,800***	*2,478*
SPECIAL REVENUE FUNDS														
205	Recreation	*21*	1,394	640	(754)	46%	861	1,337	1,448	(111)	108%	1,275	***(787)***	*(414)*
206	Library Maintenance & Operation	*962*	154	152	(2)	99%	154	224	184	40	82%	171	***930***	*1,017*
207	Athletic Field Maintenance	*377*	38	58	20	153%	55	50	35	15	71%	17	***400***	*362*
208	City Tree	*326*	3	5	2	155%	8	37	22	14	61%	30	***309***	*340*
209	Senior Services Donation	*86*	3	0	(3)	1%	0	0	0	0	N/A	0	***86***	*86*
210	Development Services	*417*	2,597	2,080	(517)	80%	2,591	2,665	2,497	168	94%	1,971	***0***	*620*
212	General Plan Maintenance	*738*	101	75	(25)	75%	157	185	0	185	0%	53	***814***	*512*
223	Belmont Fire Protection District	*15,403*	7,346	6,229	(1,117)	85%	6,671	5,780	8,813	(3,033)	152%	8,106	***12,819***	*11,957*
225	Police Grants and Donations	*35*	0	0	(0)	11%	(0)	3	1	1	49%	0	***34***	*35*
227	Supplemental Law Enforcement	*0*	106	107	1	101%	105	105	144	(38)	136%	109	***(37)***	*(1)*
231	Street Maintenance	*711*	1,221	563	(658)	46%	591	1,179	1,046	133	89%	1,137	***228***	*401*
232	RMRA Street Project	*323*	267	223	(44)	84%	206	888	618	270	70%	14	***(71)***	*780*
233	Measure W	*250*	133	90	(43)	68%	401	300	0	300	0%	0	***340***	*0*
234	Street Improvements	*2,161*	1,801	2,135	334	119%	662	2,309	1,521	788	66%	518	***2,775***	*1,308*
237	Traffic Impact	-	844	0	(844)	0%	0	0	0	0	N/A	0	***0***	*0*
239	Public Art	-	278	0	(278)	0%	0	0	0	0	N/A	0	***0***	*0*
275	Affordable Housing Successor	*3,688*	2,070	40	(2,030)	2%	237	278	241	38	86%	82	***3,487***	*3,774*
277	Inclusionary Housing	*2,385*	141	0	(141)	0%	2	0	0	0	N/A	1,000	***2,385***	*2,268*
	Total Special Revenue	*27,885*	18,496	12,397	(6,099)	67%	12,702	15,338	16,570	(1,232)	108%	14,484	***23,712***	*23,046*
CAPITAL PROJECT FUNDS														
308	General Facilities	*827*	2	0	(2)	9%	8	224	85	139	38%	104	***743***	*925*
310	Infrastructure	*2,302*	612	1	(611)	0%	7	1,008	180	827	18%	1	***2,122***	*2,824*
312	Comcast PEG Program	*363*	1	0	(1)	11%	1	60	0	60	0%	11	***363***	*363*
341	Planned Park	*357*	1,505	0	(1,505)	0%	9	479	424	55	88%	3,553	***(67)***	*1,118*
342	Park Impact	*1,397*	1,590	0	(1,590)	0%	18	1,625	0	1,625	0%	0	***1,397***	*381*
343	Open Space	*206*	0	0	(0)	10%	1	35	7	28	21%	16	***199***	*219*
704	Special Assessment Districts	*308*	1	0	(1)	11%	1	0	0	0	N/A	0	***308***	*308*
	Total Capital Projects	*5,760*	3,711	1	(3,710)	0%	43	3,431	696	2,735	20%	3,685	***5,065***	*6,137*
DEBT SERVICE & OTHER FUNDS														
406	Library Bond Debt Service	*267*	338	337	(1)	100%	338	342	517	(174)	151%	507	***87***	*93*
501-505	Sewer Collection System	*20,034*	8,754	7,054	(1,700)	81%	7,235	8,946	4,587	4,359	51%	7,981	***22,501***	*14,012*
507	Sewer Treatment	*24,301*	1,616	1,573	(44)	97%	1,602	2,707	2,535	171	94%	3,069	***23,338***	*20,708*
525	Storm Drainage Enterprise	*3,585*	1,122	495	(626)	44%	980	1,368	1,007	361	74%	1,062	***3,073***	*4,417*
530	Solid Waste Management	*1,582*	250	223	(27)	89%	206	247	223	24	90%	209	***1,582***	*1,537*
570	Worker's Compensation	*1,337*	388	375	(13)	97%	373	329	551	(223)	168%	521	***1,160***	*654*
571	Liability Insurance	*3,375*	242	(1,418)	(1,660)	-585%	(1,144)	797	495	302	62%	450	***1,462***	*1,149*
572	Self Funded Vision	-	6	5	(1)	90%	8	7	(4)	11	-61%	(3)	***9***	*11*
573	Fleet & Equipment Management	*5,831*	2,544	2,558	14	101%	2,635	2,622	1,905	716	73%	2,026	***6,483***	*4,753*
574	Facilities Management	*41*	1,342	822	(520)	61%	909	1,047	1,077	(30)	103%	930	***(214)***	*185*
575	Benefit Prefunding	*1,396*	729	688	(41)	94%	774	746	970	(225)	130%	1,186	***1,114***	*1,149*
775	Successor Agency Trust Fund[1]	*(3,430)*	1	3,923	3,923	620753%	89	0	833	(833)	N/A	767	***(339)***	*(4,883)*
	Total Debt & Other	58,319	17,331	16,634	(696)	96%	14,003	19,157	14,697	4,460	77%	18,704	60,257	43,785
	Total All Funds	**$109,114**	**$53,726**	**$44,110**	**($9,616)**	**82%**	**$39,377**	**$52,901**	**$43,948**	**$8,952**	**83%**	**$50,715**	**$109,276**	**$87,501**

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.

[1] The Successor Agency Trust Fund is a Fiduciary Fund and is only displayed here for informational and reporting purposes.

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended December 31, 2021
(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	$8,194	$7,973	($222)	97% **a**	$16,388	$7,574	$9,262	$11,842	$2,581	128% **a**	$18,523	$8,442
Property Taxes	3,189	2,965	(223)	93% *	6,378	3,120	7,269	10,116	2,847	91%	14,537	6,766
Sales Taxes	1,917	1,476	(441)	77%	3,833	1,818	1,503	1,238	(265)	71%	3,006	1,186
Other Taxes	3,089	3,531	443	114% *	6,177	2,635	490	488	(1)	99%	980	490
Licenses and permits	536	414	(123)	77% **b**	1,073	483	922	887	(35)	96%	1,844	903
Intergovernmental	1,728	3,336	1,608	193%	3,456	467	3,333	1,415	(1,919)	42% **d**	6,667	709
Charge for services	2,045	2,125	80	104%	4,090	3,096	20,792	16,049	(4,743)	77% **e**	41,584	16,117
Fines and forfeits	82	54	(28)	66%	164	74	-	-	-	N/A	-	-
Use of money and property	451	374	(77)	83%	902	61	336	146	(190)	43% **f**	672	328
Miscellaneous	141	17	(124)	12% **c**	282	48	70	(537)	(608)	-766% **g**	140	(1,449)
Other financing sources	-	-	-	N/A	-	-	1,875	17	(1,858)	1% **h**	3,750	4
Operating transfers in	-	-	-	N/A	-	-	3,959	-	(3,959)	**i**	7,918	2,521
Total Revenues	**13,177**	**14,292**	**1,115**	**108%**	**26,354**	**11,802**	**40,549**	**29,818**	**(10,731)**	**74%**	**81,098**	**27,575**
EXPENDITURES												
General government	3,183	2,756	(428)	87%	6,367	3,469	4,086	3,931	(155)	96%	8,173	4,206
Public safety	7,215	7,403	188	103% **j**	14,431	7,030	5,888	8,958	3,071	152% **k**	11,776	8,215
Streets and utilities	-	-	-	N/A	-	-	19,274	11,472	(7,802)	60%	38,547	12,566
Culture and recreation	1,014	1,090	77	108%	2,027	1,163	3,325	3,027	(297)	91%	6,650	5,818
Urban redevelopment	-	-	-	N/A	-		2,117	2,015	(102)	95%	4,234	2,619
Debt service	-	-	-	N/A	-	-	2,839	3,296	456	116% **l**	5,679	3,108
Operating transfer out	1,508	-	(1,508)		3,015	1,937	2,452	-	(2,452)		4,903	584
Total Expenditures	**12,920**	**11,249**	**(1,671)**	**87%**	**25,840**	**13,599**	**39,981**	**32,699**	**(7,282)**	**82%**	**79,962**	**37,116**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	**$257**	**$3,043**			**$514**	**($1,797)**	**$568**	**($2,881)**	**($18,012)**		**$1,137**	**($9,541)**

Management Discussion and Analysis

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

General Fund:

Revenues

*) Beginning with the December 2020 monthly financial report, Property Tax in lieu of VLF and excess ERAF are reported under Property Taxes, not Other Taxes.

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 Transient Occupancy Taxes received in July are related to June activities, which are subject to an accounting adjustment. COVID-19 impacts are occurring.

b) Licenses and Permits – Business License 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) Miscellaneous – The budget variance is primarily due to the timing of the annual CSUS Public Service Fee, which will be received in a future reporting period.

Other Funds

Revenues

d) 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.

e) Charges for Services – The Sewer Use Fee (Collection & Treatment), budgeted for $17M, is included as part of the City's Property Tax bill to be received semi-annually, typically in April and December.

f) Use of Money and Property–the LAIF interest rate continues to decline resulting in lower investment returns.

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

h) Other Financing Sources – The budget assumes a sale of $3.8M in housing capital assets which is anticipated to occur in a subsequent period.

i) Operating Transfers In – The budget assumes operating transfers, which will be recorded at the end of the fiscal year based on actual results.

General Fund:

Expenditures

j) Public safety - The annual contribution to the SPCA construction costs was paid in December.

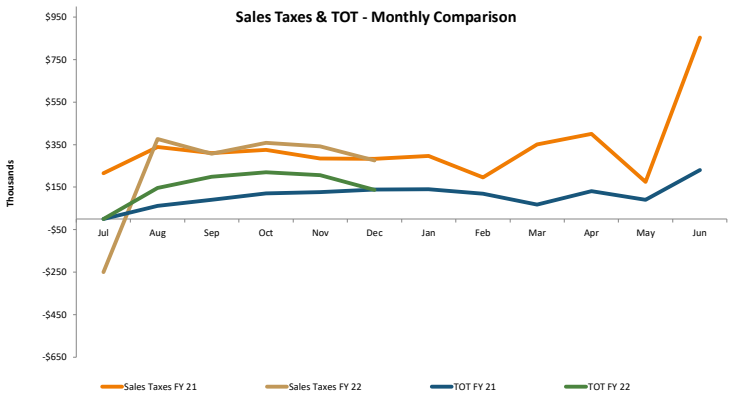
Other Funds

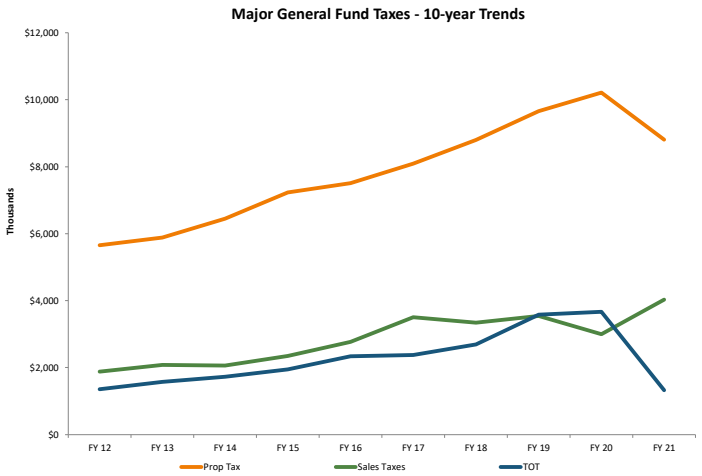
Expenditures

k) Public safety - First quarter payments of $1.6M to BSCFD and $2.1M to San Mateo Consolidated Fire Department.

l) Debt Service -the semi-annual interest and annual principal payments were remitted in July.

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 December 31, 2021

Disbursements Amounts Equal to $5,000 and Above

Vendor	Description	Date	No.	Amount
ADP	12/21 ADP FEES	12/24/21	DAJ000007073	5,562.25
BAMACOR, INC.	SUPPLIES	12/9/21	EFT00027175	16,775.80
BELMONT SAN CARLOS FIRE DEPT	Q3 MEMBER CONTRIBUTION	12/17/21	EFT00027314	42,895.15
BENEFIT COORDINATORS CORP	Nov 2021 Life and LTD Billing	12/9/21	EFT00027161	12,598.19
BKF ENGINEERS	Alameda proj Aug-Sept	12/17/21	EFT00027296	5,348.06
BROADCAST MICROWAVE SERVICES LLC	TAHOE M8 SYSTEM CORE I7	12/3/21	EFT00027133	8,978.60
CAIRO BUILDER INC	BSCC ROOF REPLACEMENT RETAINER	12/17/21	EFT00027286	79,500.00
CALPERS	COB CONTRIBUTIONS PPE 11/19/21	12/24/21	DAJ000007107	104,617.94
CALPERS	COB CONTRIBUTION PPE 12/3/21	12/24/21	DAJ000007108	102,540.12
CALPERS	COB CONTRIBUTION PPE 12/17/21	12/24/21	DAJ000007114	102,782.37
CALPERS	COB CONTRIBUTION PPE 11/5/21	12/6/21	DAJ000007097	105,433.40
CALPERS	HEALTH PREMIUM-DECEMBER	12/13/21	DAJ000007099	153,462.64
CARDKNOX	CARDKNOX FEES NOV 2021	12/2/21	DAJ000007053	5,653.65
CASEY CONSTRUCTION INC	SD improvements for Nov	12/17/21	1202292	61,900.00
CITY OF BELMONT EMPLOYEES	PAYROLL 12/3/2021	12/2/21	DAJ000007059	403,289.32
CITY OF BELMONT EMPLOYEES	PAYROLL 12/3/2021	12/3/21	DAJ000007061	95,963.14
CITY OF BELMONT EMPLOYEES	PAYROLL 12/17/2021	12/16/21	DAJ000007062	386,773.69
CITY OF BELMONT EMPLOYEES	PAYROLL 12/17/2021	12/17/21	DAJ000007064	89,282.43
CITY OF BELMONT EMPLOYEES	PAYROLL 12/17/2021	12/17/21	DAJ000007065	10,053.18
CITY OF BELMONT EMPLOYEES	PAYROLL 12/30/2021	12/29/21	DAJ000007069	406,292.55
CITY OF BELMONT EMPLOYEES	PAYROLL 12/30/2021	12/29/21	DAJ000007070	97,425.49
COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL FEES	12/9/21	EFT00027189	5,748.80
COUNTY OF SAN MATEO-COUNTY MANAGERS OFFICE	SPCA CONSTRUCTION COST-FY21/22	12/17/21	1202296	25,821.00
CREEKSIDE GRILL	OCTOBER SENIOR LUNCHES	12/9/21	EFT00027150	5,835.62
CSG CONSULTANTS, INC.	Task Order #3 Holly, Marburger	12/9/21	EFT00027180	5,005.00
CSG CONSULTANTS, INC.	OCT BLDG PLAN REVIEW	12/17/21	EFT00027300	24,252.50
EDD	PPE 12/17/21 PAYROLL TAXES	12/21/21	DAJ000007104	32,322.19
EDD	PAYROLL TAXES PPE 12/03/21	12/6/21	DAJ000007105	35,399.41
EDD	PAYROLL TAXES PPE 11/3/21	12/6/21	DAJ000007098	35,399.41
EYEP SOLUTIONS	NETWORK UPGRADE PROJECT	12/3/21	1202238	120,000.00
GRANICUS, INC.	COMMS CLOUD GOV DELIVERY	12/17/21	EFT00027261	8,900.00
HOM, DANIEL	OCTOBER 2021	12/3/21	EFT00027136	6,262.50
ICMA ACCT# 302442	DEF COMP	12/28/21	DAJ000007109	33,784.69
ICMA ACCT# 803366	DEF COMP	12/28/21	DAJ000007111	5,075.00
ICMA ACCT#106201	DEF COMP	12/28/21	DAJ000007110	30,561.08
ICMA ACCT#302442	DEF COMP	12/15/21	DAJ000007100	33,818.37
ICMA ACCT#803366	DEF COMP	12/15/21	DAJ000007101	5,200.00
INFRASTRUCTURE ENGINEERING CORP	SSMP Aug-Sept 2021	12/17/21	EFT00027263	25,063.75
INTERSTATE GRADING AND	progress pay-CCN2020-589	12/17/21	EFT00027369	294,627.65
JPW COMMUNICATIONS LLC	NOV 2021 DISTRICTING	12/17/21	EFT00027279	6,550.00
MANAGEMENT PARTNERS	Belmont payroll function	12/17/21	EFT00027307	6,400.00
MAZE & ASSOCIATES	AUDIT SERVICES-NOVEMBER	12/9/21	EFT00027188	10,738.00
METROPOLITAN PLANNING GROUP	Prof serve 4-30-21	12/9/21	EFT00027155	6,712.50

City of Belmont
Disbursements & Purchase Order Activity Report
Results for the Period Ended December 31, 2021

Disbursements Amounts Equal to $5,000 and Above

Vendor	Description	Date	No.	Amount
MID-PENINSULA WATER DISTRICT	ARTHUR & COVINGTON	12/9/21	EFT00027178	9,943.49
MNS ENGINEERS INC	Prof serv Sept. 2021	12/17/21	EFT00027269	79,057.05
NBS/GOV'T FINANCE GROUP	FISCAL IMPACT ANLYS/CFD FORM	12/3/21	EFT00027142	7,500.00
O.K. LUMBER CO.	BSC CONCRETE DRAINS	12/9/21	1202270	9,178.89
PACIFIC NURSERIES	2021 TREE GIVEAWAY	12/9/21	1202272	5,158.23
PAVEMENT ENGINEERING INC	Dev plans specs/est. 200133-01	12/17/21	1202312	6,880.00
PG&E	GAS & ELECRICITY-VARIOUS SITES	12/9/21	EFT00027190	5,468.22
PG&E	GAS & ELECRICITY-VARIOUS SITES	12/9/21	EFT00027226	5,825.34
PG&E	GAS & ELECRICITY-VARIOUS SITES	12/9/21	EFT00027209	9,174.97
PG&E	GAS & ELECRICITY-VARIOUS SITES	12/9/21	EFT00027237	14,792.73
RINCON CONSULTANTS	HOUSING ELEMENT EIR	12/9/21	EFT00027172	33,518.61
SAN MATEO CONSOLIDATED FIRE DEPARTMENT	NOVEMBER CONTRACTED SERVICES	12/9/21	EFT00027165	2,107,958.25
SAN MATEO COUNTY - HEALTH	FY2021-22 ANIMAL CONTROL COSTS	12/9/21	1202276	145,591.00
SAN MATEO COUNTY - INFORMATION	MESSAGE SWITCH(2NDQTR OCT-DEC)	12/9/21	1202277	5,300.75
SAN MATEO COUNTY PUBLIC	PGR PASS-THRU (2NDQTR OCT-DEC)	12/9/21	1202278	5,309.75
SAVANT SOLUTIONS, INC.	FOREVER CLOUD/ANNUAL SUB 1 YR	12/3/21	EFT00027125	39,250.00
SCHAAF & WHEELER CONSULTING	Storm Drain Proj. thru Sept.	12/17/21	EFT00027312	11,903.00
SILICON VALLEY CLEAN WATER	JANUARY CONTRIBUTION	12/9/21	EFT00027153	282,253.00
SOUTH BAY REGIONAL PUBLIC	DRV/FORCE OPTIONS-8 OFFICERS	12/9/21	1202280	5,647.00
SQUARE	SQUARE BANK DEC 21, GP JAN 22	12/31/21	IAJ000007079	16,758.80
THE LEW EDWARDS GROUP	Lew Edwards - CCN2019-46	12/17/21	1202318	5,175.00
TOWNE FORD SALES	309 SPARE KEY	12/9/21	EFT00027242	46,058.04
U.S. BANK CORP PAYMENT SYSTEM	DEC CAL CARD STMT-VARIOUS DEPARTMENTS	12/17/21	1202319	13,140.18
VALLEY OIL COMPANY	DIESEL FUEL-VARIOUS DEPARTMENTS	12/17/21	EFT00027315	17,613.84
			Total Disbursements in Excess of $5,000	**$ 5,949,061.58**
			Total Count	**67**

Purchase Order Amounts Equal to $5,000 and Above

Vendor	Description	Date	No.	Amount
EDGEWORTH INTEGRATION LLC	550 ISLAND PKWY - PHASE 2	12/7/21	22 00031	39,752.57
MNS ENGINEERS INC	TO#9 HILLER ST PUMP STATIO	12/7/21	22 00032	419,200.00
DELL	17 - WORKSTATION 5090S	12/7/21	22 00033	18,594.99
PANORAMA ENVIRONMENTAL INC	AMMENDMENT #1 - CEQA REVIE	12/9/21	22 00034	37,371.00
SOUTHWEST CONSTRUCTION & PROPE	COVID-19 OFFICE MODIFICATI	12/17/21	22 00035	33,859.40
SEQUOIA ECOLOGICAL CONSULTING	TP TREE REMOVALS ENVIRON	12/17/21	22 00036	5,000.00
			Total Purchase Orders Issued in Excess of $5,000	**$ 553,777.96**
			Total Count	**6**

CITY OF BELMONT
Statement of Revenues and Expenditures
Budget Variance Report
December 31, 2021
Revenues

Fund	Account	Description	Year to Date Comparison 12/31/2021 Budget	Actual	Variance	%	12/31/2020 Actual	Annual Adjusted Budget	YTD %
101	6100	PROPERTY TAXES	$ 4,536,051	$ 4,860,307	$ (324,256)	107%	$ 4,685,088	$ 9,072,102	54%
101	6200	SALES TAXES	1,849,844	1,411,554	438,290	76%	1,761,097	3,699,688	38%
101	6300	OTHER TAXES	1,808,346	1,700,768	107,577	94%	1,127,325	3,616,691	47%
101	6200	LICENSES AND PERMITS	536,256	413,536	122,720	77%	482,746	1,072,512	39%
101	6300	INTERGOVERNMENTAL	1,727,768	3,336,211	(1,608,443)	193%	467,491	3,455,536	97%
101	6400-6999	SERVICE CHARGES	2,044,850	2,124,970	(80,121)	104%	3,095,755	4,089,699	52%
101	7100	FINES AND FORFEITURES	82,000	54,200	27,800	66%	73,631	164,000	33%
101	7100	USE OF MONEY AND PROPERTY	450,786	373,949	76,837	83%	60,956	901,571	41%
101	7200	MISCELLANEOUS	141,047	16,549	124,498	12%	47,615	282,094	6%
		GENERAL FUND	**13,176,947**	**14,292,043**	**(1,115,097)**	**108%**	**11,801,703**	**26,353,893**	**54%**
102	6200	SALES TAXES	1,006,688	784,777	221,911	78%	821,204	2,013,376	39%
102	7100	USE OF MONEY AND PROPERTY	4,535	714	3,821	16%	5,150	9,069	8%
		MEASURE I	**1,011,223**	**785,491**	**225,731**	**78%**	**826,354**	**2,022,445**	**39%**
205	6300	INTERGOVERNMENTAL	26,500	41,139	(14,639)	155%	18,868	53,000	78%
205	6400-6999	SERVICE CHARGES	855,868	595,557	260,311	70%	251,213	1,711,736	35%
205	7100	USE OF MONEY AND PROPERTY	-	(72)	72	N/A	(550)	-	N/A
205	7200	MISCELLANEOUS	12,063	3,353	8,710	28%	5,394	24,125	14%
205	7600	OPERATING TRANSFERS IN	500,000	-	500,000	0%	586,349	1,000,000	0%
		RECREATION	**1,394,431**	**639,977**	**754,453**	**46%**	**861,273**	**2,788,861**	**23%**
206	6100	TAXES	151,853	151,419	434	100%	151,853	303,706	50%
206	7100	USE OF MONEY AND PROPERTY	1,855	193	1,662	10%	2,337	3,709	5%
		LIBRARY MAINTENANCE/OPERATION	**153,707**	**151,611**	**2,096**	**99%**	**154,190**	**307,415**	**49%**
207	6400-6999	SERVICE CHARGES	37,500	58,144	(20,644)	155%	4,074	75,000	78%
207	7100	USE OF MONEY AND PROPERTY	639	81	557	13%	773	1,277	6%
207	7200	MISCELLANEOUS	-	-	-	N/A	50,282	-	N/A
		ATHLETIC FIELD MAINTENANCE	**38,139**	**58,225**	**(20,087)**	**153%**	**55,129**	**76,277**	**76%**
208	6400-6999	SERVICE CHARGES	2,500	4,815	(2,315)	193%	7,178	5,000	96%
208	7100	USE OF MONEY AND PROPERTY	653	67	586	10%	834	1,306	5%
		CITY TREES	**3,153**	**4,882**	**(1,729)**	**155%**	**8,012**	**6,306**	**77%**
209	7100	USE OF MONEY AND PROPERTY	161	18	143	11%	202	322	6%
209	7200	MISCELLANEOUS	2,500	(2)	2,502	0%	50	5,000	0%
		SENIOR SERVICES DONATION	**2,661**	**16**	**2,645**	**1%**	**252**	**5,322**	**0%**
210	6200	LICENSES AND PERMITS	922,000	886,539	35,461	96%	902,909	1,844,000	48%
210	6400-6999	SERVICE CHARGES	1,070,593	1,189,255	(118,662)	111%	894,138	2,141,186	56%
210	7100	USE OF MONEY AND PROPERTY	1,006	67	939	7%	1,113	2,011	3%
210	7200	MISCELLANEOUS	3,500	4,274	(774)	122%	6,258	7,000	61%
210	7600	OPERATING TRANSFERS IN	600,000	-	600,000	0%	786,406	1,200,000	0%
		DEVELOPMENT SERVICES	**2,597,099**	**2,080,134**	**516,964**	**80%**	**2,590,824**	**5,194,197**	**40%**
212	6300	INTERGOVERNMENTAL	-	-	-	N/A	10,000	-	N/A
212	6400-6999	SERVICE CHARGES	100,000	75,272	24,728	75%	146,260	200,000	38%
212	7100	USE OF MONEY AND PROPERTY	906	162	744	18%	1,093	1,811	9%
		GENERAL PLAN MAINTENANCE	**100,906**	**75,434**	**25,471**	**75%**	**157,354**	**201,811**	**37%**
223	6100	TAXES	7,268,734	6,192,808	1,075,926	85%	6,678,485	14,537,468	43%
223	6300	INTERGOVERNMENTAL	57,398	27,652	29,746	48%	28,095	114,796	24%
223	7100	USE OF MONEY AND PROPERTY	19,437	1,090	18,347	6%	(35,449)	38,873	3%
223	7200	MISCELLANEOUS	-	7,201	(7,201)	N/A	24	-	N/A
		BELMONT FIRE PROTECTION DISTRICT	**7,345,569**	**6,228,751**	**1,116,817**	**85%**	**6,671,155**	**14,691,137**	**42%**
225	7100	USE OF MONEY AND PROPERTY	66	7	59	11%	83	132	6%
225	7200	MISCELLANEOUS	-	-	-	N/A	(350)	-	N/A
		PUBLIC SAFETY GRANTS	**66**	**7**	**59**	**11%**	**(267)**	**132**	**6%**

CITY OF BELMONT
Statement of Revenues and Expenditures
Budget Variance Report
December 31, 2021
Revenues

Fund	Account	Description	Year to Date Comparison 12/31/2021 Budget	Actual	Variance	%	12/31/2020 Actual	Annual Adjusted Budget	YTD %
227	6300	INTERGOVERNMENTAL	98,441	106,997	(8,556)	109%	103,732	196,882	54%
227	7100	USE OF MONEY AND PROPERTY	-	(0)	0	N/A	(52)	-	N/A
227	7600	OPERATING TRANSFERS IN	7,500	-	7,500	0%	1,553	15,000	0%
		SUPPLEMENTAL LAW ENFORCEMENT	**105,941**	**106,997**	**(1,056)**	**101%**	**105,232**	**211,882**	**50%**
231	6300	INTERGOVERNMENTAL	633,051	266,354	366,696	42%	274,809	1,266,101	21%
231	6400-6999	SERVICE CHARGES	336,516	296,067	40,448	88%	314,865	673,031	44%
231	7100	USE OF MONEY AND PROPERTY	948	97	850	10%	1,480	1,895	5%
231	7200	MISCELLANEOUS	-	200	(200)	N/A	345	-	N/A
231	7600	OPERATING TRANSFERS IN	250,000	-	250,000	0%	-	500,000	0%
		STREET MAINTENANCE	**1,220,514**	**562,719**	**657,795**	**46%**	**591,499**	**2,441,027**	**23%**
232	6300	INTERGOVERNMENTAL	265,554	222,975	42,579	84%	204,215	531,107	42%
232	7100	USE OF MONEY AND PROPERTY	1,335	14	1,321	1%	1,536	2,669	1%
		RMRA STREET PROJECTS	**266,888**	**222,989**	**43,899**	**84%**	**205,752**	**533,776**	**42%**
233	6100	TAXES	130,801	90,218	40,582	69%	71,646	261,601	34%
233	6300	INTERGOVERNMENTAL	-	-	-	N/A	-	-	N/A
233	7100	USE OF MONEY AND PROPERTY	2,000	57	1,943	3%	-	4,000	1%
233	7600	OPERATING TRANSFERS IN	-	-	-	N/A	329,043	-	N/A
		MEASURE W	**132,801**	**90,275**	**42,526**	**68%**	**400,689**	**265,601**	**34%**
234	6100	TAXES	365,445	363,225	2,220	99%	293,140	730,890	50%
234	6300	INTERGOVERNMENTAL	1,393,500	735,768	657,732	53%	69,638	2,787,000	26%
234	7100	USE OF MONEY AND PROPERTY	2,161	427	1,734	20%	2,444	4,321	10%
234	7200	MISCELLANEOUS	40,000	1,035,364	(995,364)	2588%	93,065	80,000	1294%
234	7600	OPERATING TRANSFERS IN	-	-	-	N/A	204,104	-	N/A
		STREET IMPROVEMENT	**1,801,106**	**2,134,785**	**(333,679)**	**119%**	**662,391**	**3,602,211**	**59%**
237	6400-6999	SERVICE CHARGES	842,048	-	842,048	0%	-	1,684,095	0%
237	7100	USE OF MONEY AND PROPERTY	2,000	-	2,000	0%	-	4,000	0%
		TRAFFIC IMPACT	**844,048**	**-**	**844,048**	**0%**	**-**	**1,688,095**	**0%**
239	6400-6999	SERVICE CHARGES	276,671	-	276,671	0%	-	553,342	0%
239	7100	USE OF MONEY AND PROPERTY	1,000	-	1,000	0%	-	2,000	0%
		PUBLIC ART	**277,671**	**-**	**277,671**	**0%**	**-**	**555,342**	**0%**
275	6300	INTERGOVERNMENTAL	155,000	-	155,000	0%	-	310,000	0%
275	7100	USE OF MONEY AND PROPERTY	40,363	40,311	52	100%	236,371	80,726	50%
275	7200	MISCELLANEOUS	-	-	-	N/A	510	-	N/A
275	7500	OTHER FINANCING SOURCES	1,875,000	-	1,875,000	0%	-	3,750,000	0%
		HOUSING SUCCESSOR	**2,070,363**	**40,311**	**2,030,052**	**2%**	**236,881**	**4,140,726**	**1%**
277	6400-6999	SERVICE CHARGES	140,018	-	140,018	0%	-	280,035	0%
277	7100	USE OF MONEY AND PROPERTY	953	34	919	4%	1,819	1,906	2%
		INCLUSIONARY HOUSING FUND	**140,971**	**34**	**140,936**	**0%**	**1,819**	**281,941**	**0%**
308	7100	USE OF MONEY AND PROPERTY	1,824	170	1,654	9%	2,387	3,647	5%
308	7200	MISCELLANEOUS	-	-	-	N/A	5,561	-	N/A
		GENERAL FACILITIES	**1,824**	**170**	**1,654**	**9%**	**7,948**	**3,647**	**5%**
310	6300	INTERGOVERNMENTAL	606,667	-	606,667	0%	-	1,213,334	0%
310	7100	USE OF MONEY AND PROPERTY	5,273	503	4,769	10%	6,613	10,545	5%
		INFRASTRUCTURE	**611,940**	**503**	**611,436**	**0%**	**6,613**	**1,223,879**	**0%**
312	7100	USE OF MONEY AND PROPERTY	689	76	612	11%	870	1,377	6%
		COMCAST	**689**	**76**	**612**	**11%**	**870**	**1,377**	**6%**
341	7100	USE OF MONEY AND PROPERTY	5,217	52	5,165	1%	8,809	10,433	0%
341	7200	MISCELLANEOUS	-	-	-	N/A	100	-	N/A
341	7600	OPERATING TRANSFERS IN	1,500,000	-	1,500,000	0%	-	3,000,000	0%
		PLANNED PARK	**1,505,217**	**52**	**1,505,165**	**0%**	**8,909**	**3,010,433**	**0%**
342	6300	INTERGOVERNMENTAL	97,285	-	97,285	0%	-	194,570	0%
342	6400-6999	SERVICE CHARGES	1,487,348	-	1,487,348	0%	16,937	2,974,696	0%

CITY OF BELMONT
Statement of Revenues and Expenditures
Budget Variance Report
December 31, 2021
Revenues

Fund	Account	Description	Year to Date Comparison 12/31/2021 Budget	Actual	Variance	%	12/31/2020 Actual	Annual Adjusted Budget	YTD %
342	7100	USE OF MONEY AND PROPERTY	702	294	408	42%	873	1,403	21%
342	7200	MISCELLANEOUS	5,000	-	5,000	0%	-	10,000	0%
		PARK IMPACT FEES	**1,590,335**	**294**	**1,590,041**	**0%**	**17,810**	**3,180,669**	**0%**
343	7100	USE OF MONEY AND PROPERTY	424	43	381	10%	541	847	5%
		OPEN SPACE	**424**	**43**	**381**	**10%**	**541**	**847**	**5%**
406	6100	TAXES	337,995	337,029	966	100%	337,995	675,991	50%
406	7100	USE OF MONEY AND PROPERTY	375	(6)	381	-2%	(68)	750	-1%
		LIBRARY BOND DEBT SERVICE	**338,370**	**337,023**	**1,347**	**100%**	**337,927**	**676,741**	**50%**
501	6400-6999	SERVICE CHARGES	7,145,541	7,035,619	109,921	98%	6,367,448	14,291,081	49%
501	7100	USE OF MONEY AND PROPERTY	60,572	7,823	52,748	13%	73,384	121,143	6%
		SEWER ENTERPRISE-OPERATIONS	**7,206,112**	**7,043,443**	**162,670**	**98%**	**6,440,832**	**14,412,224**	**49%**
503	6400-6999	SERVICE CHARGES	1,250,000	-	1,250,000	0%	698,645	2,500,000	0%
503	7100	USE OF MONEY AND PROPERTY	22,513	10,974	11,539	49%	(38,581)	45,025	24%
		SEWER ENTERPRISE-CAPITAL	**1,272,513**	**10,974**	**1,261,539**	**1%**	**660,063**	**2,545,025**	**0%**

CITY OF BELMONT
Statement of Revenues and Expenditures
Budget Variance Report
December 31, 2021
Revenues

Fund	Account	Description	Year to Date Comparison 12/31/2021 Budget	Actual	Variance	%	12/31/2020 Actual	Annual Adjusted Budget	YTD %
505	6800	SERVICE CHARGES-SEWER	275,000	-	275,000	0%	143,092	550,000	0%
505	7100	USE OF MONEY AND PROPERTY	-	(676)	676	N/A	(8,869)	-	N/A
		SEWER ENTERPRISE-TREATMENT PLANT	**275,000**	**(676)**	**275,676**	**0%**	**134,222**	**550,000**	**0%**
507	6400-6999	SERVICE CHARGES	1,592,895	1,571,339	21,555	99%	1,590,981	3,185,789	49%
507	7100	USE OF MONEY AND PROPERTY	23,533	1,519	22,014	6%	11,328	47,065	3%
		SEWER TREATMENT FACILITY	**1,616,427**	**1,572,858**	**43,569**	**97%**	**1,602,309**	**3,232,854**	**49%**
525	6400-6999	SERVICE CHARGES	502,700	440,987	61,713	88%	428,212	1,005,400	44%
525	7100	USE OF MONEY AND PROPERTY	17,390	272	17,118	2%	5,631	34,780	1%
525	7200	MISCELLANEOUS	-	54,094	(54,094)	N/A	78,894	-	N/A
525	7600	OPERATING TRANSFERS IN	601,500	-	601,500	0%	466,837	1,203,000	0%
		STORM DRAINAGE	**1,121,590**	**495,353**	**626,237**	**44%**	**979,575**	**2,243,180**	**22%**
530	6300	INTERGOVERNMENTAL	-	13,691	(13,691)	N/A	-	-	N/A
530	6400-6999	SERVICE CHARGES	246,678	208,837	37,841	85%	201,536	493,356	42%
530	7100	USE OF MONEY AND PROPERTY	3,421	398	3,022	12%	4,271	6,841	6%
		SOLID WASTE	**250,099**	**222,927**	**27,172**	**89%**	**205,807**	**500,197**	**45%**
570	6400-6999	SERVICE CHARGES	378,407	360,410	17,997	95%	369,895	756,813	48%
570	7100	USE OF MONEY AND PROPERTY	2,214	273	1,940	12%	2,710	4,427	6%
570	7200	MISCELLANEOUS	7,063	14,125	(7,063)	200%	-	14,125	100%
		WORKERS' COMPENSATION	**387,683**	**374,808**	**12,874**	**97%**	**372,605**	**775,365**	**48%**
571	6400-6999	SERVICE CHARGES	239,480	239,480	(0)	100%	542,700	478,959	50%
571	7100	USE OF MONEY AND PROPERTY	2,754	380	2,373	14%	3,263	5,507	7%
571	7200	MISCELLANEOUS	-	(1,657,658)	1,657,658	N/A	(1,690,000)	-	N/A
		LIABILITY INSURANCE	**242,233**	**(1,417,798)**	**1,660,031**	**-585%**	**(1,144,038)**	**484,466**	**-293%**
572	6400-6999	SERVICE CHARGES	5,928	5,358	570	90%	5,140	11,856	45%
572	7100	USE OF MONEY AND PROPERTY	22	2	19	11%	26	43	6%
572	7600	OPERATING TRANSFERS IN	-	-	-	N/A	2,578	-	N/A
		SELF-FUNDED VISION	**5,950**	**5,360**	**589**	**90%**	**7,744**	**11,899**	**45%**
573	6400-6999	SERVICE CHARGES	2,537,388	2,537,387	0	100%	2,621,867	5,074,775	50%
573	7100	USE OF MONEY AND PROPERTY	6,410	1,064	5,346	17%	7,493	12,820	8%
573	7200	MISCELLANEOUS	-	1,652	(1,652)	N/A	1,161	-	N/A
573	7500	OTHER FINANCING SOURCES	-	17,408	(17,408)	N/A	4,063	-	N/A
		FLEET & EQUIPMENT MANAGEMENT	**2,543,798**	**2,557,512**	**(13,714)**	**101%**	**2,634,584**	**5,087,595**	**50%**
574	6400-6999	SERVICE CHARGES	742,706	742,705	0	100%	742,704	1,485,411	50%
574	7100	USE OF MONEY AND PROPERTY	98,808	78,921	19,886	80%	22,507	197,615	40%
574	7600	OPERATING TRANSFERS IN	500,000	-	500,000	0%	143,770	1,000,000	0%
		FACILITIES MANAGEMENT	**1,341,513**	**821,627**	**519,886**	**61%**	**908,982**	**2,683,026**	**31%**
575	6400-6999	SERVICE CHARGES	726,215	687,538	38,677	95%	770,401	1,452,429	47%
575	7100	USE OF MONEY AND PROPERTY	2,692	278	2,413	10%	3,628	5,383	5%
		BENEFIT PREFUNDING	**728,906**	**687,816**	**41,090**	**94%**	**774,029**	**1,457,812**	**47%**
704	7100	USE OF MONEY AND PROPERTY	574	65	509	11%	720	1,148	6%
		SPECIAL ASSESSMENT DISTRICT	**574**	**65**	**509**	**11%**	**720**	**1,148**	**6%**
		TOTAL REVENUES	**$ 53,725,390**	**$ 40,187,110**	**$ 13,538,280**	**75%**	**$ 39,288,292**	**$ 107,450,781**	**37%**

CITY OF BELMONT
Statement of Revenues and Expenditures
Budget Variance Report
December 31, 2021
Expenditures

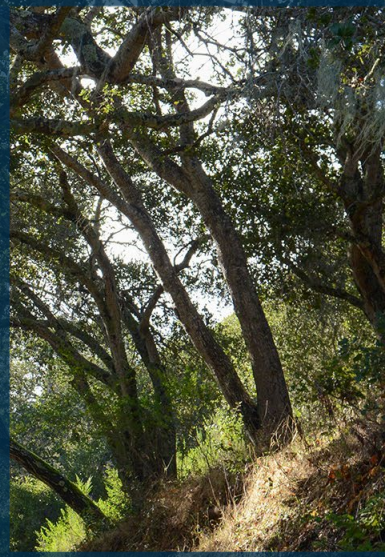
			Year to Date Comparison					Annual	
			12/31/2021				12/31/2020	Adjusted	YTD
Fund	Division	Description	Budget	Actual	Variance	%	Actual	Budget	%
101	101	CITY COUNCIL	$ 111,763	$ 124,893	$ (13,129)	112%	$ 341,667	$ 223,527	56%
101	102	CONTINGENCY	125,000	5,000	120,000	4%		250,000	2%
101	111	EXECUTIVE MANAGEMENT	691,203	461,241	229,961	67%	528,118	1,382,405	33%
101	114	CITY CLERK	124,714	129,892	(5,178)	104%	206,910	249,427	52%
101	121	CITY ATTORNEY	291,533	360,846	(69,314)	124%	417,860	583,065	62%
101	202	CITY CLERK-ELECTIONS	27,000	371	26,629	1%	1,374	54,000	1%
101	401	HUMAN RESOURCES	540,626	618,843	(78,218)	114%	551,093	1,081,251	57%
101	501	FINANCIAL OPERATIONS	749,509	633,742	115,767	85%	900,928	1,499,018	42%
101	502	FINANCIAL PLANNING & REPORTING	439,175	343,605	95,571	78%	406,000	878,351	39%
101	503	RISK MANAGEMENT	82,828	77,400	5,428	93%	114,599	165,656	47%
101	504	OPERATING TRANSFERS	1,507,500		1,507,500	0%	1,936,596	3,015,000	0%
101	600	LAW ENFORCEMENT ADMINISTRATION	1,274,957	1,074,563	200,393	84%	1,052,931	2,549,913	42%
101	601	CRIME CONTROL	4,439,954	4,857,357	(417,403)	109%	4,476,262	8,879,908	55%
101	602	TRAFFIC & COMMUNITY SAFETY	664,599	593,969	70,630	89%	686,510	1,329,198	45%
101	604	SUPPORT SERVICES	835,772	877,043	(41,272)	105%	814,719	1,671,543	52%
101	811	PARKS AND OPEN SPACES	1,013,690	1,090,233	(76,543)	108%	1,163,195	2,027,379	54%
		GENERAL FUND	**12,919,821**	**11,248,998**	**1,670,823**	**87%**	**13,598,762**	**25,839,642**	**44%**
102	730	IMPROVEMENT PROJECTS	2,055,000	736,429	1,318,571	36%	243,540	4,110,000	18%
		MEASURE I	**2,055,000**	**736,429**	**1,318,571**	**36%**	**243,540**	**4,110,000**	**18%**
205	820	RECREATION PROGRAMS	534,698	570,572	(35,875)	107%	534,044	1,069,395	53%
205	822	COMMUNITY LEARNING CENTER	513,693	600,118	(86,425)	117%	484,723	1,027,387	58%
205	823	SENIOR SERVICES	288,154	277,273	10,882	96%	255,947	576,309	48%
		RECREATION	**1,336,545**	**1,447,963**	**(111,418)**	**108%**	**1,274,713**	**2,673,091**	**54%**
206	801	FACILITIES MANAGEMENT	223,715	183,633	40,082	82%	171,412	447,430	41%
		LIBRARY MAINTENANCE/OPERATION	**223,715**	**183,633**	**40,082**	**82%**	**171,412**	**447,430**	**41%**
207	812	ATHLETIC FIELD MAINTENANCE	50,000	35,272	14,728	71%	17,310	100,000	35%
		ATHLETIC FIELD MAINTENANCE	**50,000**	**35,272**	**14,728**	**71%**	**17,310**	**100,000**	**35%**
208	811	PARKS AND OPEN SPACES	36,995	22,498	14,497	61%	30,385	73,990	30%
		CITY TREES	**36,995**	**22,498**	**14,497**	**61%**	**30,385**	**73,990**	**30%**
210	780	PUBLIC WORKS DEVELOPMENT	911,253	765,875	145,378	84%	497,103	1,822,506	42%
210	904	PERMIT CENTER	809,501	821,680	(12,179)	102%	714,520	1,619,002	51%
210	905	DEVELOPMENT REVIEW	944,089	909,114	34,975	96%	759,337	1,888,178	48%
		DEVELOPMENT SERVICES	**2,664,843**	**2,496,669**	**168,174**	**94%**	**1,970,960**	**5,329,685**	**47%**
212	906	GENERAL PLAN MAINTENANCE	85,000		85,000	0%	53,233	170,000	0%
212	504	OPERATING TRANSFERS	100,000		100,000	0%		200,000	0%
		GENERAL PLAN MAINTENANCE	**185,000**	**-**	**185,000**	**0%**	**53,233**	**370,000**	**0%**
223	115	FIRE SERVICES	4,877,119	7,009,276	(2,132,158)	144%	6,315,487	9,754,237	72%
223	118	BSCFD LEGACY COSTS	847,129	1,673,184	(826,056)	198%	1,654,708	1,694,257	99%
223	119	BFD LEGACY COSTS	55,620	130,888	(75,268)	235%	135,857	111,239	118%
		BELMONT FIRE PROTECTION DISTRICT	**5,779,867**	**8,813,348**	**(3,033,482)**	**152%**	**8,106,052**	**11,559,733**	**76%**
225	601	CRIME CONTROL	2,500	1,223	1,277	49%		5,000	24%
		PUBLIC SAFETY GRANTS	**2,500**	**1,223**	**1,277**	**49%**	**-**	**5,000**	**24%**

CITY OF BELMONT
Statement of Revenues and Expenditures
Budget Variance Report
December 31, 2021
Expenditures

Fund	Division	Description	Year to Date Comparison 12/31/2021 Budget	Actual	Variance	%	12/31/2020 Actual	Annual Adjusted Budget	YTD %
227	601	CRIME CONTROL	105,495	143,918	(38,423)	136%	109,362	210,989	68%
		SUPPLEMENTAL LAW ENFORCEMENT	**105,495**	**143,918**	**(38,423)**	**136%**	**109,362**	**210,989**	**68%**
231	701	PLANNING & PROJECT MANAGEMENT	310,628	283,027	27,601	91%	315,522	621,257	46%
231	750	STREET MAINTENANCE	532,779	507,982	24,798	95%	489,685	1,065,559	48%
231	751	TRAFFIC/ELECTRICAL OPERATIONS	335,257	254,946	80,311	76%	331,669	670,514	38%
		STREET MAINTENANCE	**1,178,665**	**1,045,954**	**132,710**	**89%**	**1,136,876**	**2,357,329**	**44%**
232	730	IMPROVEMENT PROJECTS	887,500	617,861	269,639	70%	13,958	1,775,000	35%
		RMRA STREET PROJECTS	**887,500**	**617,861**	**269,639**	**70%**	**13,958**	**1,775,000**	**35%**
233	730	IMPROVEMENT PROJECTS	300,000		300,000	0%		600,000	0%
		MEASURE W	**300,000**	**-**	**300,000**	**0%**	**-**	**600,000**	**0%**
234	730	IMPROVEMENT PROJECTS	2,308,589	1,520,811	787,778	66%	188,658	4,617,177	33%
234	504	OPERATING TRANSFERS	-		-	N/A	329,043		N/A
		STREET IMPROVEMENT	**2,308,589**	**1,520,811**	**787,778**	**66%**	**517,701**	**4,617,177**	**33%**
275	902	HOUSING	278,421	240,806	37,616	86%	81,711	556,843	43%
		HOUSING SUCCESSOR	**278,421**	**240,806**	**37,616**	**86%**	**81,711**	**556,843**	**43%**
277	902	HOUSING	-		-	N/A	1,000,000		N/A
		INCLUSIONARY HOUSING FUND	**-**	**-**	**-**	**N/A**	**1,000,000**	**-**	**N/A**
308	802	GENERAL FACILITIES IMPROVEMENT	224,038	84,552	139,486	38%	104,007	448,076	19%
		GENERAL FACILITIES	**224,038**	**84,552**	**139,486**	**38%**	**104,007**	**448,076**	**19%**
310	760	EMERGENCY REPAIR	1,007,500	180,025	827,475	18%	738	2,015,000	9%
310	504	OPERATING TRANSFERS	-		-	N/A			N/A
		INFRASTRUCTURE	**1,007,500**	**180,025**	**827,475**	**18%**	**738**	**2,015,000**	**9%**
312	303	COMCAST PEG PROGRAM	60,000		60,000	0%	11,041	120,000	0%
		COMCAST	**60,000**	**-**	**60,000**	**0%**	**11,041**	**120,000**	**0%**
341	810	PARK IMPROVEMENT PROJECTS	479,377	424,131	55,246	88%	3,553,082	958,754	44%
		PLANNED PARK	**479,377**	**424,131**	**55,246**	**88%**	**3,553,082**	**958,754**	**44%**
342	810	PARK IMPROVEMENT PROJECTS	125,000		125,000	0%		250,000	0%
342	504	OPERATING TRANSFERS	1,500,000		1,500,000	0%		3,000,000	0%
		PARK IMPACT	**1,625,000**	**-**	**1,625,000**	**0%**	**-**	**3,250,000**	**0%**
343	810	PARK IMPROVEMENT PROJECTS	35,233	7,227	28,005	21%	15,867	70,465	10%
		OPEN SPACE	**35,233**	**7,227**	**28,005**	**21%**	**15,867**	**70,465**	**10%**
406	502	FINANCIAL PLANNING & REPORTING	342,221	516,666	(174,445)	151%	507,376	684,441	75%
		LIBRARY BOND DEBT SERVICE	**342,221**	**516,666**	**(174,445)**	**151%**	**507,376**	**684,441**	**75%**
501	701	PLANNING & PROJECT MANAGEMENT	459,133	461,387	(2,255)	100%	530,137	918,266	50%
501	710	SEWER UTILITY	2,966,173	2,868,735	97,438	97%	2,945,934	5,932,346	48%
		SEWER ENTERPRISE - OPERATIONS	**3,425,306**	**3,330,122**	**95,184**	**97%**	**3,476,071**	**6,850,611**	**49%**
503	730	IMPROVEMENT PROJECTS	5,169,365	1,257,149	3,912,217	24%	4,249,784	10,338,730	12%
503	504	OPERATING TRANSFERS	351,500		351,500	0%	255,000	703,000	0%
		SEWER ENTERPRISE - CAPITAL	**5,520,865**	**1,257,149**	**4,263,717**	**23%**	**4,504,784**	**11,041,730**	**11%**
507	730	IMPROVEMENT PROJECTS	2,706,789	2,535,478	171,311	94%	3,069,039	5,413,577	47%
		SEWER TREATMENT FACILITY	**2,706,789**	**2,535,478**	**171,311**	**94%**	**3,069,039**	**5,413,577**	**47%**

CITY OF BELMONT
Statement of Revenues and Expenditures
Budget Variance Report
December 31, 2021
Expenditures

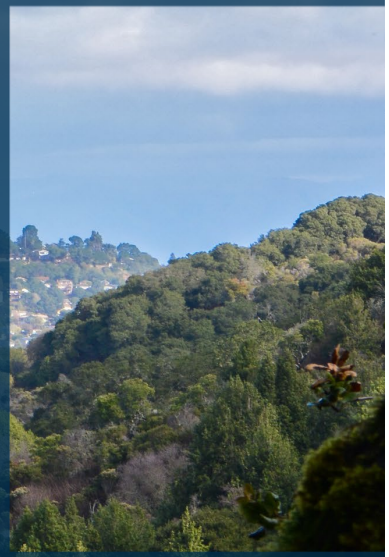
Fund	Division	Description	Year to Date Comparison 12/31/2021 Budget	Actual	Variance	%	12/31/2020 Actual	Annual Adjusted Budget	YTD %
525	701	PLANNING & PROJECT MANAGEMENT	165,987	102,098	63,889	62%	117,781	331,974	31%
525	720	DRAINAGE/WATER POLLUTION CNTRL	845,952	830,920	15,031	98%	820,933	1,691,903	49%
525	730	IMPROVEMENT PROJECTS	356,094	74,166	281,928	21%	123,216	712,187	10%
		STORM DRAINAGE	**1,368,032**	**1,007,184**	**360,848**	**74%**	**1,061,930**	**2,736,065**	**37%**
530	770	SOLID WASTE MANAGEMENT	146,192	143,955	2,237	98%	152,762	292,385	49%
530	813	LITTER CONTROL	100,785	79,124	21,661	79%	55,992	201,570	39%
		SOLID WASTE	**246,977**	**223,079**	**23,898**	**90%**	**208,754**	**493,954**	**45%**
570	503	RISK MANAGEMENT	328,738	551,418	(222,681)	168%	520,721	657,475	84%
		WORKERS' COMPENSATION	**328,738**	**551,418**	**(222,681)**	**168%**	**520,721**	**657,475**	**84%**
571	503	RISK MANAGEMENT	796,564	494,659	301,905	62%	449,792	1,593,128	31%
		LIABILITY INSURANCE	**796,564**	**494,659**	**301,905**	**62%**	**449,792**	**1,593,128**	**31%**
572	503	RISK MANAGEMENT	6,595	(4,006)	10,600	-61%	(2,808)	13,189	-30%
		SELF-FUNDED VISION	**6,595**	**(4,006)**	**10,600**	**-61%**	**(2,808)**	**13,189**	**-30%**
573	301	INFORMATION TECHNOLOGY	1,143,857	1,180,207	(36,350)	103%	1,100,977	2,287,714	52%
573	302	IT CAPITAL	287,086	216,356	70,729	75%	287,374	574,171	38%
573	740	FLEET MANAGEMENT	690,587	508,505	182,081	74%	637,707	1,381,174	37%
573	504	OPERATING TRANSFERS	500,000		500,000	0%		1,000,000	0%
		FLEET & EQUIPMENT MANAGEMENT	**2,621,530**	**1,905,069**	**716,461**	**73%**	**2,026,058**	**5,243,059**	**36%**
574	801	FACILITIES MANAGEMENT	721,096	776,739	(55,643)	108%	685,839	1,442,192	54%
574	803	RECREATIONAL FACILITIES	326,067	300,221	25,846	92%	243,722	652,134	46%
		FACILITIES MANAGEMENT	**1,047,163**	**1,076,960**	**(29,797)**	**103%**	**929,561**	**2,094,326**	**51%**
575	503	RISK MANAGEMENT	745,730	970,292	(224,562)	130%	1,186,237	1,491,459	65%
		BENEFIT PREFUNDING	**745,730**	**970,292**	**(224,562)**	**130%**	**1,186,237**	**1,491,459**	**65%**
		TOTAL EXPENDITURES	**$ 50,975,610**	**$ 43,115,387**	**$ 9,785,223**	**85%**	**$ 49,948,226**	**$ 105,801,219**	**41%**



CITY OF BELMONT

Fiscal Year 2022 Budget
Mid-Year Review

February 8, 2022



EXECUTIVE SUMMARY

FINANCIAL RESULTS

FISCAL SUSTAINABILITY

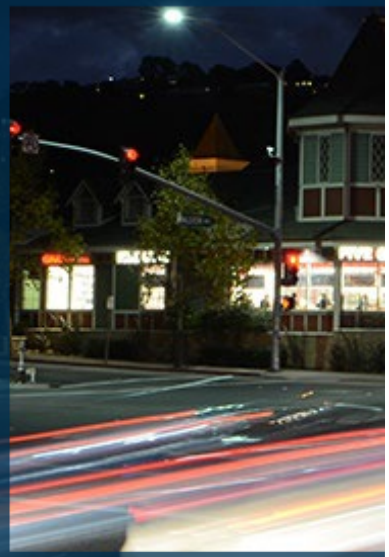
FINANCIAL OUTLOOK

RECOMMENDATION

EXECUTIVE SUMMARY



- One-time ARPA funding received
- Impacts to key revenues continue
- Property tax mitigation strategies in place & on target
- Take action to maintain City service levels
- Resolutions requested from Council



FINANCIAL RESULTS

FINANCIAL RESULTS

GENERAL FUND



12/31 Fund Balance

- Up $2.6M over last year
- Includes $3.2M ARPA

Revenues

- 8% over YTD budget including ARPA

Local Economy

- Leading indicators mixed

Expenditures

- 99% YTD budget

FINANCIAL RESULTS

YEAR-TO-DATE RESULTS AS OF DECEMBER 31, 2021 (IN MILLIONS)



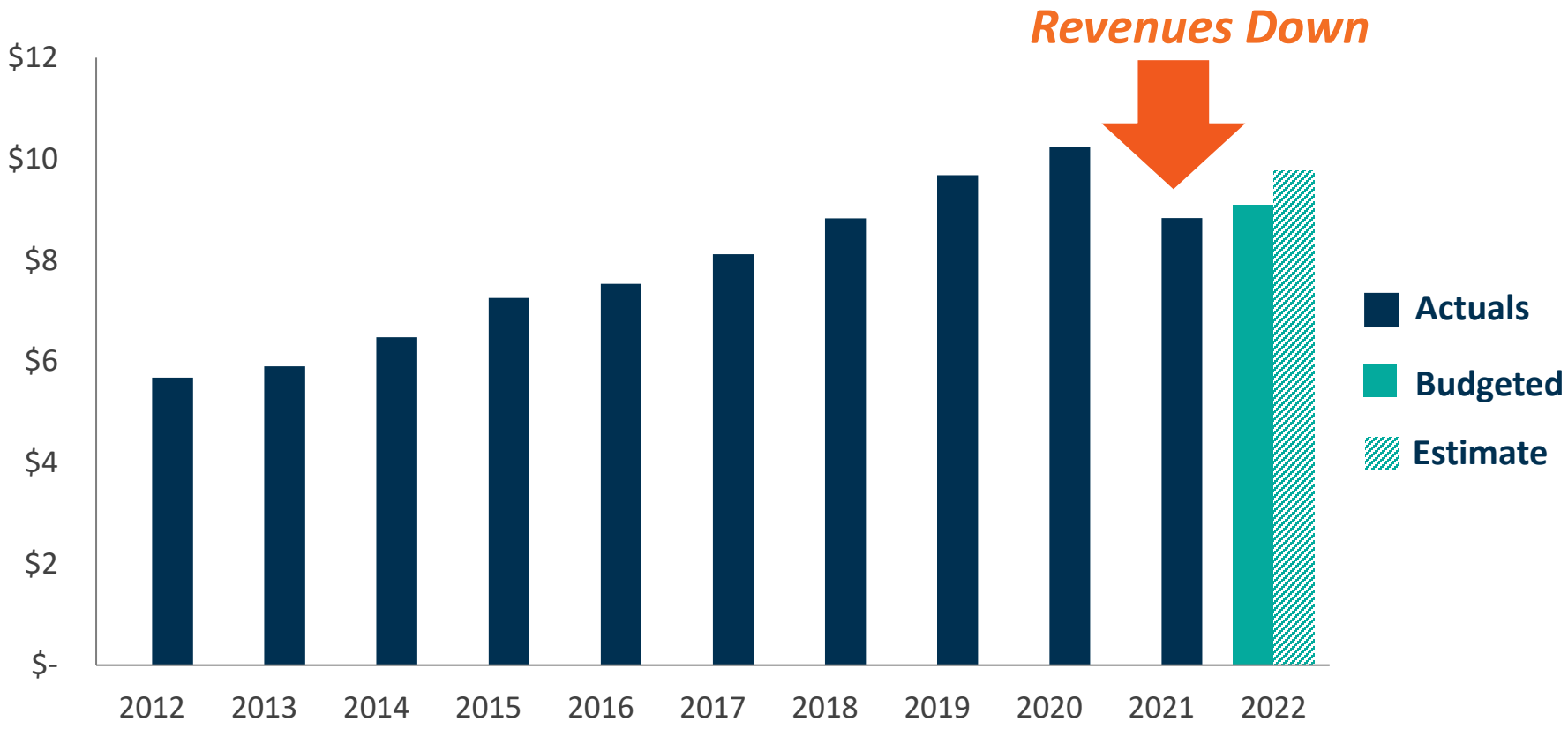
	Revenues		Expenditures	Fund Balance	
	Rev.	ARPA		2021	2020
General Fund (Excluding Measure I)	**$11.1**	**$3.2**	**$12.7***	**$14.9**	**$12.1**
Belmont Fire Protection District	6.2		8.8	12.8	12.0
Development Services	2.1		2.5	-	0.6
Recreation	0.6		1.4	(0.8)	(0.4)
Storm Drain	0.5		1.0	3.1	4.4

**Includes 50% of budgeted operating transfers anticipated at year-end*

FINANCIAL RESULTS

PROPERTY TAX (IN MILLIONS)

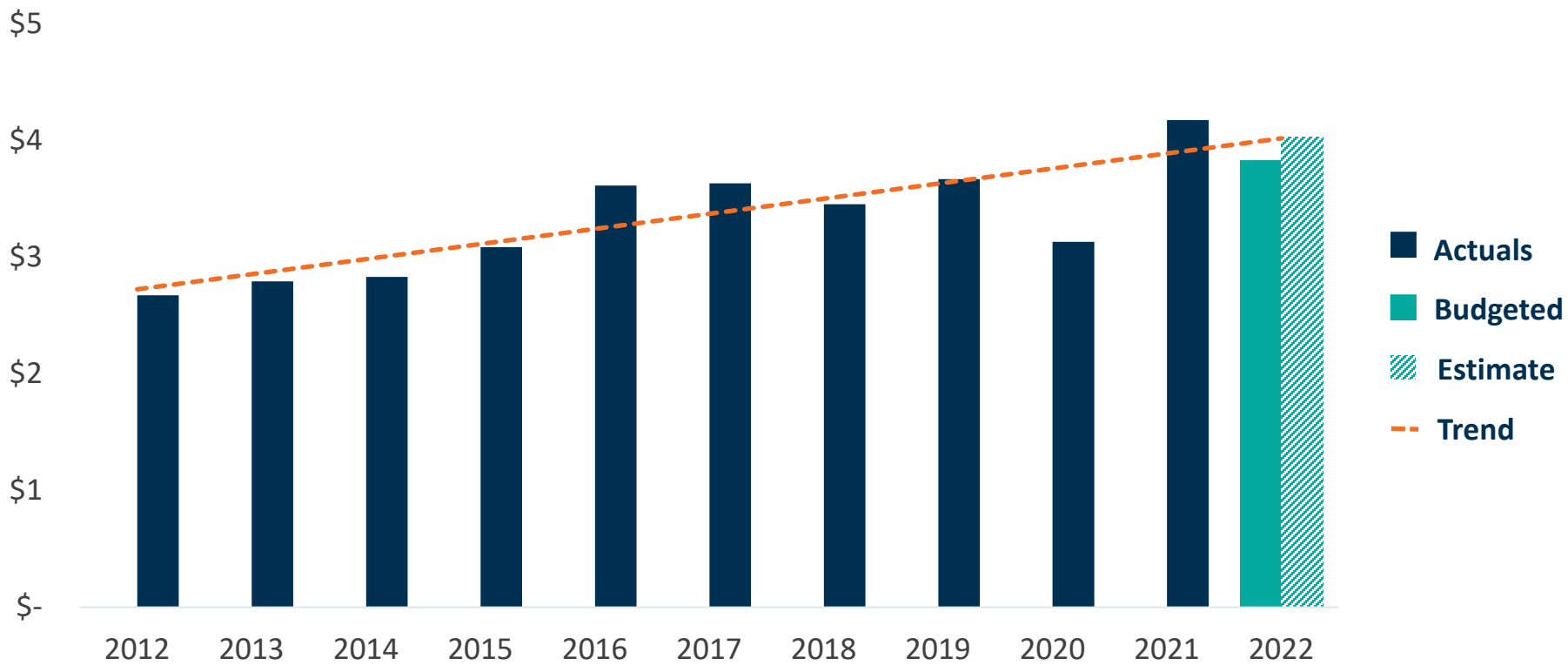




FINANCIAL RESULTS

SALES TAX (1% BRADLEY BURNS) IN MILLIONS



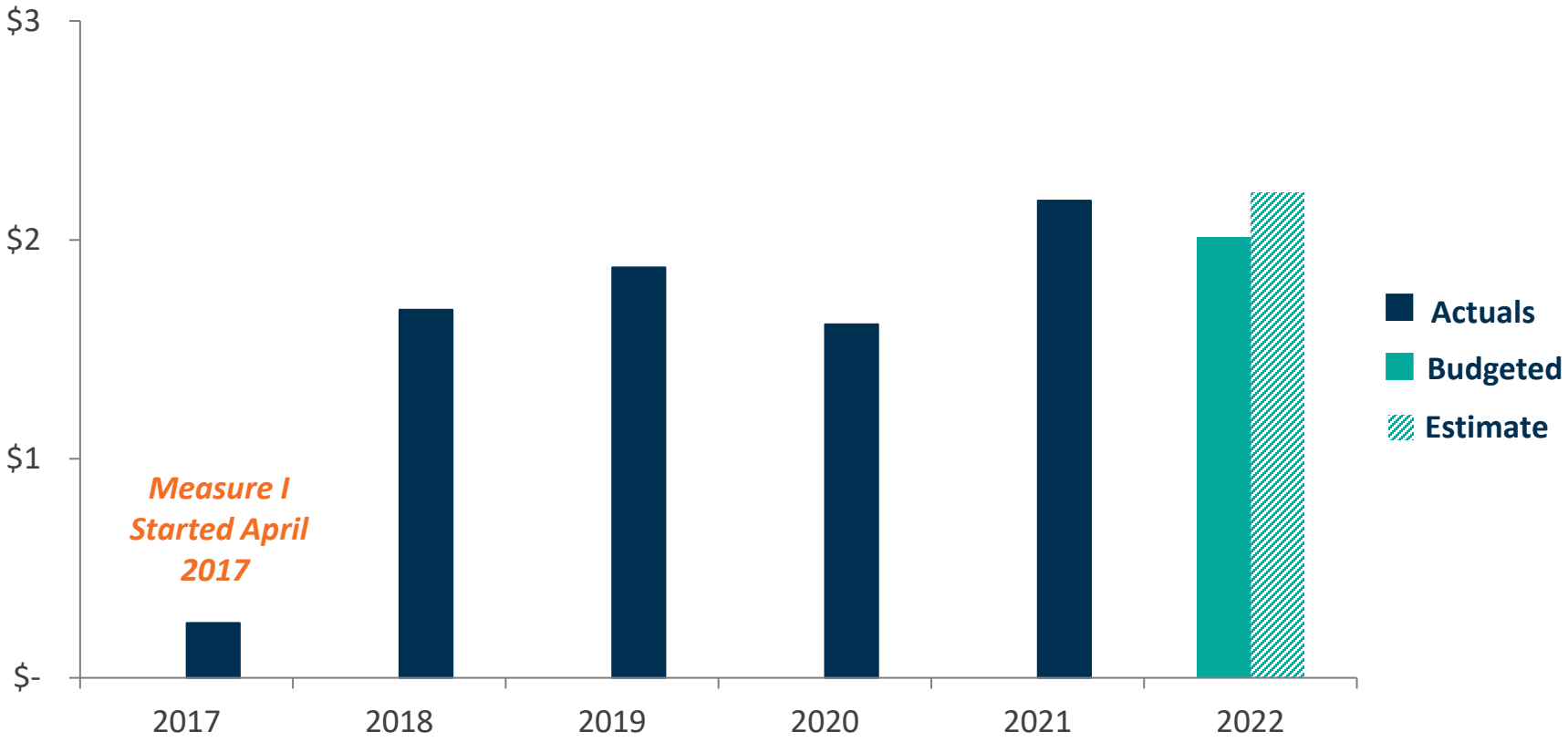


***Excludes Measure I ½-Cent Tax**

FINANCIAL RESULTS

SALES TAX (MEASURE I) IN MILLIONS

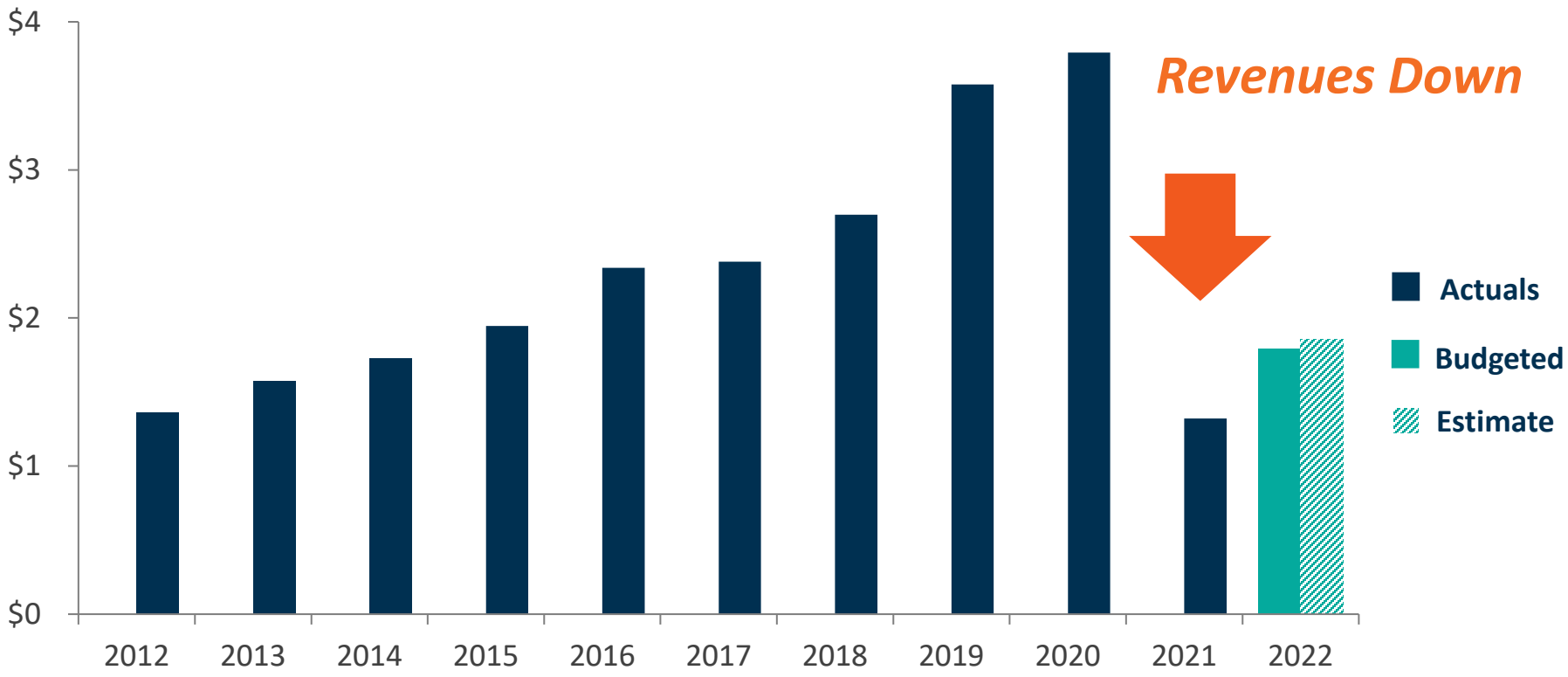




FINANCIAL RESULTS

HOTEL ROOM TAX (IN MILLIONS)





FINANCIAL RESULTS

GENERAL FUND EXPENDITURE (IN MILLIONS)



Category	FY 2022 Budget	12/31/21	% of Total
Personnel	$16.0	$6.4*	40%
Services & Supplies	$3.1	1.3	41%
Admin & Other	$3.7	1.8	50%

**Reflects benefit correction made in subsequent period.*

General Fund-Supported Transfers

- Recreation Fund $1M
- Development Services Fund $1M
- Street Maintenance Fund $0.5M
- Storm Drainage Fund $0.5M

FINANCIAL RESULTS

CURRENT OPERATIONS

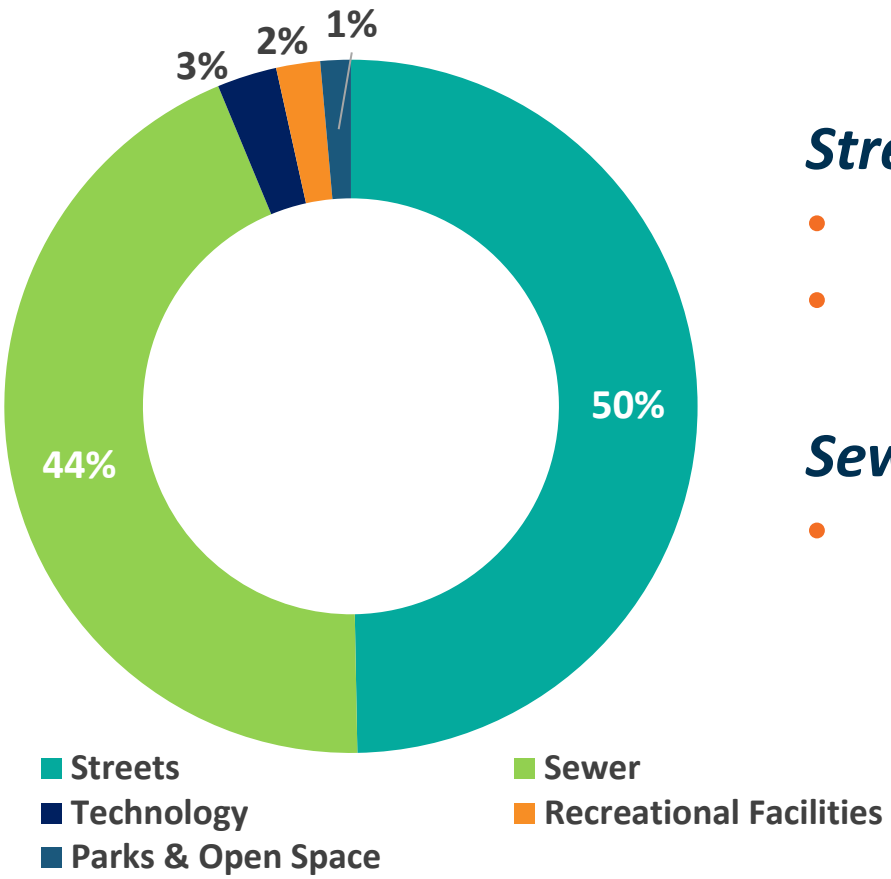


Permanent Staffing Plan	
Adopted FTE	136.30
Funded FTE	133.30
Vacancies	18.00
% Reduction from Funded Baseline	14%

FINANCIAL RESULTS

CAPITAL IMPROVEMENT PLAN



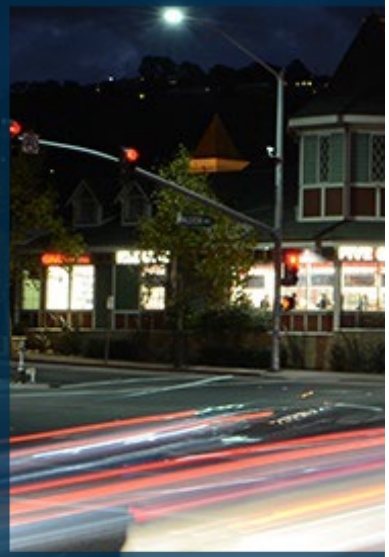


Streets Projects Completed FY 2022

- 2021 Slurry Seal Pavement
- 2020 Street Reconstruction

Sewer Treatment

- Significant ongoing contributions to SVCW for RESCU program



FISCAL SUSTAINABILITY

FISCAL SUSTAINABILITY

COVID-19 UPDATE



FEMA Reimbursement

- $160K submitted; $60K ineligible
- Lengthy approval process
- Ongoing PPE/sanitation costs may not be reimbursed

ARPA Funding

- Based on population
- One-time, $6.4M allocation
- First half received in FY 2022

FISCAL SUSTAINABILITY

MONEY TAKEN BY SACRAMENTO



Residual RDA

- $700K/yr General Fund
- $900K/yr Fire District
- Retroactive Application

$0.9M BFPD/ Year

VLF Shortfall

- $1.5M General Fund FY 2021
- Grows to >$4M 6-7 years out

$2.2M General Fund/Year

FISCAL SUSTAINABILITY

SUCCESSOR AGENCY BOND DEFEASANCE



- Bond Defeasance Action Completed January 2022
- Cash Reconciliation (Mid-Year Budget Request)
- Oversight Board Approves Dissolution Request
- State Dept. of Finance Approves Dissolution
- Final Dissolution by June 2022

FISCAL SUSTAINABILITY

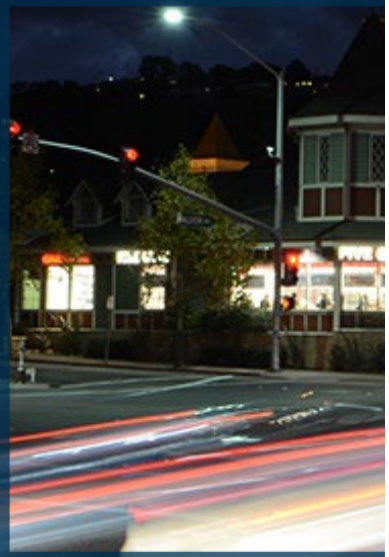
PROPERY TAX IN-LIEU OF VLF



City Manager's group working in conjunction with the County

Backfill of FY 2021 shortfall in Governor's proposed FY 2023 Budget

Trailer bill language to institute permanent fix

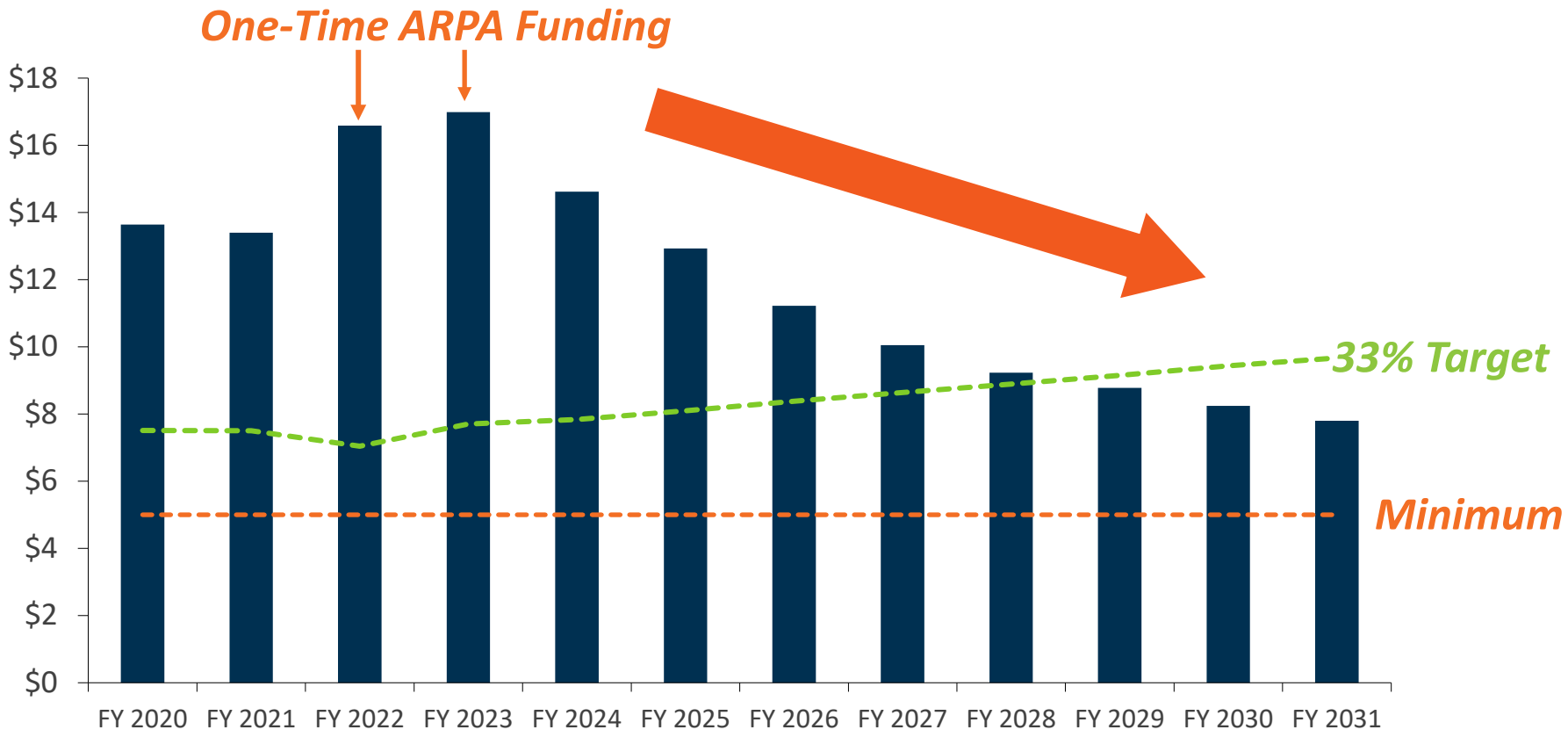


FINANCIAL OUTLOOK

FINANCIAL OUTLOOK

FUND BALANCE IMPACT (IN MILLIONS)

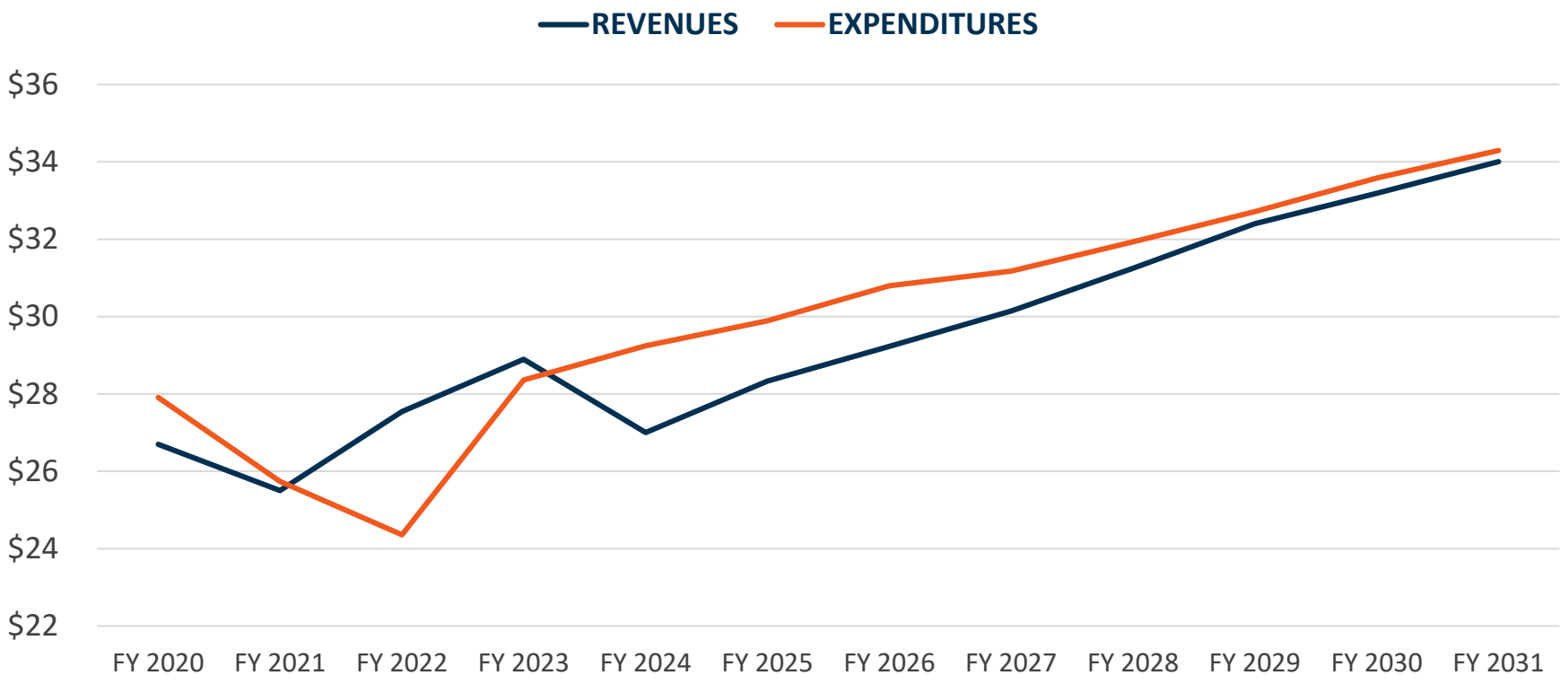


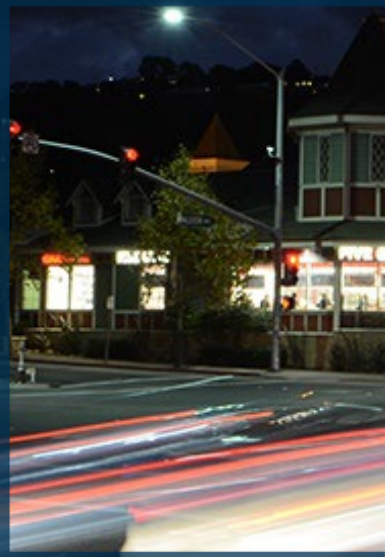


FINANCIAL OUTLOOK

FUND BALANCE PROJECTIONS (IN MILLIONS)







RECOMMENDATION

RECOMMENDATION

FY 2022 MID-YEAR BUDGET RESOLUTIONS



- Community Development staffing (+1 FTE)
  - Increasing development activity
  - Targeted scope fee study
- Successor Agency dissolution reconciliation
- Address actions previously approved by Council, variances based on YTD estimates

RECOMMENDATION

NEXT STEPS



Continue community engagement to identify community service priorities & explore targeted, locally-controlled revenue sources

FY 2023 Budget directive will reflect ongoing efforts to address financial sustainability efforts & City Council's Strategic Focus Areas


POLICE
OFF TOURS
ENTRANCE

STAFF REPORT

Meeting Date:	February 8, 2022
Agency:	City of Belmont
Staff Contact:	Carlos de Melo, Community Development Director, (650) 595-7440, cdemelo@belmont.gov
Agenda Title:	Energy Reach/EV Infrastructure Code Update
Agenda Action:	Discussion & Direction

Recommendation

1. Receive update regarding Energy Reach & EV Infrastructure Codes and provide feedback.
2. Consider options and provide direction for development of a Reach Code Ordinance.

Strategic Focus Area

Quality of Life

Background

Every three years, the State of California adopts new building standards that are organized in Title 24 of the California Code of Regulations, referred to as the California Building Standards Code (CBSC). This regular update is referred to as a "code cycle." The current code cycle was adopted in 2019 and became effective on January 1, 2020. Cities and counties can adopt reach codes that require items that are above the minimum state code requirements. However, these reach codes must be filed with the State.

Belmont briefly reviewed the Energy Reach Code concept in conjunction with the CBSC Adoption process in December 2019, in conjunction with a Climate Action Plan (CAP) update in March 2021, and via an update in October 2021. During these reviews, questions centered on cost-comparisons for All-Electric vs Natural Gas construction, exceptions based on construction type, and reliability of the PG&E power grid.

Cost-effectiveness metrics have become more favorable towards all-electric construction (when compared to natural gas). Council is requested to review aspects of Model Energy Reach & EV Infrastructure codes and facilitate discussion/direction on the path to future adoption.

Analysis

Building Electrification

In August 2021, the California Energy Commission (CEC) adopted the 2022 Building Energy Efficiency Standards ("2022 Energy Code"). The 2022 Energy Code was also considered by the California Building Standards Commission (CBSC) in December 2021. The proposed 2022 Energy Code, which is slated to go into effect on January 1, 2023, includes a few key changes from the 2019 Energy Code. This includes promoting usage of electric heat pump technology, establishing electric-ready requirements for buildings when natural gas is installed, updating requirements for solar photovoltaic (PV) system and battery storage standards, and bolstering ventilation standards. Provisions for multifamily buildings include a compliance

pathway for central heat pump water heating and prescriptive heat pump requirements for multifamily HVAC systems in dwelling units. Single-family dwelling requirements include a new prescriptive baseline based on either a space heating heat pump or heat pump water heater. Nonresidential buildings will be required to add efficiency measures if not meeting prescriptive requirements such as heat pump space heating.

Funded by the California investor-owned utilities (IOUs), the California Statewide Codes and Standards Program (Statewide Program) led the development of a cost-effectiveness studies for Energy Code reach codes that examined different performance-based approaches for new construction of specific building types. The Statewide Program's analysis estimated cost-effectiveness of several building prototypes including one-story and two-story single-family homes, a two-story and five-story multifamily building, a three-story office building, a one-story retail building, and a four-story hotel. The single-family homes, multifamily homes, and office building prototypes are directly applicable to current Belmont development. Similar studies examining the cost effectiveness of electrification have been performed by multiple consultants as well as California Energy Commission staff, as referenced later in this report.

The City has seen a dramatic increase in multi-family residential activity within the last two years (over 490 units currently under construction), In addition, over 435 multi-family units (spread over 6 different projects) are currently in the review pipeline. The City also anticipates enhanced commercial development activity in the form of proposed Biotech/Life Sciences office uses in key redevelopment areas of the community - Island Parkway, Shoreway Road, and the Unincorporated Harbor Industrial Area (HIA) - over the next several years.

Building appliance electrification options in California can generally be broken into three categories:

- All-Electric Municipal Code: No gas hookup allowed (via municipal ordinance). This code is the most effective, avoids the triennial building code cycle, and is flexible in that a City may choose to include time-certain or existing building policies.
- All-Electric Building Code Amendment: Appliances must be electric has many of the same benefits as the Municipal Code option, except that it must be re-adopted with every triennial building code cycle.
- All-Electric-Preferred Building Code Amendment: Allows mixed-fuel buildings with high energy performance, requiring additional energy efficiency measures, battery storage, and/or pre-wiring for buildings to be electric-ready. In many ways, the 2022 California Energy Code is already electric-preferred.

Electric Vehicle Charging Infrastructure

Electric Vehicle (EV) charging requirements in California can generally be broken into three categories:

- EV Charging Installed: All supply equipment is installed at a parking space, such that an EV can charge without additional equipment.
- EV Ready: Parking space is provided with all power supply and associated outlet, such that a charging station can be plugged in and a vehicle can charge.
- EV Capable: Conduit is installed to parking space, and building electrical system has ample capacity to serve future load. An electrician would be required to complete the circuit before charging is possible.

EV charging capacity and speed can be summarized as three categories:

- Level 1: Capable of charging at 120V, 20A. This is an equivalent to a standard home outlet.
- Level 2: Capable of charging at 240V, 30-40A. This is the service capacity typically used for larger appliance loads in homes.
- Level 3 (DC Fast Charging): Capable of charging at 20-400kW. This is the type of charger used for Tesla Superchargers and DC Fast Chargers at some supermarkets.

The 2022 California Green Building Code Update (Title 24, Part 11) increases requirements for electric vehicle charging infrastructure in new construction; including:

- New one- and two-family dwellings and townhouses with attached private garages: must be Level 2 EV-capable.
- Multi-family dwellings: 10% of parking spaces must be Level 2 EV Capable, 25% of parking spaces must be low-power Level 2 EV Ready, and 5% must be Level 2 EV Charging Installed.
- Non-residential: 15% of parking spaces must be Level 2 EV-capable, and 5% must be Level 2 EV Charging Installed.

Discussion

Building Appliance Electrification

Several cities, including the cities of Berkeley, Morgan Hill, and San Jose, have adopted (and are continuing to adopt) ordinances known as all-electric municipal code or natural gas prohibitions, that are more aggressive than the all-electric and electric-preferred building reach codes. These natural gas bans eliminate the use of natural gas infrastructure and result in significant decreases in greenhouse gas emissions.

The all-electric required model requires specific end-uses to install electric appliances, with exceptions. For multiple reasons including health, safety, economics, and environmental benefits, there is considerable interest in mandating all-electric new construction, or "building electrification," which means that the buildings would not have any fossil fuel services. All-electric buildings have electric appliances for space heating, water heating, clothes-drying, and cooking. The interest in building electrification stems from the fact that Peninsula Clean Energy is providing 100% carbon-free electricity and eliminating the use of natural gas can greatly reduce greenhouse gas emissions from the building sector.

The all-electric preferred approach encourages electrification by giving builders the choice of two options:

- achieving a higher energy efficiency level than the Energy Code using mixed fuels (natural gas and electricity); or
- building an all-electric building at the minimum efficiency as required in the Energy Code. The Statewide Program's study analyzed this approach.

The all-electric preferred model requires buildings to perform at a higher level when natural gas is installed to any end-use. Out of the three models, this model allows building designers and developers the greatest flexibility in building design. However, the allowance of gas infrastructure limits cost savings and greenhouse gas emissions savings that can be gained from this option.

Electric Vehicle Charging Infrastructure
Interest has increased dramatically in electric vehicles. The number of registered plug-in vehicles in San Mateo County increased by 36% in 2018. By comparison, registrations for vehicles powered by fossil fuels grew by only 2% that year. It is widely known that availability of EV charging infrastructure is a critical component to EV adoption. Meanwhile, it is significantly more expensive to install charging infrastructure as a retrofit than it is during new construction. As such, ensuring that newly constructed residential and non-residential parking has ample EV charging capability will reduce long-term costs of EV infrastructure installation, while helping to increase EV adoption and decrease transportation-related greenhouse gas emissions. While California's new minimum requirements are a step forward, it is unlikely that the requirements for multi-family dwellings and non-residential buildings are enough to keep pace with expected EV growth looking towards 2030. The Peninsula Clean Energy team reviewed approaches to increase the amount of EV infrastructure in new construction buildings, while keeping construction costs as low as possible.

Community Engagement
As part of the Council's 10/12/21 update, staff shared the results of a community-wide survey (August through September 2021) regarding perspectives on Reach Code impacts to residents, businesses, and developers. Via Council concurrence at that meeting (and since that time), staff also reached out to Biotech/Life Sciences stakeholders/pending developers – two of which responded with position memos regarding Energy Reach Codes – See Attachment A.

Common Concerns (Community and Council)
A number of concerns (and requests for additional information) have typically arisen from communities, city councils, and other stakeholders when considering a reach code. Responses to common reach code concerns are listed below:

- Electricity grid costs and reliability: It is true that distribution grid upgrades can sometimes be expensive, but these costs are offset by savings gained through all-electric construction. Public Safety Power Shut-offs are a concern; however, gas appliances and infrastructure do not promote resilience, as most gas appliances also require electricity to ignite. Furthermore, the gas grid takes longer to reactive than the electric grid when natural disasters such as wildfires or earthquakes do occur.
- Technical challenges with installing central heat pump water heaters: This will be alleviated with more contractor trainings and the CPUC funded BUILD and TECH programs. Belmont can consider exemptions for entitled projects to help address this issue.
- Effectiveness of heat pumps: Heat pumps are over 300% efficient in Belmont's climate, compared to 90% for gas or electric resistance alternatives, and are used effectively even in much colder climates as the Pacific Northwest and New England regions. The majority of homes built in the U.S. are already all-electric, with heat pumps representing a significant portion of new installations.
- Whether electricity is clean: PCE base service is 100% carbon neutral today and targets 100% renewable "round the clock" by 2025.

3/23/21 Council Questions/Requests for Additional Information/Exceptions for Consideration

- Outline the availability of electric equipment: Most technologies for all-electric retrofits are currently available. For example, heat pump water heaters are commonly available at Home Depot, and induction appliances are among the highest rated by Consumer Reports.
- Hire credible consultant to analyze a typical 2,000 sf home and run it through several simulation programs under five different scenarios – outlined below: With some exceptions (noted below), this action has been completed twice as part of the Statewide Utility Codes and Standards program adoptions. The size of home used in these studies is 2,400 ft^2 :
    - See link to the first study by Frontier (https://peninsulareachcodes.org/wp-content/uploads/2019/09/2019-Res-NC-Reach-Codes.pdf) using federal minimum efficiency equipment, and
    - Link to the second study by E3 (https://www.ethree.com/wp-content/uploads/2019/04/E3_Residential_Building_Electrification_in_California_April_2019.pdf), the results of which were used in this Cost Infographic (https://peninsulareachcodes.org/wp-content/uploads/2019/10/Electrification-Cost-Story-Infographic_v8.1.pdf).
    -
        1. All gas - Using real world examples with Belmont temperatures and actual utility prices. Included in both studies noted above.
        2. All electric - *Except for* gas for space or water heating. No gas cooking; no gas clothes dryer. Appliance results are disaggregated in the E3 study noted above.
        3. All electric - But, using electric resistance for space heating. Excluded. This analysis may not be necessary as you typically cannot install resistance for space heating in CA unless you are building an extremely efficient envelope.
        4. All electric-using heat pumps. Included in both studies.
        5. All electric-using solar. Included in the Frontier study.

      Provide analysis of all above scenarios in current day-Belmont terms: Analysis performed in Climate Zone 3 using PG&E utility rates. All-electric is cost effective due to the upfront cost savings, and can provide on-bill cost savings if you use these cost savings to install extra solar.

- Ordinance should also include exceptions. (i.e. pharmaceuticals/medical labs that must use flame; restaurant and hotel banquet kitchens that use certain type of cooking; Commercial building where it is infeasible or economically unjustifiable.) The model Reach Code ordinance allows for these types of exceptions.

10/12/21 Council Questions/Requests for Additional Information/Exceptions for Consideration

- Council requested feedback regarding including single family homes (new or substantial remodel) as being subject to Reach Codes. The City's Technical Advisory Team offers a definition for a substantial remodel - in short it is when you are replacing more the 50% of the foundation or the above-sill framing. Several cities have adopted this language; a specific definition can be crafted if a clear new construction definition can be a supplement to one Belmont already uses.

- In 2022, multifamily and nonresidential buildings will be required to have solar PV and battery via the state code adoption (and implementation on 1/1/23). As such, there is less impetus to have this as a reach code measure at this time. There may be an opportunity to go beyond these requirements, though cost effectiveness is pending.
- For the 2022 EV reach codes which will also be included as part of the state code adoption (and implementation on 1/1/23), technical advisory staff is fine tuning the code language and percentages, but they will remain at a 100% access requirement for Multi-Family Residential buildings.
- The Council indicated a desire to potentially establish Level 3 charging in Retail buildings. The City's technical advisory staff can provide further information on the tradeoffs on this approach.
- The Council also inquired about the need to potentially exempt Biotech/Life Sciences and Restaurant uses. Also refer to the initial outreach received from Biotech/Life Sciences user group – Attachment A.
    - Regarding Biosciences
        - Electrification is technically feasible, as indicated in a recent journal article and cost-effectiveness study for the University of California system.
        - Major bioscience developers, including Merck and Genentech, have committed to electrification goals.
        - Operational costs favoring today's use of fossil gas will change over time. A November 2021 CPUC Staff Proposal recommends the elimination of gas line extension allowances, refunds, and discounts for new customers, which will impact gas utility rates.
    - For commercial kitchens, the big impediment is that there is not heat pump ovens, which hurts cost effectiveness.
- The Council also indicated seeking some nuanced Reach Code exceptions and used central water heating as an example of a technical challenge. Below are a few design resources indicating why central water heating is a surmountable challenge:
    - Building Decarbonization Practice Guide – for practitioners and includes central water heating discussion in section 2.6.2
    - Ecosizer – a design resource for engineers and energy consultants
    - Building Electrification Technology Roadmap – covers the technical capabilities of a variety of end-uses
- The Council also indicated they would like to see a 'neutral' report on electrification. There are several studies developed for the California Energy Commission staff and their consultants on this topic:
    - Deep Decarbonization in a High Renewables Future – Identifies electrification as
    - The Challenge of Retail Gas in California's Low Carbon Future
    - Building Decarbonization Assessment (AB3232)

Building Appliance Electrification Reach Codes

Staff have worked with PCE/SVCE's consultants to interpret the previous study results and infer what options may or may not be cost-effective for the building types that are prevalent in Belmont but were not analyzed by the team. Peninsula Clean Energy and Silicon Valley Clean Energy have also provided consultant support to assist cities in understanding the cost-effectiveness study results and adopting reach

codes. Current reach codes (under consideration) meet the requirements of the CEC for cost-effectiveness and are also a cost-effective approach for constituents, contractors, and developers pursuing new construction within city limits. In addition, the results of the analysis show that all-electric buildings are typically less expensive to construct.

Recommended reach code requirements for newly constructed buildings are:

- Require new multifamily and commercial buildings to be all-electric with limited exceptions. This could be considered via the municipal code (as an amendment to the building code).
- Require all exempted appliances have electrical pre-wiring to accommodate a future electric appliance.
- Consider extending the Reach Code requirement to all new Single Family Dwellings (SFD). Provide policy direction on applicability to substantial SFD remodels (i.e. when replacement of more than 50% of the foundation or the above-sill framing occurs).

Electric Vehicle Charging Infrastructure Reach Codes

Unlike amendments to the Energy Code, a cost-effectiveness study is not required for amendments to Title 24, Part 11, or the Green Building Code "CALGreen" which covers items such as electric vehicle (EV) charging infrastructure. However, to evaluate the financial impact on first costs, PCE/SVCE commissioned an analysis of the total cost of implementing various EV infrastructure measures. Staff has consulted with Peninsula Clean Energy, Silicon Valley Clean Energy, and the Statewide Program's team to understand and potentially establish new construction EV requirements which are more in-line with local EV adoption trends, while providing flexibility for the builder and keeping construction costs as low as possible. Recommended requirements for EV infrastructure are:

<u>Residential</u>

- Single Family:
  - 1 Level 2 EV Ready
  - 1 Level 1 EV Ready
- Multi-Unit Dwelling:
  - 40% of the units, a single Level 2 EV Charging Installed
  - 60% of the units, a single Level 1 EV Ready;

Exceptions could include:

- buildings without parking,
- buildings with entitlement permits,
- documented high costs for providing utility service, and lower levels of charging infrastructure for 100% affordable housing projects.

<u>Non-Residential Office</u>

- 20% of the parking spaces, Level 2 EV Charging Installed
- 30% of the parking spaces Level 2 EV Capable

<u>Non-Residential, Non-Office</u>

- 10% of the parking spaces, Level 2 EV Charging Installed

- 10% of the parking spaces, Level 2 EV Capable
- For parking lots with over 100 spaces, first hundred spaces must adhere to Level 1 & Level 2 requirements, with option to substitute 80kW DC fast charger for subsequent sets of 100 spaces.

The use of Automated Load Management Systems (ALMS) is encouraged. ALMS curtail charging speeds during rare instances of building-wide simultaneous EV charging demand, mitigating electrical infrastructure costs such as utility service connections and transformer sizing.

Ordinance Language
Ordinances can be drafted in accordance with City Council's recommendations.

Environmental Assessment
In accordance with CEQA Guidelines section 15378(b)(5), action on this item is not a project subject to CEQA because policy direction is an administrative action that will not result in a physical change to the environment.

Alternatives
1. Direct staff to revise or remove specific local amendments germane to a Reach Code Ordinance.
2. Request staff to bring back additional information for further consideration.
3. Provide feedback for consideration of Model Energy Reach Codes consistent with review/adoption of the 2022 California Building Standards Code (CSBC) – and effectiveness on 1/1/23.
4. Take no action.

Attachments
A. Biotech/Life Sciences Stakeholder Position Memos

Fiscal Impact
☒ No Fiscal Impact
☐ Funding Source Confirmed:

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

*1) Community survey conducted in August & September 2021 to solicit public feedback regarding Energy Reach Code topics; 2) Receipt of Biotech/Life Sciences stakeholder position memos.

ATTACHMENT A

City of Belmont
Community Development Department
Attn: Carlos de Melo, Community Development Director
1 Twin Pines Lane
Belmont, CA 94002

January 20, 2022

Re: Feasibility of an All-Electric Life Science Laboratory Building

Dear Mr. Carlos de Melo,

Thank you for the opportunity to provide input regarding the feasibility of an all-electric life science laboratory building development in the City of Belmont. The project team is familiar with California's electrification goals (California Senate 2018-SB-100) which requires the use alternate fuel sources for all new construction. As you may know, many Bay Area jurisdictions, including San Mateo County, have amended the California Energy Code to provide an exception for Laboratory Areas (section 9200) to allow the use of Non-Electric Space Conditioning System. These exceptions accommodate the higher operational cost reality under which life science laboratory buildings operate due to the significantly higher exhaust air exchanges necessary to operate safely for the health and wellbeing of the occupants.

Since our December 8th call, we've worked with our team to evaluate the first cost, operating costs, and sustainability of an all-electric and hybrid electric/gas approach. Our initial findings are as follows:

- Typical hybrid electric/gas laboratory building will beat the Title 24 minimum code requirements by an average of 4.5%.
- There is not currently available Title 24 compliant software to evaluate the all-electric option. Without compliant software the all-electric building will fail the T24 evaluation. While this constraint will need to be worked out to roll-out the 2023 Title 24 update, we've been told that the compliance evaluation software is not available for projects today.
- Hybrid electric/gas laboratory buildings better the national energy performance standard, ASHRAE 90.1, by an average of 8%
- A hybrid life science laboratory building better aligns with the energy performance goals of the United States Green Building Council (USGBC) LEED Gold standard already required by the City of Belmont
- The hybrid electric/gas laboratory building will have a significant energy cost savings due to the lower kBTU/SF energy cost of gas over electricity. By some estimates, this energy cost savings can approach 65%. We believe that the higher energy cost of the all-electric lab building strategy will make it much more difficult to attract tenants to the Belmont life science market.
- There is a roughly 30% initial construction cost premium for the mechanical and electrical systems for a 100% electric laboratory building. The utility design requirements for research facilities are inherently more demanding than traditional commercial office and retail spaces in comparison. The result of increased utility requirements drives base building support systems to be significantly larger in comparison and thus much more expensive. The increased size and

operational requirements when deviating from industry standard can have a significant capital investment impact, making the project infeasible.

- As we will be providing a café / restaurant as part of the project and it will be public facing, we have to be mindful on how to attract a quality retail tenant. To many kitchen café / restaurants, an all-electric kitchen would not be considered, and would require gas appliances.

To minimize the environmental impact, our project is fundamentally guided by the sustainability goals of Title 24, the USGBC (LEED) and the environmental sustainability goals (ESG) and expectations of the market. To accommodate the strict environmental health and safety criteria of our laboratory building we'll include premium efficiency equipment to minimize overall energy consumption. We will also right size and modularize the ventilation and heating/cooling systems to allow for future system growth.

This project is expecting to make provisions to be able to conform with California's electrification goals (California Senate 2018-SB-100) in the future. The program will hold space in the building footprint and accommodate electrical service size for the use of a future alternate fuel source if required. Currently the future base conforming approach would utilize heat recovery chillers and backup electric heating hot water boilers for future conversion. Detailed analysis and sizing will of these systems will need to be implemented in the next phase of detailed planning.

Again, we want to thank you for including the information we've provided in the development of your recommendations to help guide the final decisions to be made later this month regarding implementation of Reach Codes in the City of Belmont. **For the sustainability, operational, and financial feasibility reasons that we've outlined above, we propose that the City of Belmont offer a similar exception pathway to new and existing life science occupancy buildings that allows a hybrid electric/natural gas building.**

Best Regards,

Mark S Roberts

KM-MG Belmont, LLC
601 Harbor Life Science Building Project
Mark Roberts

MEMORANDUM

To: Carlos de Melo, Community Development Director, City of Belmont
From: 1 Shoreway Owner, LLC / Four Corners Properties
Date: January 27, 2022
Re: Review of City of Belmont Reach Code Proposal

As part of ongoing engagement with City of Belmont staff related to the development of a proposed 540,000 square foot project within City limits, Four Corners Properties has been asked to comment on the City of Belmont's exploration of Reach Codes, including a potential "all-electric" ordinance that would apply to new buildings[1]. As our proposed project would be one of the largest projects in Belmont by square footage, Four Corners appreciates the opportunity to provide feedback on how this proposed ordinance would affect our project, as well as the opportunity to provide a framework for considering potential mitigations to identified negative impacts.

Summary of Proposed Development
Four Corners Properties is proposing a more than 540,000 square foot project with associated parking that will service office or life science tenants.

Financial Implications
While we haven't completed a comprehensive study of the impacts of an all-electric ordinance due to the evolving nature of the proposed legislation, our initial analysis of an all-electric requirement is that there would be significant increase to both construction and operating costs primarily driven by the following factors: increased structural requirements, increased HVAC equipment requirements and additional electrical utility infrastructure. In addition to these costs related to increased equipment burdens, we anticipate there will be costs related to mitigating increased noise conditions created by the adoption of electric heat pumps. While in some cases, these increased initial investments could result in reduced operating costs, most of these additional costs will not be recoverable.

After seeking feedback from numerous general contractors and mechanical, electrical, and plumbing ("MEP") consultants to fully understand the implication of an all-electric requirement, we estimate the that upfront costs will increase by 15%, while operating costs to MEP will increase by 30%. This magnitude of cost increase is deeply concerning and would imperil development projects in the immediate area, potentially creating a competitive disadvantage as

[1] *City of Belmont*. Reach Codes | City of Belmont. (n.d.). Retrieved from https://www.belmont.gov/departments/community-development/climate-action-plan/reach-codes

neighboring projects experience lower operating costs due to more cost-effective MEP operations.

In contrast to the potentially adverse impacts of a 100% electric requirement for buildings, we believe that a “hybrid” approach, which maintains gas usage limited to hot water boilers used for space heating, while converting all other operations to electric, presents a more viable option. Building operations such as active cooling, ventilation, lighting, and equipment would be electrical. We believe that this hybrid scenario represents meaningful emissions reductions over pre-Reach standards, but allows for these improvements to occur within an economically feasible context.

We encourage the City of Belmont to consider the experiences of neighboring municipalities that have recognized and created a limited set of exceptions, by building type, to balance our environmental imperatives with the financial realities that frame development decisions.

Utility-Scale Infrastructure Requirements

For projects at the scale of Four Corners’ proposed project, changing to a single-fuel source would entail significant changes to the physical infrastructure serving the project. Due to the size of proposed electric services needed to serve high demand uses such as life sciences, utility scale infrastructure demands would increase significantly, both in cost and in scale. Rather than connecting into existing utility infrastructure, all-electric projects are significantly more likely to require upgrades to substations, distribution, and transmission lines, all of which could require regulatory approval. This regulatory risk exists in addition to extended design and construction timelines, as development timelines may conflict with utility providers’ ability or desire to complete necessary backbone upgrades.

Qualitative Concerns

In addition to the physical and financial impacts related to the implementation of a proposed all-electric ordinance, there are also process risks that we believe must be addressed by the City to ensure that the process for implementing an all-electric code does not disadvantage developers currently in the planning process.

Clear application of the rules

- Projects having submitted completed applications or approved before approval of the ordinance should be grandfathered into existing requirements.
- Addenda or incidental supplementary project-related information submitted after approval of a potential ordinance should not trigger retroactive applicability.
- Approved phased development should be grandfathered, so long as phases remain consistent with plans approved by City.

We believe that the City of Belmont should exempt projects from any proposed “all-electric” ordinance requirements when projects are demonstrated to be technically, physically, or financially infeasible, consistent with California Energy Commission guidance to municipalities implementing Reach Codes. [2]

Applicants requesting a waiver of all-electric project requirements should be required to submit a third-party review of the request which confirms, with supplementary information as needed, that there is no viable path to provide service under an all-electric design and must describe what building elements will be served by natural gas.

We are committed to minimizing our environmental footprint through high-performance building design and operations such as solar and renewable energy programs that mitigate climate-related risk. In considering the impact of proposed ordinances that would require new buildings to be all-electric, there are several practical considerations that must be weighed in addition to the laudable policy goal of reducing greenhouse gas emissions. As we undertake the multi-jurisdictional process to make our proposed project a reality, Four Corners remains grateful for the cooperation of our partners at the City of Belmont.

[2] California Energy Commission. (n.d.). *Local ordinance exceeding the 2019 energy code*. California Energy Commission. Retrieved from https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/2019-building-energy-efficiency-

Meeting Date: February 8, 2022

Council Agenda Item 11- Matter of Council Interest

From Councilmember(s): Charles Stone and Davina Hurt

RE: Resolution Proclaiming January 6 "Eugene Goodman Day" in Belmont.

Description of Issue/Request:
February is Black History Month in the United States and in Belmont. In this month, we celebrate the rich cultural heritage, triumphs and adversities that are an indelible part of our country's history. It is our duty to recognize and honor individuals, who have made the "tapestry of this nation" stronger, more beautiful, more just and more free.

On January 6, 2021, over 2,000 people attacked the Capitol Building in Washington, D.C. to prevent the peaceful passage of power established by John Adams in 1801. Despite heroic efforts to maintain peace and allow freedom of speech, police and security personnel were overwhelmed and the building was breached. In some cases, these individuals came armed with an assortment of weapons, while others brought a barrage of anger and hate. The rioters broke windows, trespassed into legislators' offices, took equipment, and threatened anyone who was not of their cause. Five lives were lost that day and the very fabric of our democracy was nearly torn apart. However, even in one of our most troubling times as a nation, there was heroism and there were heroes. United States Capitol Police Officer Eugene Goodman was one of those heroes.

Officer Goodman displayed acts of unique and laudable heroism at least twice on January 6, 2021. First, Officer Goodman guided United States Senator Mitt Romney to safety away from rioters who had stormed the Capitol. Later, Officer Goodman observed rioters reaching a landing from which there was a clear path to the Senate chamber. Officer Goodman, by himself, thought quickly – literally and figuratively on his feet – and engaged with that portion of the mob. Displaying exceptional situational awareness, he pushed the lead person thereby drawing his, and the crowd's, attention toward him. His gambit worked and he was able to lead the crowd away from the chambers -- where Senators were still in session – and toward a part of the building away from the chamber floor. Had the mob reached the chambers at that time, conflict with armed officers would have almost assuredly occurred. The consequences of inaction were dire. Officer Goodman willingly put himself at risk to ensure those consequences did not arise.

Officer Goodman served in the United States Army for four years and was deployed as part of the 101st Airborne Division. In 2005, he was deployed to Iraq where he led a 10-soldier squad in the Sunni Triangle area of Iraq. Notably, Belmont and other San Mateo County cities have proudly adopted units of the 101st Airborne Division following in the footsteps of San Mateo, which adopted Alpha Company in 1968.

It is our belief that Officer Goodman is a true American hero and that Eugene Goodman Day should be federally recognized. While we are not in a position to control that outcome, we, as a council, are in the position to honor him here in Belmont.

If the council agrees to move forward with this resolution, Councilmembers Hurt and Stone will work with staff to draft a resolution for adoption at the next regularly scheduled council meeting.

Approximately how much staff involvement will this item take?
Almost none.

Financial Implications?
None.

How time sensitive is this issue?
Not necessarily time sensitive but not time intensive either.

General Plan/Vision Statement.
The resolution is in line with Belmont's values as represented in many documents including, but not limited to our Civil Rights Resolution.

Attachments
None.

Meeting Date: February 8, 2022

Council Agenda Item 11- Matter of Council Interest

From Councilmember(s): Julia Mates, Mayor

RE: Creation of an Honorary City Historian Position

Description of Issue/Request:
Determine the council's level of interest in including on an upcoming Council agenda a discussion to create a position of City Historian.

Our City Council Vision Statement includes creating "a thriving culture in which our history makes Belmont what it is, and we preserve that heritage for our children." Additionally, we are fortunate to have a Historical Society, which has information on our city's long and diverse history and knowledgeable, interested residents and individuals who collect and preserve Belmont's past. It would be beneficial to highlight our history (Native American and European American) in a formalized manner, with an individual who can convey through events, presentations, and creative mechanisms, the history of our city and our community.

We are in the process of developing updated wayfinding and placemaking standards, and our placemaking subcommittee has indicated that Belmont's prehistoric and historic past should be included through signage and placemaking. In addition, our emphasis on diversity, equity, and inclusion provides us meaningful ways to enrich our community's collective identity by learning and understanding our heritage.

In 2026, Belmont will proudly observe its 100th anniversary of its incorporation. With that in mind, and as part of the City's Quality of Life strategic focus area creating a City Historian position, similar to the Belmont's Poet Laureate, would provide similar community engagement and benefit.

The City Historian role can do the following:

- Expand thinking about the City's history to a broader meaning of stewardship and conservation that is inclusive, sustainable and relevant to 21st century;
- Promote and coordinate opportunities for lifelong learning;
- Develop culturally relevant curriculum and inter-cultural community engagement strategies; and
- Expand access to meaningful and relevant cultural experiences.

The City Historian will be an honorary position that is both ceremonial and educational and is given to an individual who has a demonstrated knowledge of Belmont's cultural history from within local, and regional perspectives. In this way, the City Historian could play an active role in

moving forward some of the objectives of cultural and historic outreach through their scope of services and provide an opportunity to educate the community about the City's history, arts and culture.

Approximately how much staff involvement will this item take?
This process could be managed within existing staffing/workflow.

Financial Implications?
Minimal, to be further evaluated if Council concurs to proceed.

How time sensitive is this issue?
Given that the City Council's strategic planning session will occur this month, it would be a convenient time to dovetail the details of our City Historian role into our current strategies related to quality-of-life programs, arts, and community character.

General Plan/Vision Statement.
We value and celebrate a strong commitment to diversity, inclusion, safety, equality, and dignity for all individuals in Belmont.
Our history makes Belmont what it is, and we preserve that heritage for our children.
Education, the arts, and the economy flourish in concert

Attachments/Links
A. Example Volunteer City Historian programs in other jurisdictions Dublin City Historian | Dublin, CA - Official Website
A. City Historian | Gilroy, CA - Official Website (cityofgilroypolice.org)