

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



www.belmont.gov

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, September 26, 2023

7:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

Amended Agenda

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

PUBLIC COMMENT:

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

For dial- in comments, call *67 1-(669) 900-6833 (your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number), enter **Meeting ID: 95745673035**, and press *9 to request to speak. All public comments are subject to a 3-minute time limit unless otherwise determined by the Committee Chair.

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

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REPORT FROM CLOSED SESSION**
- 4. SPECIAL PRESENTATIONS**
 - A. County Child Care Report**

B. National Night Out Recap

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. Monthly Financial Reports - June and July 2023

Recommendation: Motion to Approve Monthly Financial Reports

Attachment(s):

[Monthly Financial Reports - June 2023](#)

[Monthly Financial Reports - July 2023](#)

B. Response to Grand Jury Report on Bike Safety in San Mateo County

Recommendation: Approve the City of Belmont's response letter to the San Mateo County Civil Grand Jury Report dated July 10, 2023 entitled Bike Safety in San Mateo County

Attachment(s):

[Staff Report](#)

[Grand Jury Report - July 2023](#)

[Grand Jury Report City of Belmont Response Letter](#)

C. Diversity, Equity, and Inclusion Consulting Contract Amendment

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute an amendment to the service agreement with The Z Bridge LLC for diversity, equity, and inclusion consulting for an additional \$30,000 and a total not-to-exceed of \$72,000

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Consultant Proposal](#)

D. Parks Division Reorganization, Revised Job Descriptions and Salary Schedule

Recommendation: Adopt a resolution approving the creation of new job classification, Parks and Facilities Supervisor and the revision of Parks Manager, Senior Parks Maintenance Worker, and Parks Maintenance Worker I/II position descriptions to include "facilities" and revising the City's Master Employee Pay Schedule, to include Parks and Facilities Supervisor, in accordance with California Public Employees Retirement System (CalPERS) regulations

Attachment(s):

[Staff Report](#)

[Resolution](#)

E. Creation of New Classification, Senior Permit Technician; Addition of Teacher's Aide Job Description; and Revision of the Master Pay Schedule

Recommendation: Adopt a resolution approving the creation of new job classification, Senior Permit Technician; addition of a Teacher's Aide position job description; and revising the City's Master Employee Pay Schedule to include Senior Permit Technician, in accordance with California Public Employees Retirement System (CalPERS) regulations

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Resolution](#)

F. Revised Master Employee Pay Schedule

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

Attachment(s):

[Staff Report](#)

[Resolution](#)

G. Replacement of Public Safety Portable Radios

Recommendation: Adopt a resolution authorizing the City Manager to execute a contract for the acquisition of public safety portable radios and associated equipment for a total amount not to exceed \$162,854.36

Attachment(s):

[Staff Report](#)

[Resolution](#)

8. PUBLIC HEARINGS

9. GENERAL BUSINESS

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

A. 2023-2031 Housing Element Update

Recommendation: Receive an update on the status of the City's response to comments from the State Department of Housing and Community Development and provide direction on additional proposed programs to affirmatively further fair housing

Attachment(s):

[Staff Report](#)

[HCD Second Comment Letter](#)

[Summary of Responses to HCD Second Comment Letter](#)

B. General Plan Safety Element Update Project

Recommendation: Accept report. No other action required at this time.

Attachment(s):

[Staff Report Safety Element](#)

[Attachment A - State Law Affecting Safety Element](#)

[Attachment B - CSC](#)

[Attachment C - Touch Points](#)

C. SB 1383 Resolution Approval of Local Assistance Grant and Update

Recommendation: Adopt a resolution authorizing an application for the SB 1383 Local Assistance Grant for up to \$75,000 and receive an update on compliance with CalRecycle SB 1383 regulations

Attachment(s):

[Staff Report](#)
[Resolution](#)

10. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

B. Verbal report from City Manager

11. MATTERS OF INTEREST/CLARIFICATION

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

12. ADJOURNMENT

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board or Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.



HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Belmont Fire Protection District
- Affordable Housing Successor
- Street Improvements
- Sewer Collection System
- Sewer Treatment
- Measure I

Notable Fund Balance Decrease compared to prior YTD:

- Facilities Management

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

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/>

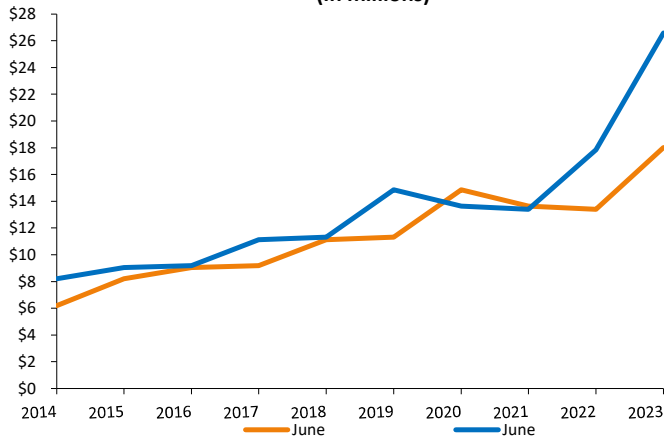
These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to financedept@belmont.gov or for additional information regarding the City's financial activities, including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



City of Belmont
Performance at a Glance
Results for the Period Ended June 30, 2023
 (000's)



General Fund Balance Trend
 (in millions)

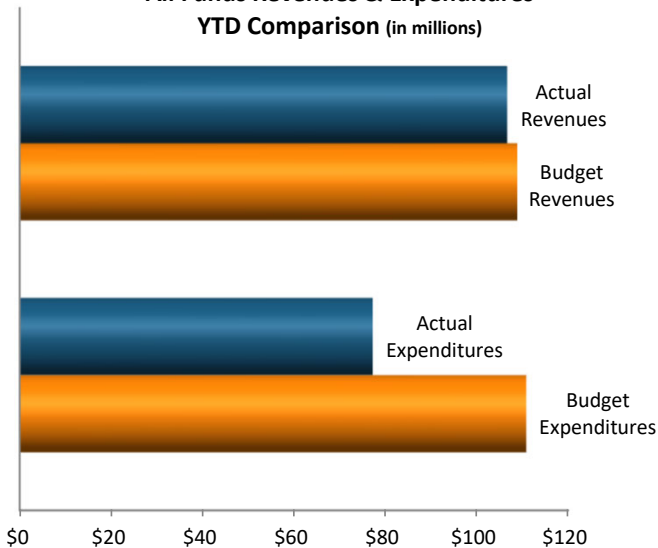


General Fund Balance Trends*

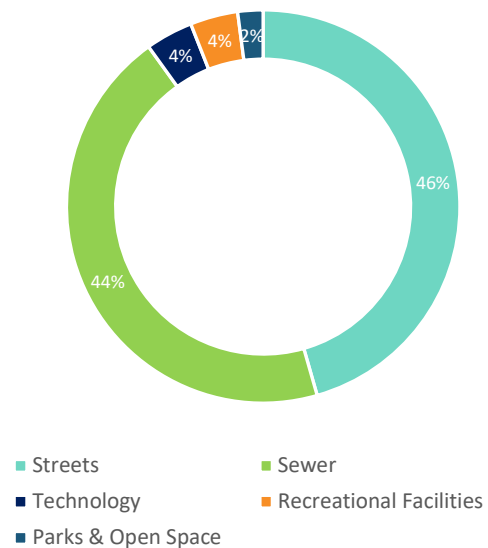
6/30/2013	\$6,200	Audited
6/30/2014	\$8,204	Audited
6/30/2015	\$9,049	Audited
6/30/2016	\$9,177	Audited
6/30/2017	\$11,128	Audited
6/30/2018	\$11,325	Audited
6/30/2019	\$14,846	Audited
6/30/2020	\$13,637	Audited
6/30/2021	\$13,398	Audited
6/30/2022	\$18,013	Audited
6/30/2023	\$26,586	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

The General Fund balance is \$26.6 million, a \$8.6 million increase compared to amount at the prior fiscal year end. The increase compared to the 6/30/22 balance was primarily due to the receipt of the second and last tranche of one-time \$3.2 million in ARPA Federal Coronavirus State and Local Fiscal Recovery Funds, a \$1.5 million VLF reimbursement due to the shortfall from two years prior, transient occupancy tax recovering from the prior year, and increase in property taxes revenue due to the final dissolution of the Belmont Successor Agency.

Fund Balance - YTD Fund Deficits

As shown on the Fund Recap at a Glance (page 3) the Recreation Fund and Street Maintenance deficits were eliminated with the transfer from the General Fund as part of year-end closing activities. Facilities Management Fund deficit is projected to be eliminated with a transfer from the General Fund in FY 2023-24 as reflected in the adopted budget.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended June 30, 2023
(000's)



Fund	Fund Name	Audited Fund Balance 06/30/22 (1)	Revenues					Expenditures					Unaudited Fund Balance 06/30/23 (1)+(2)-(3)	PY YTD Fund Balance 06/30/22	
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance (Over)	%	PY YTD Actual			
GENERAL FUND															
101	General	\$18,013	\$34,740	\$34,469	(\$270)	99%	\$28,196	\$28,411	\$25,897	\$2,514	91%	\$23,581	\$	26,586	18,013
102	Measure I	2,938	2,270	2,432	162	107%	2,283	8,223	1,274	6,949	15%	3,095		4,096	2,938
SPECIAL REVENUE FUNDS															
205	Recreation	(0)	3,902	3,729	(173)	96%	2,843	3,438	3,145	293	91%	2,864		583	(0)
206	Library Maintenance & Operation	836	304	330	25	108%	305	720	351	370	49%	432		815	836
207	Athletic Field Maintenance	376	91	149	59	165%	97	270	159	111	59%	99		366	376
208	City Tree	297	10	24	14	230%	10	73	37	36	51%	39		284	297
209	Senior Services Donation	90	4	2	(2)	58%	4	0	0	0	N/A	0		93	90
210	Development Services	1,084	5,528	5,973	446	108%	5,432	6,178	5,520	657	89%	4,764		1,537	1,084
212	General Plan Maintenance	1,305	501	602	100	120%	575	1,821	315	1,505	17%	8		1,591	1,305
223	Belmont Fire Protection District	16,217	16,243	16,199	(45)	100%	12,451	12,326	12,218	108	99%	11,637		20,198	16,217
225	Police Grants and Donations	33	0	1	1	1370%	0	5	3	2	69%	2		30	33
227	Supplemental Law Enforcement	-	188	186	(2)	99%	240	179	179	0	100%	240		7	0
231	Street Maintenance	-	2,410	2,232	(178)	93%	1,290	2,514	2,232	282	89%	2,002		0	0
232	RMRA Street Project	-	605	628	23	104%	781	770	23	747	3%	1,105		606	0
233	Measure W	1,457	883	622	(261)	70%	1,208	651	0	651	0%	0		2,079	1,457
234	Street Improvements	905	2,036	2,210	174	109%	1,987	3,081	1,012	2,069	33%	3,243		2,103	905
237	Traffic Impact	200	814	12	(803)	1%	200	115	0	115	0%	0		212	200
239	Public Art	396	2	9	7	440%	396	0	0	0	N/A	0		405	396
275	Affordable Housing Successor	6,468	3,291	3,250	(41)	99%	4,141	496	420	76	85%	1,361		9,298	6,468
277	Inclusionary Housing	2,452	3	119	116	3979%	67	0	0	0	N/A	0		2,572	2,452
Total Special Revenue		32,117	36,815	36,276	(539)	99%	32,028	32,636	25,614	7,022	78%	27,797		42,779	32,117
CAPITAL PROJECT FUNDS															
308	General Facilities	725	37	16	(21)	43%	2	371	7	364	2%	104		734	725
310	Infrastructure	2,810	1,442	746	(695)	52%	1,468	2,733	1,161	1,573	42%	961		2,396	2,810
312	Comcast PEG Program	396	1	9	8	1678%	33	120	0	120	0%	0		404	396
341	Planned Park	1,989	1,400	451	(949)	32%	2,500	750	740	11	99%	868		1,701	1,989
342	Park Impact	327	284	486	202	171%	1,558	1,332	171	1,160	13%	2,628		642	327
343	Open Space	164	9	14	5	163%	21	176	81	94	46%	63		97	164
704	Special Assessment Districts	308	0	7	6	1538%	1	0	0	0	N/A	0		315	308
Total Capital Projects		6,719	3,172	1,729	(1,443)	55%	5,583	5,482	2,160	3,322	39%	4,624		6,289	6,719
DEBT SERVICE & OTHER FUNDS															
406	Library Bond Debt Service	270	674	696	22	103%	674	685	681	4	99%	671		285	270
501-505	Sewer Collection System	25,616	15,781	16,391	610	104%	16,315	16,993	9,807	7,186	58%	10,733		32,200	25,615
507	Sewer Treatment	25,992	3,153	3,307	155	105%	3,129	4,274	1,162	3,112	27%	1,438		28,137	25,992
525	Storm Drainage Enterprise	2,588	2,204	1,303	(901)	59%	1,193	2,926	1,718	1,208	59%	2,190		2,173	2,588
530	Solid Waste Management	1,766	548	636	89	116%	687	556	534	23	96%	502		1,868	1,767
570	Worker's Compensation	1,537	698	857	159	123%	756	732	632	100	86%	556		1,762	1,537
571	Liability Insurance	3,386	703	797	95	113%	604	1,067	497	570	47%	592		3,686	3,387
572	Self Funded Vision	-	3	2	(1)	52%	11	5	2	3	32%	11		0	0
573	Fleet & Equipment Management	7,438	4,454	4,594	140	103%	5,109	4,895	3,639	1,256	74%	3,501		8,393	7,439
574	Facilities Management	0	2,210	1,805	(405)	82%	2,074	2,554	2,408	146	94%	2,115		(603)	0
575	Benefit Prefunding	1,082	1,473	1,406	(68)	95%	1,374	1,432	1,253	179	88%	1,689		1,235	1,081
775	Successor Agency Trust Fund¹	0	0	0	0	N/A	4,037	0	0	0	N/A	607		0	0
Total Debt & Other		69,676	31,901	31,793	(108)	100%	35,961	36,118	22,332	13,787	62%	24,605		79,138	69,676
Total All Funds		\$129,464	\$108,898	\$106,700	(\$2,198)	98%	\$104,051	\$110,871	\$77,277	\$33,594	70%	\$83,703		\$158,887	\$129,464

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

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

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended June 30, 2023
(000's)



	General Fund					All Other Funds					Annual Budget	PY YTD Actual
	Budget	Year to Date (YTD) Actual	Variance	%	Annual Budget	PY YTD Actual	Budget	Year to Date (YTD) Actual	Variance	%		
REVENUES												
Taxes	\$23,839	\$23,164	(\$675)	97% a	\$23,839	\$18,699	\$20,465	\$20,960	\$494	102%	\$20,465	\$21,144
Licenses and permits	1,174	1,262	88	108%	1,174	1,068	1,858	2,288	430	123%	1,858	2,344
Intergovernmental	3,549	3,685	136	104%	3,549	3,494	4,829	3,779	(1,050)	78% b	4,829	3,394
Charge for services	4,494	4,469	(25)	99%	4,494	4,155	36,252	35,144	(1,108)	97% c	36,252	38,343
Fines and forfeits	165	139	(26)	84%	165	156	-	1	1	N/A	-	-
Use of money and property	1,157	1,427	269	123%	1,157	255	709	2,487	1,778	351%	709	44
Miscellaneous	362	324	(38)	89%	362	368	198	664	466	336%	198	440
Other financing sources	-	-	-	N/A	-	-	2,910	2,952	42	101%	2,910	4,067
Operating transfers in	-	-	-	N/A	-	-	6,938	3,956	(2,982)	57% d	6,938	6,077
Total Revenues	34,740	34,469	(270)	99%	34,740	28,196	74,159	72,231	(1,928)	97%	74,159	75,854
EXPENDITURES												
General government	7,098	5,735	(1,363)	81%	7,098	5,638	8,302	6,070	(2,232)	73%	8,302	6,390
Public safety	14,678	14,657	(21)	100%	14,678	13,922	12,501	12,392	(110)	99%	12,501	11,880
Streets and utilities	-	-	-	N/A	-	-	37,803	19,135	(18,668)	51%	37,803	22,019
Culture and recreation	2,214	2,036	(178)	92%	2,214	1,950	8,219	6,630	(1,589)	81%	8,219	6,183
Urban redevelopment	-	-	-	N/A	-	-	6,528	4,585	(1,943)	70%	6,528	4,487
Debt service	-	-	-	N/A	-	-	6,589	3,991	(2,597)	61%	6,589	4,243
Operating transfer out	4,420	3,468	(952)	78%	4,420	2,072	2,518	487	(2,030)	19%	2,518	4,919
Total Expenditures	28,411	25,897	(2,514)	91%	28,411	23,581	82,460	53,291	(29,169)	65%	82,460	60,121
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$6,329	\$8,573	(\$2,785)		\$6,329	\$4,615	(\$8,301)	\$18,940	(\$31,097)		(\$8,301)	\$15,733

Management Discussion and Analysis

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

General Fund

Revenues

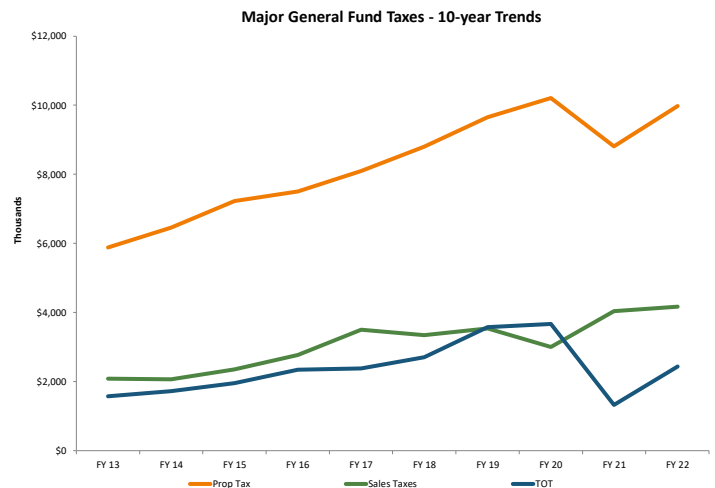
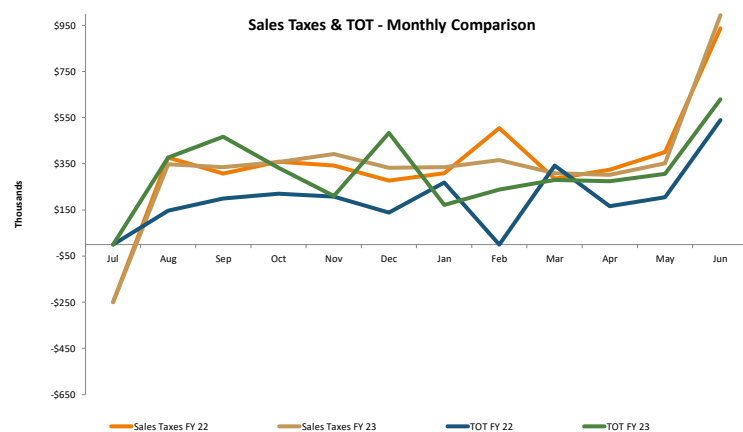
- a) Taxes** - Property Tax in-lieu of VLF actual receipt came in lower than forecast.

Other Funds

Revenues

- b) Intergovernmental** - Grant revenue will be received and reported in a future reporting period.
c) Charges for Services - Some in-lieu/impact fees were budgeted for and were not materialized.
d) Operating Transfers In - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

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 June 30, 2023



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
ADP	PAYROLL 06/02/2023 TAXES	6/2/23	DAJ000008245	94,097.63
ADP	PAYROLL 06/16/2023 TAXES	6/16/23	DAJ000008249	97,677.86
ADP	PAYROLL 06/30/2023 TAXES	6/30/23	DAJ000008253	103,739.65
CALPERS	HEALTH PREMIUM-JULY	6/6/23	DAJ000008289	159,049.73
CALPERS	COB CONTRIBUTION PPE 5/13/23	6/12/23	DAJ000008295	115,610.17
CALPERS	COB CONTRIBUTION PPE 5/27/23	6/28/23	DAJ000008311	115,914.61
CITY OF BELMONT EMPLOYEES	PAYROLL 06/02/2023	6/2/23	DAJ000008246	413,759.18
CITY OF BELMONT EMPLOYEES	PAYROLL 06/16/2023	6/16/23	DAJ000008250	419,031.94
CITY OF BELMONT EMPLOYEES	PAYROLL 06/30/2023	6/30/23	DAJ000008254	449,608.44
GOOD CITY COMPANY	PLANNING SERVICES FOR APRIL 23	6/9/23	EFT00032114	53,234.66
GOOD CITY COMPANY	PLANNING SERVICES FOR MAY 23	6/30/23	EFT00032332	134,158.54
MNS ENGINEERS INC	HILLER STREET UPGRADE PROJECT	6/2/23	EFT00032069	53,112.05
SILICON VALLEY CLEAN WATER	JULY CONTRIBUTIONS	6/9/23	EFT00032102	303,637.00
SILICON VALLEY CLEAN WATER	STORMWATER DIRECT COSTS	6/23/23	EFT00032206	244,518.90
TOWNE FORD SALES	PARKS & RECREATION TRANSIT VAN	6/16/23	EFT00032190	68,605.24
TOWNE FORD SALES	BRAKE PADS STOCK	6/30/23	EFT00032354	108,110.36
Total Disbursements in Excess of \$50,000				\$ 2,933,865.96
Total Count				16

Purchase Order Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
DUKE'S ROOT CONTROL, INC.	ROOT FOAMING - VARIOUS SITES	6/15/23	23 00059	64,799.15
PAVEMENT ENGINEERING INC	DAVEY GLEN ADA UPGRADE	6/15/23	23 00061	121,797.50
SELWAY CONSTRUCTION	HILL STREET & EL CAMINO REAL PROJECT	6/30/23	23 00064	122,348.50
Total Purchase Orders Issued in Excess of \$50,000				\$ 308,945.15
Total Count				3

CITY OF BELMONT TREASURER'S REPORT June-23



Agency Receipts and Disbursements Summary

	Beginning Balance May 31, 2023		Receipts		Disbursements		Ending Balance June 30, 2023
City of Belmont	\$	113,744,845.69	\$	7,188,308.05	\$	(4,932,329.93)	\$ 116,000,823.81
Belmont Fire Protection District		19,473,096.45		1,903,784.43		(317,958.26)	21,058,922.62
Total	\$	133,217,942.14	\$	9,092,092.48	\$	(5,250,288.19)	\$ 137,059,746.43

Balance Summary

	Deposit		Investments		Pool Total
City of Belmont & Belmont Fire Protection District	\$	1,730,522.11	\$	135,329,224.32	\$ 137,059,746.43

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

Respectfully Submitted,

s/b Grace Castaneda
Grace Castaneda
City Treasurer

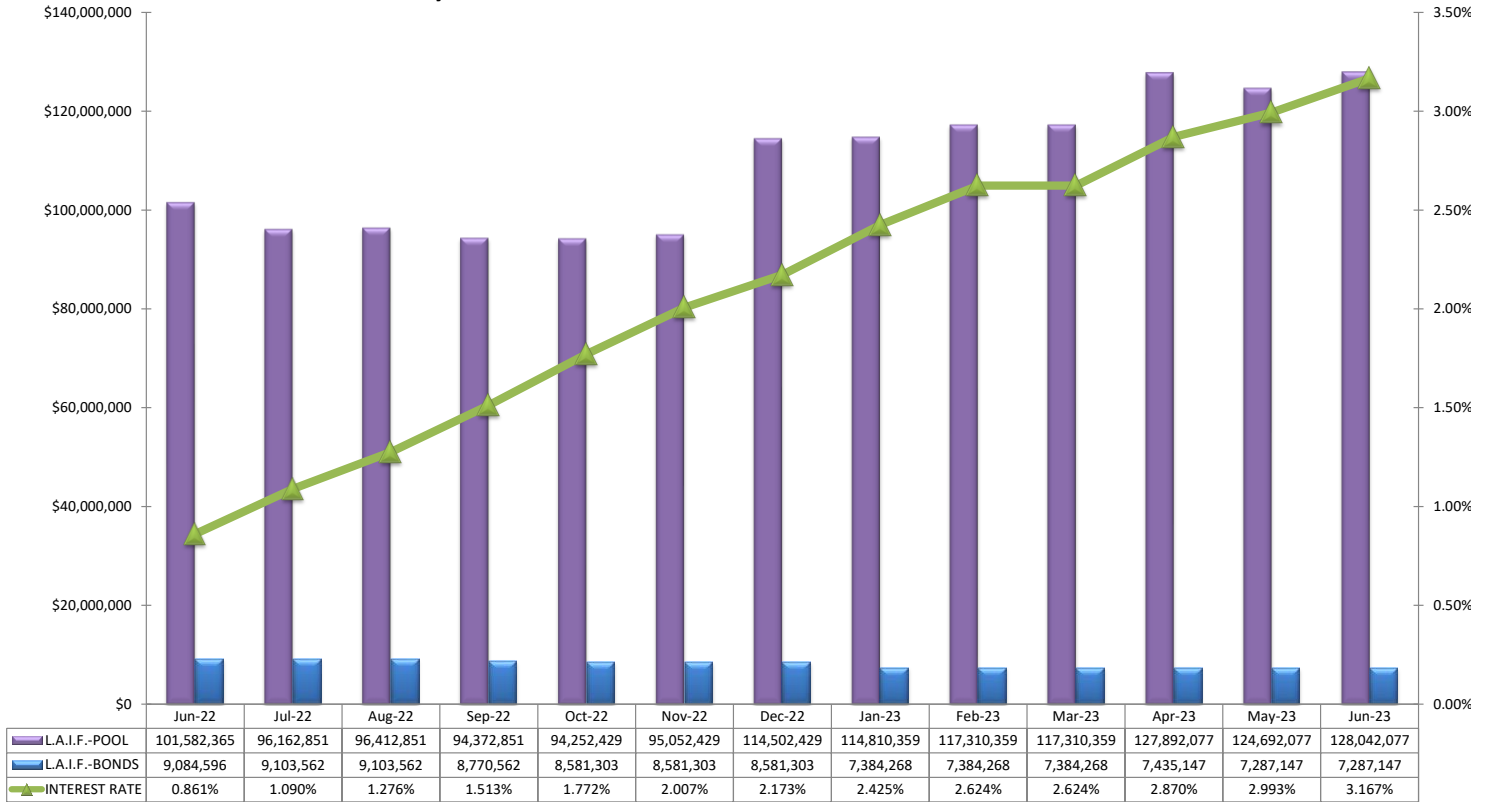
**CITY OF BELMONT
TREASURER'S REPORT
June-23**



Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		\$ 1,730,522.11	\$ 1,730,522.11					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	128,042,076.85	126,099,486.35	337,924.38		90 days	3.167%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	7,287,147.47	7,176,590.50	19,232.00		90 days	3.167%	LAIF	LAIF
Total			\$ 137,059,746.43	\$ 135,006,598.97	\$ 357,156.38					

City of Belmont Investment Portfolio Trends





HIGHLIGHTS

PERFORMANCE AT A GLANCE REPORT

- General Fund balance increased compared to prior YTD

FUND RECAP AT A GLANCE REPORT

Notable Fund Balance Increase compared to prior YTD:

- General Fund
- Measure I
- Development Services
- Affordable Housing Successor
- Sewer Collection System
- Sewer Treatment

Notable Fund Balance Decrease compared to prior YTD:

- Planned Park

BUDGET VARIANCE REPORT

- Management Discussion & Analysis
- Tax Trends

CASH DISBURSEMENTS & PURCHASE ORDER ACTIVITY REPORT

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/>

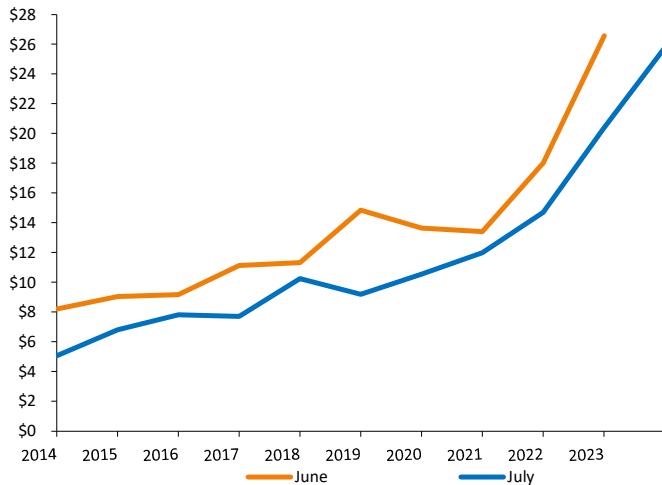
These financial reports are designed to provide a general overview of the City of Belmont's interim finances. Questions concerning any information provided in these reports should be addressed to financedept@belmont.gov or for additional information regarding the City's financial activities, including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



City of Belmont
Performance at a Glance
Results for the Period Ended July 31, 2023
 (000's)



General Fund Balance Trend
 (in millions)

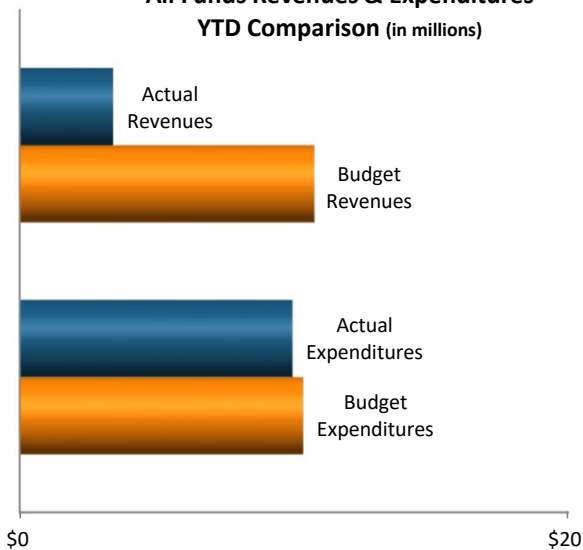


General Fund Balance Trends*

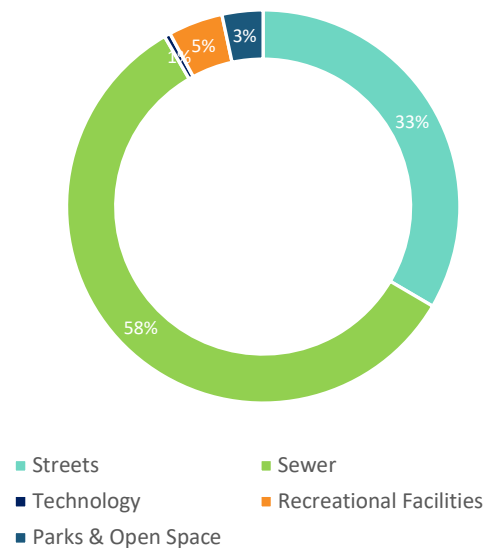
6/30/2014	\$8,204	Audited
6/30/2015	\$9,049	Audited
6/30/2016	\$9,177	Audited
6/30/2017	\$11,128	Audited
6/30/2018	\$11,325	Audited
6/30/2019	\$14,846	Audited
6/30/2020	\$13,637	Audited
6/30/2021	\$13,398	Audited
6/30/2022	\$18,013	Audited
6/30/2023	\$26,586	Unaudited
7/31/2023	\$25,799	Unaudited

* excludes Measure I

All Funds Revenues & Expenditures
YTD Comparison (in millions)



Capital Improvement Plan



General Fund

Through the first month of FY 2023-24, the General Fund balance is \$25.8 million, a \$0.8 million decrease compared to amount at the prior fiscal year end.

Fund Balance - YTD Fund Deficits

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

City of Belmont
Fund Recap at a Glance
Results for the Period Ended July 31, 2023
(000's)



Fund	Fund Name	Unaudited Fund Balance 06/30/23 (1)	Revenues				Expenditures					Unaudited Fund Balance 07/01/23 (1)+(2)-(3)	PY YTD Fund Balance 07/01/22	
			YTD Budget	YTD Actual (2)	Variance (Under) Over	%	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance Under (Over)	%			PY YTD Actual
GENERAL FUND														
101	General	\$26,586	\$2,464	\$1,002	(\$1,463)	41%	\$4,246	\$2,524	\$1,788	\$735	71%	\$1,712	\$ 25,799	20,374
102	Measure I	4,096	192	(185)	(378)	-96%	(185)	49	0	49	0%	39	3,911	2,738
SPECIAL REVENUE FUNDS														
205	Recreation	583	281	55	(226)	20%	47	307	383	(76)	125%	297	255	(250)
206	Library Maintenance & Operation	815	26	0	(26)	0%	0	62	30	33	48%	20	785	815
207	Athletic Field Maintenance	366	10	11	1	109%	22	21	(4)	25	-20%	2	381	395
208	City Tree	284	1	4	2	279%	0	7	4	4	50%	3	284	295
209	Senior Services Donation	93	0	0	(0)	0%	0	0	0	0	N/A	0	93	90
210	Development Services	1,537	437	1,090	653	249%	536	542	363	180	67%	357	2,265	1,264
212	General Plan Maintenance	1,591	44	26	(18)	59%	276	94	13	80	14%	8	1,604	1,573
223	Belmont Fire Protection District	20,198	1,436	903	(533)	63%	385	1,070	3,983	(2,914)	372%	22	17,118	16,580
225	Police Grants and Donations	30	0	0	(0)	0%	0	0	0	0	0%	0	30	33
227	Supplemental Law Enforcement	7	15	0	(15)	0%	0	11	9	2	82%	13	(2)	(13)
231	Street Maintenance	0	325	22	(303)	7%	33	217	241	(24)	111%	220	(219)	(209)
232	RMRA Street Project	606	58	0	(58)	0%	0	68	0	68	0%	2	606	(2)
233	Measure W	2,079	32	(33)	(65)	-103%	(32)	79	0	79	0%	0	2,046	1,075
234	Street Improvements	2,103	104	0	(104)	0%	131	109	6	103	6%	13	2,097	1,374
237	Traffic Impact	212	136	0	(136)	0%	0	0	0	0	N/A	0	212	200
239	Public Art	405	26	0	(26)	0%	0	0	0	0	N/A	0	405	396
275	Affordable Housing Successor	9,298	40	7	(34)	16%	6	323	12	311	4%	3	9,292	6,471
277	Inclusionary Housing	2,572	50	0	(50)	0%	0	0	0	0	N/A	0	2,572	2,452
Total Special Revenue		42,779	3,022	2,085	(938)	69%	1,403	2,911	5,040	(2,129)	173%	960	39,823	32,539
CAPITAL PROJECT FUNDS														
308	General Facilities	734	1	0	(1)	0%	0	31	1	31	2%	0	734	725
310	Infrastructure	2,396	4	0	(4)	0%	0	40	0	40	0%	3	2,396	2,809
312	Comcast PEG Program	404	1	0	(1)	0%	0	0	0	0	N/A	0	404	396
341	Planned Park	1,701	3	0	(3)	0%	406	59	0	58	1%	(5)	1,701	2,401
342	Park Impact	642	226	0	(226)	0%	0	40	0	40	0%	0	642	327
343	Open Space	97	0	0	0	N/A	0	0	1	(1)	N/A	(11)	96	175
399	Capital Improvement Projects	-	1,738	0	(1,738)	0%	0	1,716	78	1,638	5%	0	(78)	0
704	Special Assessment Districts	315	0	0	(0)	0%	0	0	0	0	N/A	0	315	309
Total Capital Projects		6,289	1,973	0	(1,973)	0%	406	1,887	80	1,806	4%	(13)	6,208	7,141
DEBT SERVICE & OTHER FUNDS														
406	Library Bond Debt Service	285	56	0	(56)	0%	0	57	526	(470)	928%	523	(241)	(253)
501-505	Sewer Collection System	32,200	1,664	141	(1,523)	8%	331	1,475	765	709	52%	509	31,576	25,437
507	Sewer Treatment	28,137	269	0	(269)	0%	0	342	(458)	799	-134%	(248)	28,595	26,240
525	Storm Drainage Enterprise	2,173	112	7	(105)	6%	67	183	128	55	70%	127	2,052	2,523
530	Solid Waste Management	1,868	53	0	(53)	0%	0	47	38	9	81%	42	1,830	1,725
570	Worker's Compensation	1,762	74	83	9	112%	69	61	664	(603)	1089%	614	1,181	992
571	Liability Insurance	3,686	71	(444)	(514)	-628%	(1,720)	94	540	(446)	576%	454	2,703	1,213
572	Self Funded Vision	-	0	0	0	N/A	0	0	(4)	4	N/A	(13)	4	13
573	Fleet & Equipment Management	8,393	389	378	(10)	97%	370	387	340	47	88%	439	8,432	7,369
574	Facilities Management	(603)	289	234	(54)	81%	144	217	387	(170)	178%	301	(755)	(158)
575	Benefit Prefunding	1,235	124	109	(15)	88%	116	113	122	(9)	108%	404	1,222	793
Total Debt & Other		79,138	3,099	508	(2,591)	16%	(624)	2,975	3,048	(74)	102%	3,152	76,598	65,895
Total All Funds		\$158,887	\$10,752	\$3,410	(\$7,342)	32%	\$5,246	\$10,345	\$9,957	\$388	96%	\$5,849	\$152,339	\$128,687

Fund Types:

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

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

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

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

City of Belmont
Budget Variance Report
General Fund / All Other Funds
Results for the Period Ended July 31, 2023
(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	\$1,831	(\$403)	(\$2,234)	-22% a	\$21,971	(\$305)	\$1,789	(\$218)	(\$2,007)	-12% a	\$21,471	(\$217)
Licenses and permits	99	1	(98)	1%	1,188	49	172	158	(14)	92%	2,065	367
Intergovernmental	28	17	(11)	61%	336	3,246	812	5	(807)	1% b	9,742	15
Charge for services	362	291	(71)	80%	4,347	268	3,744	1,262	(2,482)	34% c	44,928	1,790
Fines and forfeits	13	(4)	(17)	-31%	160	1	-	-	-	N/A	-	-
Use of money and property	101	1,100	999	1089%	1,212	987	180	1,038	858	577%	2,165	528
Miscellaneous	30	-	(30)		357	-	28	162	134	579%	337	(1,482)
Other financing sources	-	-	-	N/A	-	-	-	-	-	N/A	-	-
Operating transfers in	-	-	-	N/A	-	-	1,562	-	(1,562)	d	18,743	-
Total Revenues	2,464	1,002	(1,462)	41%	29,572	4,246	8,287	2,408	(5,879)	29%	99,450	1,001
EXPENDITURES												
General government	615	442	(173)	72%	7,384	439	609	1,661	1,052	273% e	7,303	1,903
Public safety	1,312	1,172	(140)	89%	15,738	1,132	1,076	3,992	2,916	371% f	12,917	35
Streets and utilities	-	-	-	N/A	-	-	2,892	995	(1,897)	34%	34,708	938
Culture and recreation	213	174	(39)	82%	2,560	142	723	831	108	115% g	8,673	621
Urban redevelopment	-	-	-	N/A	-	-	792	268	(524)	34%	9,509	240
Debt service	-	-	-	N/A	-	-	551	423	(128)	77%	6,614	399
Operating transfer out	383	-	(383)		4,600	-	1,179	-	(1,179)		14,143	-
Total Expenditures	2,523	1,788	(735)	71%	30,282	1,713	7,823	8,170	347	104%	93,867	4,136
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES												
	(\$59)	(\$786)	(\$2,197)		(\$710)	\$2,533	\$464	(\$5,762)	(\$5,532)		\$5,583	(\$3,135)

Management Discussion and Analysis

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

General Fund

Revenues

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

Other Funds

Revenues

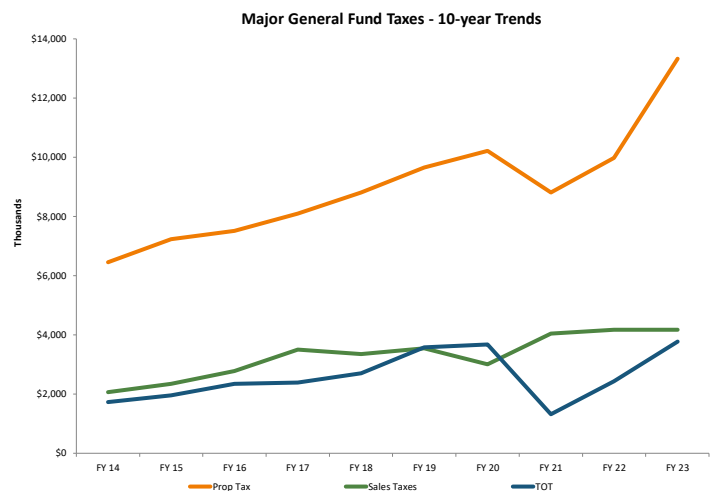
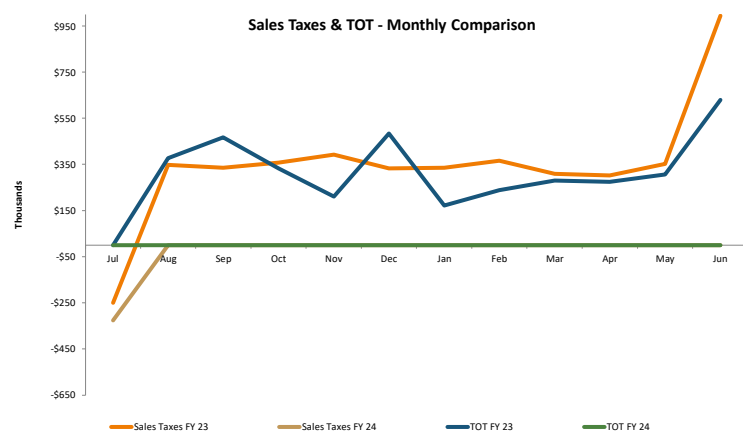
- b) **Intergovernmental** - The revenue will be received and reported in a future reporting period.
c) **Charges for Services** - The Sewer User Fee (Collection & Treatment) is included as part of the City's Property Tax bill to be received semi-annually, typically in December and April.
d) **Operating Transfers In** - Budgeted operating transfers are recorded at the end of the fiscal year based on actual results.

Other Funds

Expenditures

- e) **General Government** - The annual insurance premium and OPEB contributions were paid in July.
f) **Public Safety** - First quarter payments of \$1.7M to BSCFD and \$2.3M to San Mateo Consolidated Fire Department were made in July.
g) **Culture and recreation** - The annual insurance premiums were paid in July.

Trends



** July Sales Tax & 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 July 31, 2023



Disbursements Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
ADP	PAYROLL TAXES 07/14/2023	7/14/23	DAJ000008320	101,075.75
ADP	PAYROLL TAXES 07/28/2023	7/28/23	DAJ000008324	118,618.90
BELMONT SAN CARLOS FIRE DEPT	FY 23-24 PERS LEGACY COSTS & Q1 CONTRIBUTION	7/7/23	EFT00032384	1,655,753.90
BNY MELLON	2004A SPECIAL TAX BONDS (LIBRARY PROJECT) DEBT SERVICE	7/25/23	DAJ000008369	525,977.74
BNY MELON	2016 SEWER REFUNDING BONDS DEBT SERVICE	7/21/23	DAJ000008366	644,539.85
BNY MELON	2016 SEWER REVENUE BONDS DEBT SERVICE	7/21/23	DAJ000008367	368,409.87
CALPERS	COB CONTRIBUTIONS PPE 6/10/23	7/10/23	DAJ000008352	118,162.42
CALPERS	COB ADP PAYMENTS	7/11/23	DAJ000008354	299,575.00
CALPERS	JULY HEALTH PREMIUM	7/11/23	DAJ000008382	173,489.03
CALPERS	COB CONTRIBUION PPE 06/24/23	7/21/23	DAJ000008365	118,468.85
CALPERS	COB UAL PAYMENTS	7/25/23	DAJ000008371	3,140,065.00
CCAG	FY 23-24 ANNUAL MEMBER ASSESSMENT	7/21/23	1203916	89,891.00
CITY OF BELMONT EMPLOYEES	PAYROLL 07/14/2023	7/13/23	DAJ000008318	448,316.61
CITY OF BELMONT EMPLOYEES	PAYROLL 07/28/2023	7/27/23	DAJ000008322	493,652.99
DUKE'S ROOT CONTROL, INC.	ROOT FOAMING - VARIOUS SITES	7/13/23	EFT00032427	64,120.60
EYEP SOLUTIONS	FORTINET RENEWAL	7/28/23	EFT00032614	97,809.72
GOOD CITY COMPANY	PLANNING SERVICES	7/21/23	EFT00032461	107,559.59
GRANICUS, INC.	GRANICUS SOFTWARE SUBSCRIPTION	7/21/23	EFT00032497	63,177.22
INTERSTATE GRADING AND	RALSTON AVE. PAVEMENT PROJECT	7/28/23	EFT00032631	346,550.50
MISSION SQUARE	DEF COMP ACCT#302442	7/5/23	DAJ000008347	58,865.73
MISSION SQUARE	DEF COMP ACCT#302442	7/31/23	DAJ000008379	98,063.89
PAVEMENT ENGINEERING INC	DAVEY GLEN IMPROVEMENT PROJECT	7/28/23	EFT00032618	204,238.75
PG&E	NATURAL GAS & ELECTRICITY - VARIOUS SITES	7/3/23	DAJ000008343	59,839.13
PRISM	FY 23-24 PRIMARY WORKERS' COMP INSURANCE PREMIUM	7/7/23	EFT00032386	1,149,802.00
SAN MATEO CONSOLIDATED FIRE DEPARTMENT	FY 23-24 Q1 CONTRIBUTION	7/13/23	EFT00032436	2,292,477.25
SILICON VALLEY CLEAN WATER	AUGUST CONTRIBUTION	7/7/23	EFT00032381	303,637.00
SILICON VALLEY CLEAN WATER	JULY CONTRIBUTION	7/21/23	EFT00032446	303,292.00
WOOD RODGERS INC	MEASURE I STORM PROJECT & STORM WATER ANALYSIS	7/21/23	EFT00032460	55,062.50

Total Disbursements in Excess of \$50,000 \$ 13,500,492.79
Total Count 28

Purchase Order Amounts Equal to \$50,000 and Above

Vendor	Description	Date	No.	Amount
DUKE'S ROOT CONTROL, INC.	ROOT FOAMING - VARIOUS SITES	6/15/23	23 00059	64,799.15
PAVEMENT ENGINEERING INC	DAVEY GLEN ADA UPGRADE	6/15/23	23 00061	121,797.50
SELWAY CONSTRUCTION	HILL STREET & EL CAMINO REAL PROJECT	6/30/23	23 00064	122,348.50

Total Purchase Orders Issued in Excess of \$50,000 \$ 308,945.15
Total Count 3

CITY OF BELMONT TREASURER'S REPORT July-23



Agency Receipts and Disbursements Summary

	Beginning Balance June 30, 2023		Receipts		Disbursements		Ending Balance July 31, 2023
City of Belmont	\$ 116,000,823.81	\$	4,213,257.51	\$	(11,431,877.91)	\$	108,782,203.41
Belmont Fire Protection District	21,058,922.62		42,298.94		(3,983,082.86)		17,118,138.70
Total	\$ 137,059,746.43	\$	4,255,556.45	\$	(15,414,960.77)	\$	125,900,342.11

Balance Summary

		Deposit		Investments		Pool Total
City of Belmont & Belmont Fire Protection District	\$	3,515,925.52	\$	122,384,416.59	\$	125,900,342.11

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

Respectfully Submitted,

s/b Grace Castaneda
Grace Castaneda
City Treasurer

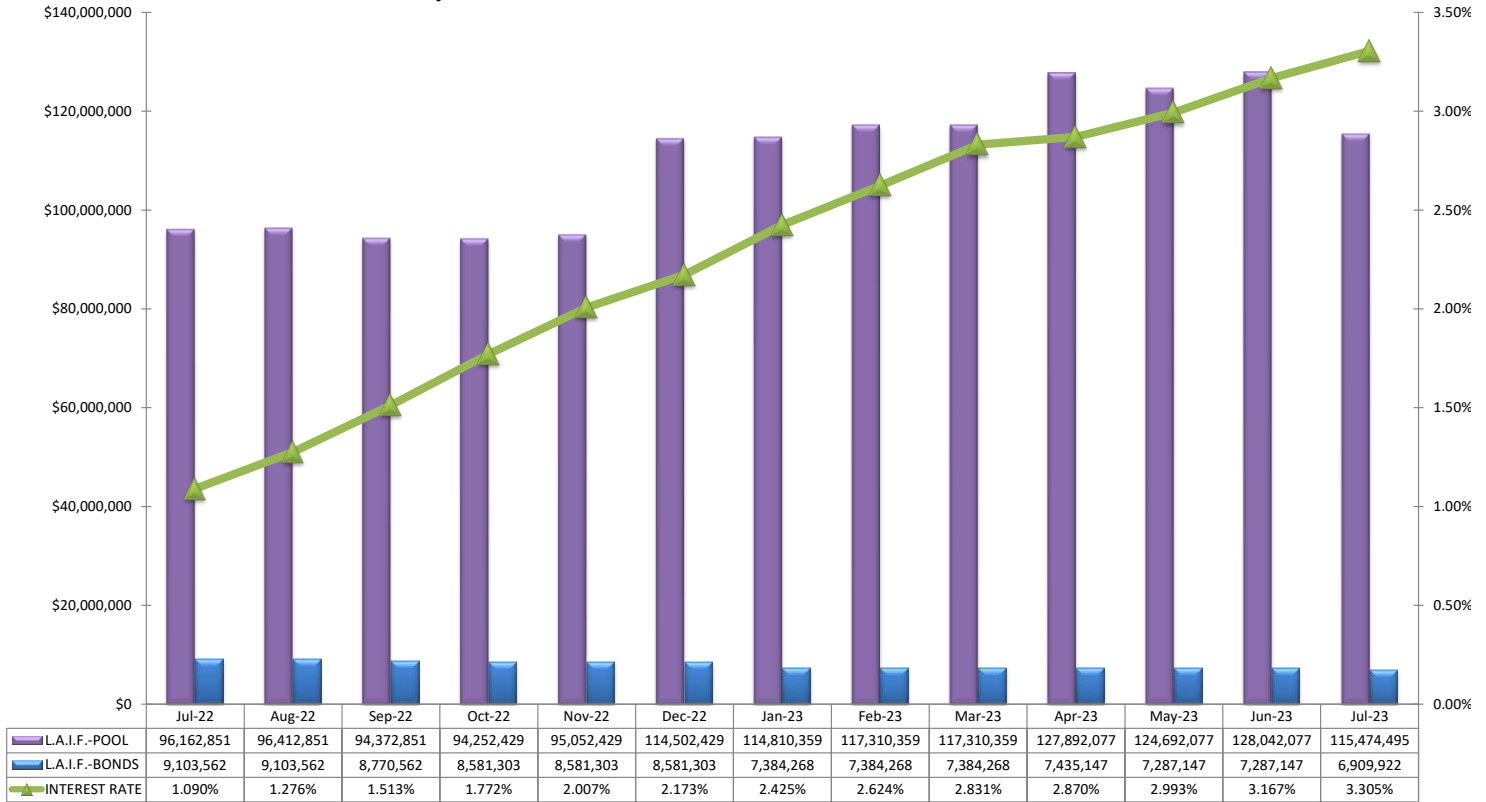
CITY OF BELMONT TREASURER'S REPORT July-23



Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Wells Fargo		\$ 3,515,925.52	\$ 3,515,925.52					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	115,474,494.77	113,722,573.36	318,036.00		90 days	3.305%	LAIF	LAIF
L.A.I.F.-BONDS	State of California	Daily	6,909,921.82	6,805,087.93	19,031.08		90 days	3.305%	LAIF	LAIF
Total			\$ 125,900,342.11	\$ 124,043,586.81	\$ 337,067.08					

City of Belmont Investment Portfolio Trends





STAFF REPORT

Meeting Date: September 26, 2023
Agency: City of Belmont
Staff Contact: Matt Hoang, Associate Civil Engineer, (650)637-2998, mhoang@belmont.gov
Agenda Title: Response to Grand Jury Report on Bike Safety in San Mateo County
Agenda Action: Motion

Recommendation

Approve the City of Belmont's response letter to the San Mateo County Civil Grand Jury Report dated July 10, 2023 entitled Bike Safety in San Mateo County.

Strategic Focus Area

Infrastructure and Mobility

Background

On July 10, 2023, a Grand Jury Report was issued regarding bike safety within San Mateo County (SMC) – see Attachment A. The report identifies the need for making bicycling safer in the County as the demand by County residents has increased for bicycle trips, and for new solutions to provide safer bicycle facilities. The Grand Jury Report analyzes current conditions and plans of San Mateo County and its municipal constituents and evaluates areas for improvement to meet rising bicycle safety demands.

The Grand Jury Report evaluated conditions in each city, including in the City of Belmont (City) and notes the challenges encountered to provide further improvements to bike safety:

“Until quite recently, the City has been completely focused on ensuring that the community is comfortable for single family dwellings. However, areas close to El Camino Real are more commercial and have denser housing. The community now has both recreational and commuting bicyclists using the roads. While Belmont does have a bicycle master plan and holds an annual bike safety program for children and teenagers, more needs to be done. The City needs to obtain funding from external Federal, State and County sources to do more.” (San Mateo County Civil Grand Jury Report, 2023, page 9)

The Grand Jury Report includes nine findings and seven recommendations. The City of Belmont is required to submit comments on the findings and recommendations pertaining to the matters over which it has some decision-making authority within 90 days. Response letters must be approved by the governing body of each jurisdiction at a public meeting. Belmont's response to the report is due to the Grand Jury no later than October 9, 2023.

Analysis

Staff has reviewed the findings and recommendations and has prepared responses for Council review and



approval which is attached to this report (see Attachment B). In summary, staff agrees with certain Grand Jury findings and recommendations, although in some cases data is lacking to confirm or refute assertions. Although, a few of the findings and recommendations are already currently being met, and others the City likely cannot implement to due to unrealistic target dates, operational or legal constraints.

The Grand Jury Findings include the following:

F1. Bicycle policy and the approach to ensuring/improving bicycle safety is not consistent across San Mateo County due, at least in part, to:

- a. Topography
- b. Urban vs. suburban environments
- c. Types of bicyclists (commuter, recreational)
- d. Varying levels of enforcement of bicycle laws
- e. Differing knowledge of bicycle laws and safe practices.

F2. Bicycle ridership as an alternative means of transportation (e.g., commuting to work, school, or transit hubs, running errands) is not increasing due, at least in part, to perceived safety issues.

F3. Bicycle accidents and incidents (such as near misses) are underreported, if reported at all.

F4. Only bicycle accidents or incidents that trigger a 911 call are consistently logged in the State (SWITRS) database and law enforcement agencies do not log bicycle accident data consistently.

F5. The amount of enforcement of laws, as they pertain to bicyclists and how motorists and bicyclists interact, is inconsistent due to other priorities (e.g., criminal enforcement and general automobile traffic) and the requirement that a citation can generally only be written if the violation is witnessed by an officer.

F6. There is no official metric in San Mateo County and its cities to evaluate how safe it is to ride a bicycle.

F7. Bicycle safety education, for the bicyclist, pedestrians and motorists, is not consistently offered across San Mateo County.

F8. Communication between various entities with responsibility for bicycle safety, including Bicycle and Pedestrian Advisory Committees (BPACs), Law Enforcement, City Transportation Planning, and Public Works departments, is not formalized, resulting in inefficiencies, and missed opportunities (e.g., funding for improvements, shared bike safety education, or improving signage).

F9. City Bicycle and Pedestrian Master Plans or Active Transportation Plans, have not been adopted/created by all SMC cities.

The Grand Jury Recommendations are as follows:



R1. By December 2023, all law enforcement agencies and the County Sheriff should submit bicycle related data to SWITRS monthly, and regularly post and update their websites with all reported bicycle accident data.

R2. By December 2023, all law enforcement agencies should begin sending warning letters to motorists for violations of the 3 ft. law.

R3. By June 3, 2024, all law enforcement agencies should provide a means for citizens to report bicycle-related incidents that are not currently reported to law enforcement, similar to the SMC Sheriff's Department Online Crime Reporting portal.

R4. By June 3, 2024 each city, town, and unincorporated SMC should offer a bike safety education program for riders and motorists about the laws and safety facts related to bicycles on the road.

R5. By June 3, 2024, each city, town, and unincorporated SMC should update or generate a new Bicycle and Pedestrian Master Plan (or Active Transportation Plan) if their current plan is older than five years; consistent with the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

R6. By June 3, 2024, each city, town, and the county should apply (or reapply) online to generate the Bicycle Friendly Community Report Card.

R7. By February 1, 2024, the County should meet with cities within the County that are willing to participate, to consider establishing a regional effort that integrates the cities' bicycle plans and to discuss how the cities and County could work together to apply for grant opportunities as a region.

Alternatives

1. Refer to staff for additional information.
2. The City of Belmont is required to respond to the Grand Jury Report no later than October 9, 2023.

Attachments

- A. Grand Jury Report – July 2023
- B. Grand Jury Report City of Belmont Response Letter

Fiscal Impact

- ☒ No Fiscal Impact
☐ Funding Source Confirmed:

Source:

Staff

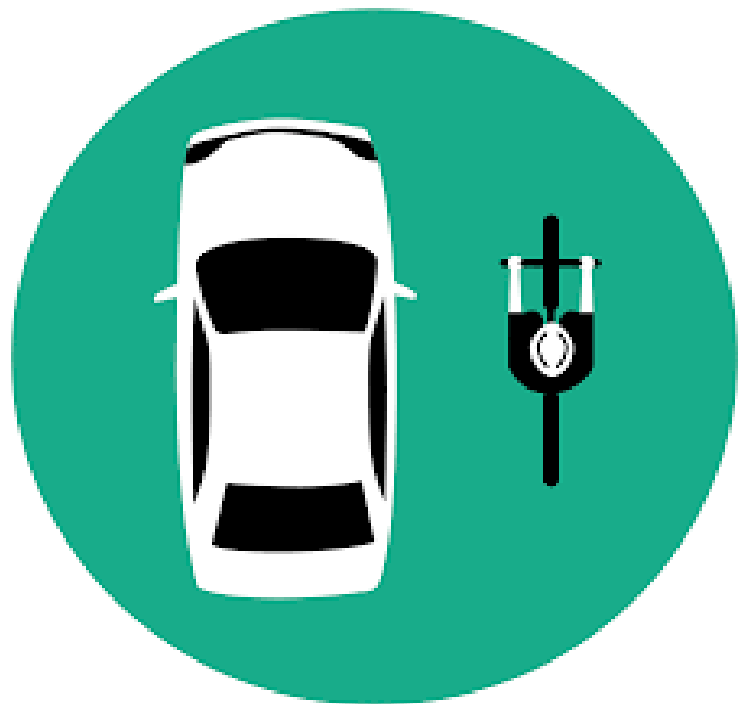
Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

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Bike Safety in San Mateo County

Making Bicycling Safer in the County

Release Date: July 10, 2023
2022-23 San Mateo County Civil Grand Jury

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“Biking is one of the few activities that checks all the boxes at once — it’s active, practical, social, sustainable, stress-relieving, fun, and is a great family activity. Biking has the unique ability to elevate the mundane — it turns errands into adventures. More people on bikes keeps our streets safer, our air cleaner and our communities better connected.” Sonia Elkes, 2021 Bike Champion of the Year for San Mateo County Bay Area Bike to Work Website

“I often drive up Alpine Road near the Stanford golf course and I believe I would have a head-on crash with oncoming cars if I left a 3-foot margin between my car and the thoughtless bikers who ride out partially in the road. What is the best advice for that situation?” Comment on Bicyclists Can Now Report 3’ Rule Violations Online in The Almanac 5/12/2023.

“On the afternoon of Monday, April 10, bicyclist Lester Legarda was fatally struck by a driver on Cañada Road, a rural route popular among walkers, equestrians, and bicyclists. Details of the crash scene suggest that the collision speed was high. One solution to prevent future tragedies along Cañada is tantalizingly simple — reduce the 50-mph speed limit. Sure, drivers will likely continue to exceed the speed limit. But just like the paint on the road that defines where drivers are supposed to drive, posted speed limits set expectations for acceptable driver behavior.” Reduce the speed limit on Canada Road San Mateo Daily Journal 04/20/23.

Bike Safety in San Mateo County: *Making Bicycling Safer in the County*

ISSUE

As bicycle riding has become an ever more meaningful form of transportation, especially with the popularization of eBikes, the demand by County residents for safe micro-mobility solutions has soared. Are San Mateo County and its municipalities positioned to respond to safety concerns and meet those demands?

SUMMARY

Whether for commuting or recreational purposes, residents in every jurisdiction of San Mateo County (SMC), as well as from the surrounding Bay Area counties, use bicycles. Because bicycles are widely available, for some the only mode of getting to and from work and jobs, and ridden in every jurisdiction, bicycle safety has become an increasingly important issue for SMC and its cities and towns. Without greater focus on bike safety, the number of riders will remain low, because people will avoid bicycling when they don't feel safe. The benefits of increasing bicycle riding are important to all residents of San Mateo County: reducing motor vehicles, healthy lifestyle and an inexpensive form of transportation. Accordingly, San Mateo County, and its cities and towns have a responsibility to make it safe for drivers and pedestrians, as well as bicyclists.

Due to differences in terrain, population density, and existing infrastructure, the 20 different municipalities and the unincorporated portions of the County have differing bicycle safety needs and requirements. Some cities are very hilly, making commuting to work, school, or transit stations nearly impossible. Others are more urban and accommodate many more commuting bicyclists. The County also has some areas that are primarily recreational biking destinations and areas that accommodate both commuting bicyclists and recreational bicyclists. As a result, each community also assigns a different level of importance to bicycle safety relative to other issues, such as crime, motor vehicle safety and public works improvement projects. And education and enforcement about bicycle laws varies from one jurisdiction to another.

Despite the differences among the jurisdictions, there are several commonalities. One is that cities and law enforcement do not consistently maintain records about bicycle near misses, accidents, or complaints; data is neither broadly available nor consistently maintained. Another commonality is that government entities focused on bicycling and/or improving bicycle safety do not communicate and collaborate with each other often enough, if at all. This makes it difficult to get accurate information on the number and severity of incidents and gauge how safe it is to bicycle in San Mateo County. Without data, and communication among the municipalities, San Mateo County and its cities and towns lose out on available state and local funding to improve bicycle safety through physical improvement projects.

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To improve bicycle safety and thereby increase ridership, San Mateo County and its cities and towns need to:

1. Create effective ways to educate bicycle riders and motorists about bicycle rules of the road to enhance predictability.
2. Develop consistent communications among government organizations responsible for bike safety (e.g., between law enforcement and public works).
3. Conduct enforcement details in each jurisdiction to ensure enforcement leads to education.
4. Collect accurate data about accidents and incidents that is crucial to supporting and justifying grant applications and funding from State and local agencies for physical improvements to infrastructure for bicyclists (e.g., connectivity of bicycle routes from one city to another), needed signage, and other engineering improvements.

BACKGROUND

Why is bike safety an important topic?

Statistically, the safer a person feels riding a bike, the more likely they will use it as regular transportation; both as a commuter and a recreational user.

Fifty-three percent of Americans worry about being hit by a motor vehicle when riding a bicycle; 47% say they would be more likely to ride a bike if pathways were physically separated from motor vehicles.¹

However, bicycle accident statistics, though better than in 1998, averaged 231 fatalities and injuries over the last ten years. The average was 203 fatalities the last three years, but the drop includes the pandemic shutdown and more people working from home. The source of the recent data is the California Statewide Integrated Traffic Records System (SWITRS²) database, managed by the California Highway Patrol. All law enforcement agencies are required to submit accident data to the database on a regular basis.

A 2002-2003 SMC Civil Grand Jury titled, *Bike Safety in San Mateo County*³, questioned whether San Mateo County and the cities adequately consider and support safe bicycle travel? At that time, it was estimated that 46% of Americans bicycle for pleasure and 300,000 County residents bicycle at least occasionally. Commuting by bicycle was less than 1% in the County.

That year's Grand Jury found that bicycle infrastructure for safe travel needed improvement, but funding was an issue. It also found that communication and planning between the county and

¹ People for Bikes: <https://www.peopleforbikes.org/news/building-for-tomorrow>

² <https://iswitrs.chp.ca.gov/Reports/jsp/logout.do>

³ https://www.sanmateocourt.org/court_divisions/grand_jury/2002reports.php?page=02SMC-Bicycle.html

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the cities on bicycle projects and safety could be improved. And that throughout SMC, bicycle safety was not a high priority. The primary recommendation of the report was the county, and all cities should develop a long-term strategic bicycle and safety plan.

A few things have changed since then.

Over the years, the focus of cities and the county on improving bike and pedestrian forms of transportation has increased:

- Bicycle maps and routes are now generally available online.
- The City/County Association of Governments (C/CAG) updated their San Mateo County Comprehensive Bicycle and Pedestrian Plan in 2011⁴ and 2021⁵.
- California enacted Assembly Bill 1358, **California Complete Streets Act of 2008**⁶, requiring all cities and counties to include complete streets policies as part of any substantial revision to the circulation element of their general plans; and cities and the County have adopted these complete streets policies, noting these policies in their Bicycle and Pedestrian Master Plans, or Active Transportation Plans.
- SMC and most of its municipalities have created and consistently upgraded their Bicycle and Pedestrian Master Plans.
- Unincorporated San Mateo County has created an Active Transportation Plan⁷ (Active Transportation is a term often used to cover walking, bicycling, and other motorized devices as a primary mode of transportation).
- C/CAG, Unincorporated SMC and some cities have created Bike and Pedestrian Advisory Committees to address active transportation improvements, safety issues, and other citizen related requests.

Meanwhile, the number of bicyclists in San Mateo County has not increased since 2002, according to the California Household Travel Survey, which is regularly used for data on the number of bicyclists in a community, but is restricted to commuting.

The 2002 and 2012 surveys showed only 1% of SMC's population rides bicycles as a form of transportation. Looking at the various municipalities' Bicycle and Pedestrian Master Plans, and the surveys and counts discussed in the plans, bicycle commute ridership still hovers at approximately 1% within SMC.

⁴ https://ccag.ca.gov/wp-content/uploads/2014/07/CBPP_Main-Report_Sept2011_FINAL.pdf

⁵ https://ccag.ca.gov/wp-content/uploads/2021/05/6_A1_San-Mateo-County-Comprehensive-Bicycle-and-Pedestrian-Plan-Update-Final-Plan.pdf

⁶ http://www.leginfo.ca.gov/pub/07-08/bill/asm/ab_1351-1400/ab_1358_bill_20080930_chaptered.pdf

⁷ <https://www.smcsustainability.org/livable-communities/active-transportation/unincorporated-smc-active-transportation-plan/>

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It is important to note that the number of people in SMC using bicycles in lieu of a car has not increased in 20 years. This is in contrast to the estimated number of recreational bicyclists (46%) in SMC, who also use streets and bicycle paths and expect a safe ride⁸.

However, even with roadway and signage improvements over the past 20 years, there is much San Mateo cities and the county can do to improve bicycle safety.

DISCUSSION

The merits of bicycle riding may seem self-evident, but a wide range of research reveals often surprising benefits to local economies, personal health, the environment, traffic congestion, and pedestrian safety that are unique to bicycle friendly communities.

Health Benefits

Bicycle riding contributes to both physical and mental health. Regular exercise such as cycling can help prevent heart issues⁹ such as stroke, heart attack, high blood pressure, and may also help prevent and manage type 2 diabetes.¹⁰ Riding a bicycle is good for cognitive health and emotional well-being and can ease feelings of stress, depression, or anxiety.¹¹

All in all, bicycling for only 30 minutes a day reduces a person's chances of diabetes, dementia, depression, colon cancer, cardiovascular disease, anxiety and high blood pressure by 40 percent or more.¹²

The World Health Organization has found that "If every adult EU citizen walked or cycled for 15 extra minutes per day, we'd have 100,000 fewer people dying prematurely, each year."¹³

Environmental Benefits

Among the most obvious benefits of cycling is its benign effects on the environment. A solo driver in an average car releases about 1.1 pounds of CO₂ per mile.¹⁴ A standard compact to midsize car that travels 12,000 miles will emit 11,000 pounds of CO₂.¹⁵ The average car produces about 1.3 billion cubic yards of polluted air over the course of its lifespan plus worn

⁸https://ccag.ca.gov/wp-content/uploads/2021/05/6_A1_San-Mateo-County-Comprehensive-Bicycle-and-Pedestrian-Plan-Update-Final-Plan.pdf

⁹ <https://www.hopkinsmedicine.org/health/wellness-and-prevention/exercise-and-the-heart>

¹⁰ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4942105/>

¹¹ <https://www.psychologytoday.com/us/blog/minding-the-body/201505/bicycling-can-sharpen-your-thinking-and-improve-your-mood>

¹² https://www.exerciseismedicine.org/assets/page_documents/EIMFactSheet_2014.pdf

¹³ <https://ecf.com/news-and-events/news/walking-and-cycling-reduce-congestion>

¹⁴ <https://www.sharetheroad.ca/what-are-the-environmental-traffic-congestion-benefits-of-cycling--s16223>

¹⁵ <https://www.treehugger.com/cars-are-causing-air-pollution-we-breathe-new-study-finds-4856825>

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tire particles, brake wear, and the emissions from other materials in the car also contribute to air pollution.¹⁶ Recent research in Europe found that traveling by bicycle instead of by car once a day decreases your transportation carbon footprint by 67%.¹⁷

Traffic

As active transportation choices like walking and bicycling gain attention and popularity, researchers are beginning to investigate the role these travel modes can play in reducing traffic congestion.¹⁸ Studies show that measures taken to promote bicycling and walking have a positive effect on congestion.

Research in Washington, DC identified a causal effect of the presence of a bike-share station on traffic congestion. The result is a 2-to-3% reduction in traffic congestion that can be attributed to the bike-share station within the sample.¹⁹

Economic Benefits

Among the more surprising findings is the positive economic impact from an increase in bicycle usage but studies show that the bicycle-related economy creates jobs, economic activity, and cost savings.²⁰

Bicycle trails and facilities have a positive, statistically significant impact on home values; a 2006 study in Minneapolis found that the median home values rose \$510 for every quarter mile they were located closer to an off-street bikeway.²¹

Indianapolis' Cultural Trail, an 8-mile network of separated bike and pedestrian lanes, has reinvigorated a number of struggling business districts and sparked a whopping \$1 billion in increased property values.²²

And in an era when streets and sidewalks across the county are in various states of disrepair, bicycle projects can significantly reduce the cost of maintaining and expanding our transportation systems.²³ Even protected bicycle lanes are “dirt cheap to build compared to road projects,” says Gabe Klein, a partner at Fontinalis, a venture capitalist firm founded by Ford

¹⁶ <https://www.scholaradvisor.com/essay-examples-for-college/bicycle-helps-reduce-air-pollution/>

¹⁷ <https://www.sciencedirect.com/science/article/pii/S1361920921000687>

¹⁸ <https://kawarthanow.com/2019/01/17/reduce-traffic-congestion-bikes-can-do-that>

¹⁹ <https://www.resources.org/archives/commentary-does-bicycle-infrastructure-reduce-traffic-congestion/>

²⁰ <https://railyards.com/blog/7-benefits-of-bike-friendly-communities>

²¹ <https://smartcity.press/bicycle-infrastructure-in-smart-city/>

²² <https://indyculturaltrail.org/2015/07/23/economic-impact-figures-released/>

²³ <https://www.aarp.org/livable-communities/getting-around/info-2016/why-bicycling-infrastructure-is-good-for-people-who-dont-ride-bikes.html>

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Motor Co. Chairman Bill Ford. Cities everywhere need to be more efficient about the money they spend to move people. "We need to get more use from the streets we already have."

Research indicates that investments in cycling infrastructure generate more jobs per dollar spent than investments in road-only infrastructure; cycling projects create a total of 11.4 local jobs for each \$1 million spent while road-only projects create 9.6 jobs per \$1 million.²⁴

Bicycle friendly communities are important to millennial job seekers and functional bicycle infrastructures help companies attract talent. "States and cities are competing for the most mobile generation ever and so the job creators and the innovators are really pushing for these amenities."²⁵

Safety

The most comprehensive study of bicycle and road safety to date finds that building safe facilities for cyclists is one of the biggest factors in road safety for everyone. Bicycling infrastructure -- specifically, separated and protected bike lanes -- leads to fewer fatalities and better road-safety outcomes for all road users.²⁶

Davis, CA was the first city to gain "platinum" status by the League of American Bicyclists and is often referred to as the "bicycle capital of America." From 1996 to 2007, Davis only had nine fatal road crashes. Despite having the largest percentage of bike commuters in the United States, none of these accidents involved a bicyclist. With a fatal crash rate of less than 1.5 per 100,000 residents, far fewer people are killed on Davis' roads than in the U.S. as a whole, which averaged 14.5 fatalities per 100,000 residents.

Portland, OR, another platinum bicycling city, saw a nearly 50% decrease in road fatalities as it increased its bicycle mode share from 1.2% in 1990 to 5.8% in 2000. Bike friendly communities are safer for all road users, no matter what type of transportation is being used.

Social Benefits

Finally, bicycle riding as an alternative to car travel is associated with a number of social benefits, including increased social interaction, social networks, and social capital.²⁷ A bicycle rider has a completely different relationship with their environment than those who are cocooned in their cars.

When communities invest in bicycle infrastructure, everyone benefits. Overall, bicycle commuters are healthier and bicycle-friendly streets are safer for everyone on the road. Bicycle

²⁴ <https://www.sharetheroad.ca/what-are-the-environmental-traffic-congestion-benefits-of-cycling--s16223>

²⁵ <https://railyards.com/blog/7-benefits-of-bike-friendly-communities>

²⁶ https://www.cnu.org/sites/default/files/marshallw_cnu18.pdf

²⁷ <https://www.peoplepoweredmovement.org/benefits-of-biking-walking/>

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friendly communities reap economic benefits including more retail activity and increased home values. The evidence is clear: bicycling brings big benefits to communities who embrace it.

Status Today

Twenty years after the first San Mateo Grand Jury report, significant gaps remain in jurisdictions' approach to bicycle safety:

- San Mateo County and its municipalities' characteristics make it difficult to create a consistent approach to bicycle safety.
- The use of bicycle safety education as a tool to increase safety for bicyclists and motorists is underutilized Countywide.
- Communication and coordinated planning across city lines is the exception, rather than the norm. Reporting of bicycle-related incidents is inconsistent throughout the county.
- Enforcement of bicycle laws, for motorists and bicyclists, is inconsistent and not prioritized.

Bicycle Safety in San Mateo County Cities

Each city and town in San Mateo County is unique and has a different relationship with bicycle use and safety. These variations include:

- Topography
- Objectives and priorities re bicycles and ridership
- Safety Perception
- Infrastructure
- Impact of eBikes
- Role of enforcement in bicycle safety.

For example:

Woodside and Portola Valley: Woodside and Portola Valley are hill communities with narrow roads. Woodside has a very active Circulation Committee which keeps a close eye on large bicycling events in the community and Portola Valley is focused on managing bicyclists on the weekend. But in both cases, the communities concentrate on ensuring quality of life for residents. They both see mostly recreational bicyclists. Woodside has invested as much as \$1 million to ensure a "safe route to school" for the children. However, the communities don't make a strong effort to track riders or accidents. In both communities the Sheriff's Office, which is their policing arm, enforces rules at some problem locations, but not regularly.

Hillsborough: Hillsborough is a relatively insular community by nature of its location and topography. It has no commercial districts and is, to a large degree, rather hilly. The view on bicyclists is very much a neighborhood view: meaning the expectation is that if

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there are problems with bicyclists they are brought up by members of the neighborhoods. The primary focus on any kind of organized bicycling safety activity is efforts to teach children bicycle safety and safe routes to school at the beginning of the school year.

Belmont: Until quite recently, the City has been completely focused on ensuring that the community is comfortable for single family dwellings. However, areas close to El Camino Real are more commercial and have denser housing. The community now has both recreational and commuting bicyclists using the roads. While Belmont does have a bicycle master plan and holds an annual bike safety program for children and teenagers, more needs to be done. The City needs to obtain funding from external Federal, State and County sources to do more.

Half Moon Bay: Possibly more than any other community in San Mateo County, Half Moon Bay has a sophisticated, complex relationship with bicyclists. On the one hand, Half Moon Bay attracts many visitors -- both vacationers and visitors from other Bay Area communities; and on the other hand, it has a robust population of residents who use their bicycles to get to work, school, and stores. Moreover, while Half Moon Bay has many surface streets, it is dominated by Highways 1 and 92 which have many challenging safety issues. As a result, the community has a bicycle master plan that focuses on bicycle safety and traffic planning. Despite this very proactive approach, the City deals with sometimes devastating safety issues. However, it appears that concern for bicycle safety is shared by many of the participants in the community.

San Mateo: The City of San Mateo updated its bicycle master plan in 2020. As a result, the City has focused on a variety of contemporaneous issues. These include working to develop a roadway network which could accommodate both bicycles and other types of active transportation. The City believes that it still skews toward recreational bicycling but is finding that more people want to use bicycles as a way of getting around. The master plan covers some education issues such as safe routes to school and safe bicycling for seniors. The plan does not talk about safety per se but addresses it from the vantage point of education. Though the City is focused on these matters it still recognizes that there's more education to be done about the rules of the road for bicyclists.

Unincorporated San Mateo County: Large areas of San Mateo County are small towns, private land, and open space, bisected, primarily, by two lane roads and highways. To address bicycle safety in these areas, the county created the Unincorporated San Mateo County Bicycle and Pedestrian Committee. Though there is no explicit Bicycle and Pedestrian Master Plan, they do contribute to the SMC Active Transportation plan. The Committee makes recommendations regarding bicycle and pedestrian related grants, but expressed frustration with money not being shared equitably. Additionally, the Committee inputs bicyclist's feedback. They are concerned with the number of incidents between motorists and bicyclists that are not addressed by law enforcement. The Committee has been working with the County Sheriff to address the problem.

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These are just a few examples of San Mateo County and its municipalities' approach to bicycle safety. But because the communities are so diverse, thinking about bicycle safety needs to be broad-minded.

Bicycle Safety Education in SMC: Not just for cyclists

Since bicycle safety is crucial to encouraging bicycle usage, it follows that bicycle safety education is an essential component of the bicycle safety equation.

According to the US Department of Transportation: “Educating people about safe bicycling and walking, enforcing laws that make it easier and safer for people to bicycle and walk, and encouraging people to bicycle and walk, may help increase walking and bicycling activity, especially when combined with infrastructure improvements.”²⁸

Moreover, as noted on the National Highway Traffic Safety Administration’s Bicycle Safety web page, “A large percentage of crashes can be avoided if motorists and cyclists follow the rules of the road and watch out for each other.”²⁹

In San Mateo County, much of the focus on bicycle safety and bicycle safety education is focused on ensuring safe routes to schools for children. Several communities, as detailed below, have much more comprehensive approaches to bicycle safety education in their Bicycle and Pedestrian Master Plans. Here are some examples:

- **Burlingame (Excerpt from the Bicycle and Pedestrian Master Plan)**

Policy 11: Educate people walking, bicycling, and driving, and the general public about roadway safety and the benefits of bicycling and walking.

11.1: Support the continuation and expansion of bicycle safety education programs such as those taught by Silicon Valley Bicycle Coalition and the San Mateo County Office of Education.

Policy 12: Encourage Burlingame public schools to participate in the Safe Routes to School program organized by the San Mateo County Office of Education.

- **Brisbane’s Master Bicycle and Pedestrian Plan examples:**

“Policy 4.A.5: Provide support for programs that educate drivers, bicyclists and pedestrians about their rights and responsibilities, as well as traffic education and safety programs for adults and youth.”

“Programs support bicycling and walking by providing encouragement to those considering bicycling and walking, education for motorists, bicyclists, and pedestrians

²⁸ https://safety.fhwa.dot.gov/ped_bike/ped_focus/docs/fhwasa17050.pdf

²⁹ <https://www.nhtsa.gov/road-safety/bicycle-safety>

about safe and appropriate sharing of streets and roads, and enforcement of traffic laws that help ensure the safety of vulnerable road users.”

- **County Sheriff:**

The San Mateo County Sheriff’s office publishes a pamphlet, *Bicycle Safety*³⁰, on the California Vehicle Code sections related to bicycle safety. One City, Woodside, references this document, which could be used by all cities, schools and police departments to improve bicycle safety education. However, the document is not available on the SMC Sheriff website.

- **City of San Mateo:**

San Mateo has some support for bicycle use and safety on its City website. The pages are listed in the table below.

EXISTING		
Support Program	Description	Webpage
Bicycle Webpage	There is brief text about bike routes and using a bike with public transport on the City’s webpage	http://www.cityofsanmateo.org/2125/Parking-and-Transportation
Bicycle Education Events	The city’s Public Works Department hosts an annual bike rodeo	http://www.cityofsanmateo.org/3736/Bike-Rodeo

Moving to Excellent Bike Safety Education in all SMC Cities

Overall, the approach to bicycle safety education in SMC communities is inconsistent. Several of the master plans recognize that bicycle safety education is about teaching motorists and cyclists of all ages about the guidelines for bicycle safety. Other communities either don’t focus much on education or are focused exclusively on “Safe Routes to School”.

Nonetheless, there are a handful of programs identified in the table below that creatively address bicycle safety, which San Mateo County and its municipalities should consider adopting.

³⁰ https://www.woodsidetown.org/sites/default/files/fileattachments/community/page/33495/bicycle_safety.pdf

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RECOMMENDED FOR ALL SMC CITIES		
Support Program	Description	Webpage
Establish child and adult education programs	Identify and implement education programs for children and adults that build bicyclists' confidence, done in coordination with the Parks and Recreation Department, Police or Local Schools.	https://www.portlandoregon.gov/transportation/article/565224 http://www.cityofsanmateo.org/2125/Parking-and-Transportation
Establish Safe Routes to School Funding	Establish a stable funding source for Safe Routes to School programming	https://www.metro.net/projects/sr_ts/fund-your-program
Implement and promote demonstration projects	Implement short-term, high-visibility bicycle demonstration or 'pop-up' projects to serve as models that can be applied throughout the city. Market bicycle safety.	https://transportation.bellevuewa.gov/UserFiles/Servers/Server_4779004/File/Transportation/Publications/PBII_Demo%20Bikeway%20Brochure_20180205.pdf
Provide safety education program for users of all modes	Provide safety education programs or communications campaigns for people driving, bicycling, walking, and using micro mobility devices that encourage safe travel behaviors.	http://www.pedbikeinfo.org/
Create a robust bicycling webpage	Develop and maintain a content rich mobility webpage(s) on the County/City website and communicate how to reach city destinations by bike, on foot or on micro-mobility devices. Include information on these transportation options.	https://www.metro.net/riding/go-bike http://www.cityofsanmateo.org/2125/Parking-and-Transportation

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Bicycle & Pedestrian Master Plans and Advisory Committees: Planning Across the County

The 2002 SMC Grand Jury Report recommended that all municipalities create Bicycle and Pedestrian Master Plans. As a best practice, the municipalities were encouraged to form Bicycle and Pedestrian Advisory Committees.

To date, almost all San Mateo County jurisdictions or cities have Bicycle and Pedestrian Master Plans, or Active Transportation Plans. Most, if not all of these plans, align with recommendations from the 2011 C/CAG's San Mateo County Comprehensive Bicycle and Pedestrian Plan. The 2021 update of C/CAG's plan enhances and adds to the 2011 C/CAG San Mateo County plan, but most of the cities and towns have not updated their plans to be consistent with the 2021 plan. (See Appendix D for a complete list of San Mateo County's Bicycle & Pedestrian Master Plans.)

The cities' bicycle and pedestrian master plans help each city by identifying strategies to improve bicycle and pedestrian safety. The plans recommend improvements for roadway connectivity for bicyclists and pedestrians, within each city as well as with neighboring cities. Numerous plans reference the Silicon Valley Bicycle Coalition and the League of American Bicyclists (LAB) as organizations that have certified instructors for bicycle safety education. At least several of the plans also discuss the LAB Bicycle Friendly Community Report Card to which five SMC cities and San Mateo County belong. The plans list potential State and Federal funding for projects that improve safety and roadway connectivity and make clear the importance of annually evaluating and tracking progress against objectives.

However, in SMC, County committees and municipalities do not always work together to generate consistent plans that meet C/CAG's goal for a Countywide bicycle backbone. Though C/CAG does have an advisory committee which includes representatives from municipalities, it does not have control over what individual municipalities decide to do regarding grant applications, infrastructure projects for better bicycle and pedestrian safety and education initiatives. If the municipalities endeavored to work together to prioritize projects and programs that are consistent with C/CAG's priorities, it would benefit all of San Mateo County, especially with respect to providing north-south connectivity between municipalities.

Metrics: If you don't measure it, you can't improve it.

One important measure of bicycle safety is arriving safely at a destination. This is usually reflected in the negative; that is, the number of fatalities and injuries during a calendar year versus the number of successful bicycle trips.

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In San Mateo County, the cities and county rely heavily on data supplied to the California Highway Patrol (CHP) to state the number of fatalities and injuries. The CHP then maintains a database, SWITRS (California Statewide Integrated Traffic Records System), which is accessible to the public. And, UC Berkeley maintains a website, TIMS³¹ (Transportation Injury Mapping System), which can further refine the raw data from SWITRS.

However, relying on this data to evaluate Bicycle Safety is problematic.

Law enforcement agencies in the County submit their bicycle accident data to SWITRS based on incidents that result in fatality or injury. However, there are bicycle accidents resulting in injury which don't make it into SWITRS because law enforcement is not called. Some examples are bicyclists being forced off the road by motor vehicles, collision near misses and, of course, bicyclist error. Consequently, the actual number of bicycle accidents is underreported and, more importantly, the list of accident locations is not complete. Cyclists that have an incident that does not involve either the police or the fire department do not have a consistent means to log their experience. That data goes unreported. And this goes both ways; there is no means for a motorist to complain about bicycle riders' unsafe behavior.

Countywide there is no uniform metric to measure Bicycle Safety. Without such a measure, it's impossible to assess progress while building infrastructure, enforcing laws, and educating everyone in safety principles.

An obvious metric is bicycle accidents as recorded by SWITRS and online reports, but there is another metric which evaluates the complex equation that results in safe bicycling: ***Bicycle Friendly America Certification***³².

The League of American Cyclists is a national organization dedicated to creating "safer roads, stronger communities and a Bicycle Friendly America for everyone." This is a grassroots organization dedicated since 1880 to protecting the right to safe and enjoyable bicycling. A valuable achievement of this organization is establishing the Bicycle Friendly America (BFA) certification for cities and counties. This consists of a very detailed application³³ that a city or county official fills out to get a comprehensive rating of bicycle safety. BFA defines bicycle safety using 5 E's:

- Equity and Accessibility: A bicycle-friendly America for everyone
- Engineering: Creating safe and creative places to ride and park
- Education: Giving people of all ages and abilities the skills and confidence to ride
- Encouragement: Creating a strong bike culture that welcomes and celebrates bicycling

³¹<https://tims.berkeley.edu/summary.php?showArea=city&expandTables=false&injury=3&yearRange=3&showMap=crashes>

³² <https://bikeleague.org/bfa/>

³³ <https://bicyclefriendly.secure-platform.com/a/organizations/main/home>

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- Evaluation and Planning: Planning for bicycling as a safe and viable transportation option [Note that Enforcement, a common element in the 5 E's of safety, is not included in the BFA definition.]

The application covers the BFA 5 E's and investigates what it calls the 10 building blocks of a Bicycle Friendly Community (BFC). Finally, the rating includes steps to reaching the next level of excellence. Oakland in 2022, for example, received a GOLD rating Report Card³⁴ having been BRONZE in 2010 and SILVER in 2014. The following cities and SMC have received the following ratings:

- Menlo Park³⁵: GOLD: 2017
- Redwood City³⁶: BRONZE: 2016
- San Carlos³⁷: BRONZE: 2016
- San Mateo³⁸: BRONZE: 2016
- South San Francisco³⁹: BRONZE: 2018
- San Mateo County⁴⁰: BRONZE: 2016

The BFC Report Card is a valuable metric that all cities and the County should make use of. If SMC cities develop the information necessary to answer objective and comprehensive questions about bicycle safety, each jurisdiction would have a consistent metric that can be used to measure bicycle safety progress across the County.

Law Enforcement and Bicycle Safety

Laws regarding the operation of bicycles are in the California Vehicle Code (CVC), but in general, bicycles are governed by the same rules of the road as motor vehicles.

SMC law enforcement organizations are concerned that there is currently no way for them to track bicycle, pedestrian, and vehicle accidents, from near misses to actual contact, that did not require police involvement. And, even if an incident or infraction is reported, an officer may or may not go out to speak with the complainant.

Other than the initial report, there is no single repository in SMC to store and retrieve information regarding bicycle-related citations or enforcement of bicycle law so it can be used in the future.

³⁴ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2022_ReportCard_Oakland_CA.pdf

³⁵ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2017_ReportCard_Menlo_Park_CA.pdf

³⁶ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Spring_2016_ReportCard_Redwood_City_CA.pdf

³⁷ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2016_ReportCard_San_Carlos_CA.pdf

³⁸ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2016_ReportCard_San_Mateo_CA.pdf

³⁹ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Fall_2018_ReportCard_South_San_Francisco_CA.pdf

⁴⁰ https://bikeleague.org/sites/default/files/bfareportcards/BFC_Spring_2016_ReportCard_San_Mateo_County_CA.pdf

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And perhaps most importantly, the enforcement of laws, regarding motorists and bicyclists, is inconsistent due to competing priorities and the requirement that a citation requires an incident be witnessed by an officer.

Conflicting Priorities

Law enforcement prioritizes assets based on the needs of the community, as well as their operating budget, when it comes to providing services. While public and political prioritization of bicycle safety issues may come up from time to time, calls for service are always prioritized. This results in minimal officer resources dedicated to bicycle safety.

Police forces will:

- Focus resources or staff on bicycle safety, if there is an uptick in accidents at a particular location, citizen requests/calls, or requests from a jurisdiction's public works or traffic departments to focus on certain locations; or
- Provide teams to schools and special events for bicycle safety education
- Much less often, assign their police officers to bicycle safety duty exclusively (some police departments do have officers that patrol on bicycles).

In addition, law enforcement agencies do not always enforce eBike laws, but this is mostly due to the popularity of eBikes being ahead of law enforcement policies.

Because of these conflicting priorities, and limited staff, enforcement of bicycle laws pertaining to motorists as well as bicyclists appears to be underreported.

Policing Bicycles and eBikes

Law enforcement departments in the county are very aware of the importance of bicycle safety. Common sense says people generally want the streets to be safe for motor vehicles which translates to most officer resources going to motor vehicle enforcement.

It's possible that safer bicycle riding could lead to fewer cars and free up police resources for more pressing issues.

The New 3' Law for Motorists and Bicycles

In January 2023, California amended the California Vehicle Code (CVC). The new law (AB. 1909) requires all motorists to give a bicyclist three feet of clearance when passing on the left-hand side of the bicyclist or (depending on the width of the road) reduce speed appropriately, when passing. (See CVC: 21750 (b) (c) (d)). This is particularly crucial on narrow two-lane roads where there are many reports of bicyclists being forced off the road or hit by motor vehicles.

Hampering the situation is the requirement that a citation can only be written if the incident is witnessed by the officer. With the advent of helmet-worn cameras, cyclists have attempted to

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record these incidents with the hope that the recording can be used as “visual evidence”. But this evidence, post incident, cannot be used to issue a citation.

The San Mateo County Sheriff’s Department recently announced it will allow the public to submit these incidents on the Sheriff’s website.⁴¹ These reports have since resulted in the department sending a violation letter to the offending motorist; this is not a citation. However, only incidents that occur in unincorporated San Mateo County, Woodside, Portola Valley, San Carlos, Half Moon Bay, and Millbrae can use this online resource.

Citations vs. Reprimands for Education Purposes:

It is at the officer’s discretion, when addressing a law infraction, to issue a citation or give a reprimand. One advantage of a reprimand is that it creates an opportunity to educate. With officers focusing on education, these brief encounters, cumulatively, can do a lot to improve bicycle safety, for bicyclists and motorists. But only if these reprimand stops are recorded officially can an accurate picture of bicycle safety be established.

FINDINGS

F1. Bicycle policy and the approach to ensuring/improving bicycle safety is not consistent across San Mateo County due, at least in part, to:

- a. Topography
- b. Urban vs. suburban environments
- c. Types of bicyclists (commuter, recreational)
- d. Varying levels of enforcement of bicycle laws
- e. Differing knowledge of bicycle laws and safe practices.

F2. Bicycle ridership as an alternative means of transportation (e.g., commuting to work, school, or transit hubs, running errands) is not increasing due, at least in part, to perceived safety issues.

F3. Bicycle accidents and incidents (such as near misses) are underreported, if reported at all.

F4. Only bicycle accidents or incidents that trigger a 911 call are consistently logged in the State (SWITRS) database and law enforcement agencies do not log bicycle accident data consistently.

F5. The amount of enforcement of laws, as they pertain to bicyclists and how motorists and bicyclists interact, is inconsistent due to other priorities (e.g., criminal enforcement and general automobile traffic) and the requirement that a citation can generally only be written if the violation is witnessed by an officer.

F6. There is no official metric in San Mateo County and its cities to evaluate how safe it is to ride a bicycle.

⁴¹<https://www.almanacnews.com/news/2023/05/12/bicyclists-can-now-report-3-foot-rule-violations-online-in-san-mateo-county>

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F7. Bicycle safety education, for the bicyclist, pedestrians and motorists, is not consistently offered across San Mateo County.

F8. Communication between various entities with responsibility for bicycle safety, including Bicycle and Pedestrian Advisory Committees (BPACs), Law Enforcement, City Transportation Planning, and Public Works departments, is not formalized, resulting in inefficiencies, and missed opportunities (e.g., funding for improvements, shared bike safety education, or improving signage).

F9. City Bicycle and Pedestrian Master Plans or Active Transportation Plans, have not been adopted/created by all SMC cities.

RECOMMENDATIONS

R1. By December 2023, all law enforcement agencies and the County Sheriff should submit bicycle related data to SWITRS monthly, and regularly post and update their websites with all reported bicycle accident data.

R2. By December 2023, all law enforcement agencies should begin sending warning letters to motorists for violations of the 3 ft. law.

R3. By June 3, 2024, all law enforcement agencies should provide a means for citizens to report bicycle-related incidents that are not currently reported to law enforcement, similar to the SMC Sheriff's Department Online Crime Reporting portal.

R4. By June 3, 2024 each city, town, and unincorporated SMC should offer a bike safety education program for riders and motorists about the laws and safety facts related to bicycles on the road.

R5. By June 3, 2024, each city, town, and unincorporated SMC should update or generate a new Bicycle and Pedestrian Master Plan (or Active Transportation Plan) if their current plan is older than five years; consistent with the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

R6. By June 3, 2024, each city, town, and the county should apply (or reapply) online to generate the Bicycle Friendly Community Report Card.

R7. By February 1, 2024, the County should meet with cities within the County that are willing to participate, to consider establishing a regional effort that integrates the cities' bicycle plans and to discuss how the cities and County could work together to apply for grant opportunities as a region.

REQUIRED RESPONSES

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Pursuant to Penal Code Section 933.05, the Civil Grand Jury requests responses from the San Mateo County Board of Supervisors, County Sheriff and all 20 cities and towns' governing bodies for each Finding and Recommendation.

The governing bodies should be aware that their comments or responses must be conducted subject to the Brown Act's notice, agenda, and open meeting requirements.

RESPONSE REQUIREMENTS

California Penal Code Section 933.05, provides (emphasis added):

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall report one of the following:

(1) The respondent **agrees** with the finding.

(2) The respondent **disagrees** wholly or partially with the finding; in which case the response **shall specify the portion of the finding that is disputed and shall include an explanation of the reasons, therefore.**

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, **with a summary regarding the implemented action.**

(2) The recommendation has not been implemented, but will be implemented in the future, **with a timeframe for implementation.**

(3) The recommendation requires further analysis, **with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.**

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, **with an explanation, therefore.**

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METHODOLOGY

The Grand Jury used a variety of tools to obtain information regarding bicycle riding and safety in San Mateo County:

- **Documents:** The Bike and Pedestrian Master Plans that cities use to explain approaches to planning, prioritizing projects, and re-engineering their communities to make riding and walking easier and safer. These documents came with a variety of titles:
 - Bike and Pedestrian Master Plans
 - Active Transportation Plans
 - Micro-Mobility Plans
 - Transportation Plans
- **Internet:** Almost all the historical and current information (including the availability of documents) regarding bicycle safety came from internet searches. Information from those searches was verified.
- **Survey:** The Grand Jury sent a survey in December 2022 using Google Forms to understand whether the cities believe eBikes were an issue in their communities. The results helped in defining the broader issue of bicycle safety.
 - The survey questions and results are in Appendix A.
 - Participants: The survey was sent to all the cities in SMC and, specifically, the City Managers. Many chose to have the chief of police of their city fill out the survey. Two cities did not respond to the survey.
- **Interviews:** The survey helped the Grand Jury develop a list of individuals for interviews. The questions for the interview came as a result of the investigation's pivot to the state of bicycle safety in San Mateo County as a general topic.
 - Participants:
 - Cities: Belmont, Daly City, Half Moon Bay, Hillsborough, Pacifica, Portola Valley, San Mateo, Woodside
 - Unincorporated San Mateo County
 - Police Departments: Burlingame, Foster City, Hillsborough, Redwood City, South San Francisco
 - Sheriff of SMC
 - BPACs: CCAG, Unincorporated SMC
 - CyclistVideoEvidence.com: Craig Davis

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GLOSSARY

3 ft. Rule – Motorists must yield at least 3 feet between their vehicle and a bicyclist on all roadways. This rule was amended by State legislation through Assembly Bill 1909, approved by the Governor in 2022, and commencing January 2024. Additionally, this bill requires a vehicle that is passing or overtaking a vehicle to move over to an adjacent lane of traffic, as specified, if one is available, before passing or overtaking the bicycle.

Active Transportation - A means of getting around that is powered by human energy, primarily walking and bicycling.

BFA – Bike Friendly America. A program sponsored by the League of American Bicyclists to evaluate communities with respect to their support for bicycling. As of December 2022, 501 communities are certified.

BFC – Bike Friendly Community. A Bike Friendly Awards Report Card that is given to a community that applies for a ranking (i.e., Bronze, Silver, Gold, Platinum).

BPAC – Bicycle and Pedestrian Advisory Committee

CATSIP – California Active Transportation Safety Information Pages. An online resource for improving pedestrian and bicycle safety in California. This site is administered by UC Berkeley Safe Transportation Research and Education Center (SafeTREC)⁴². Funding for this program was provided by a grant from the California Office of Traffic Safety⁴³, through the National Highway Traffic Safety Administration (NHTSA).

C/CAG – City County Association of Governments of San Mateo County

Bicycle Roadways

- Bike paths (Class I): also termed shared-use or multi-use paths, are paved rights-of-way for exclusive use by bicyclists, pedestrians and those using non-motorized modes of travel. They are physically separated from vehicular traffic and can be constructed in roadway rights-of-way or exclusive rights-of-way. Bike paths provide critical connections in the city where roadways are absent or are not conducive to bicycle travel.
- Bike lanes (Class II): are defined by pavement striping and signage used to allocate a portion of a roadway for exclusive or preferential bicycle travel. Bike lanes are one-way facilities on either side of a roadway. Whenever possible, bike lanes should be enhanced with treatments that improve safety and connectivity by addressing site-specific issues, such as additional warning or wayfinding signage.
- Bike routes (Class III): provide shared use with motor vehicle traffic within the same travel lane. Designated by signs, bike routes provide continuity to other bike facilities or

⁴² <http://safetrec.berkeley.edu/>

⁴³ <http://www.ots.ca.gov/>

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designate preferred routes through corridors with high demand. Whenever possible, bike routes should be enhanced with treatments that improve safety and connectivity, such as the use of "Sharrows" or shared lane markings to delineate the road as a shared-use facility.

- Cycle tracks (Class IV): Also referred to as protected bikeways, are exclusive bike facilities that combine the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the sidewalk. The separation may be in the form of posts, parked cars or a combination of both.

eBike – motorized bicycle that comes in three different classes:

- Class I: Bicycle equipped with a motor that aids only when pedaling and ceases when 20 mph is reached.
- Class II: Same capability as a Class 1 eBike with a throttle-actuated motor. No pedaling required when operated with the throttle.
- Class III: Bicycle equipped with a motor that aids only when pedaling and ceases when 28 mph is reached.

GJ – Grand Jury

MTC – Metropolitan Transportation Commission is the transportation planning, financing, and coordinating agency for the nine-county San Francisco Bay Area.

SHARROW – Sharrows are pavement markings that have been installed on city streets to provide guidance for both bicyclists and vehicles on roadways when sharing the road.

SMC ATP: San Mateo County Active Transportation Plan is a comprehensive framework to guide the development of active transportation projects and programs for walking, bicycling, and other forms of human powered movement for people of all ages and abilities throughout unincorporated County communities.

SWITRS – California Statewide Integrated Traffic Records System.

TIMS – Transportation Injury Mapping System developed by the Safe Transportation Research & Education Center at the University of California, Berkeley.

TR-INST Form – Notice to Appear form used by law enforcement for law infractions.

APPENDIX A: Bicycle Safety Best Practices

Bicycle Education Best Practices

There are two excellent examples of California communities that are investing in Bike Safety education: Davis and San Diego.

San Diego Bike Coalition:

This is an excellent reference tool to see all the kinds of bicycle safety education that can be offered and the resources that can be used to teach those courses. Again, the classes range from those for a variety of ages of bicyclists, basic bicycling, bicycle friendly motorist safety, and others.

<https://sdbikecoalition.org/our-work/education/>

Davis, California:

The City of Davis, CA, which is one of the leading bicycle communities in the US, has several pages of information about bike safety education on its website.

<https://www.cityofdavis.org/city-hall/public-works-engineering-and-transportation/bike-pedestrian-program>

Two Cities Committed to Bicycling: Portland, Oregon and Davis, California

Portland and Davis have become famous for their commitment to supporting bicycling, not only as recreational, but also as a true commuter alternative to motor vehicles and public transportation. Both have received the Platinum rating for a Bicycle Friendly Community from The League of American Bicyclists, while being quite different communities.

Portland is a large city of 622,000 residents with similar topography to the linked San Mateo County cities along El Camino Real: hilly and flat lands, urban centers, urban neighborhoods, suburbia, and major freeways. Portland advertises itself as “Bicycle Friendly” and claimed the highest percentage of bike commuters in US large cities in 2019 at 6% (Portland does annual bike ride census counts). Portland started investing in bicycle infrastructure with the acceptance of the 1973 Portland Bike Plan and the formation of a Bicycle Advisory Committee within the City Transportation Department. Since then, it has created:

- 385 miles of bikeways
- 36 miles of protected bike lanes
- A pedestrian and bicycle only bridge over the Willamette River and protected bike lanes on other bridges
- Intersections with bicycle specific traffic signals

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- Bicycle boxes⁴⁴ at intersections to raise the visibility for motorists turning right
- A Safe Routes for Schools serving 100 schools
- 6500 bike racks to meet increased demand for safe stow of bicycles
- 3 bicycle plans over 40 years that establish policy, goals and a bikeway network
- \$60 M spent to 2008 on bicycle infrastructure (one mile of installed freeway costs \$60M)

Portland's safety record is very good for a large city: 4.3% of all traffic injury accidents from 2015-2019 are bicycle related. In comparison, San Francisco's number is 14% for the same period. Portland also does better than San Mateo County (8%) and a representative city, Redwood City (10%).

Davis in California is a small city between San Francisco and Sacramento with a population of 66,800. It has earned a nationwide reputation for supporting bicycles in its community (there is a bicycle on the city logo). The topography of Davis could not be flatter and more conducive to bicycle riding. The current statistics indicate that 20% of Davis's population commutes on bicycles. In 1967, Davis was the first community in the US to develop dedicated bicycle lanes (a total of 4!). The origins of this project were a couple that had visited the Netherlands, often cited as the most bicycle friendly nation in the world. They were so impressed with the bicycle infrastructure that they started a grassroots movement in Davis to promote safe bicycle riding. The group had to overcome CA law that did not support bike lanes on city streets, but once the law was revised, Davis proceeded to create bicycle infrastructure throughout the City:

- 63 miles of pathways
- 102 miles of bike lanes
- 75% of roads have a posted speed limit of 25 mph
- Of the 169 miles in the road network, 140 miles of roads are posted at 25 mph or less., 21 miles of roads are posted at between 25 mph and 35 mph, and 8 miles of roads posted over 35 mph
- 1 mile of bicycle boulevards
- 1 mile of cycle track
- 4 miles of buffered bike lanes
- 4,300 bike racks within the City and over 2,000 bike racks downtown
- 25 grade separated crossings. Four overpasses and 21 underpass crossings. Grade-separated crossings are used to move people on bikes and pedestrians over and under barriers like railroad tracks, busy roads, and the freeway.

⁴⁴ <https://nacto.org/publication/urban-bikeway-design-guide/intersection-treatments/bike-boxes/>

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Davis's bicycle accidents with injury (and fatalities) are high for a city of its size. However, the number of total accidents with injury is also very low compared to cities of comparable size. For example: in 2019 there were 60 bicycle accidents with injury and 221 total vehicle injury accidents resulting in 27% of all vehicular accidents involving a bicycle. Redwood City's number is 4.8%, but their number of bicycle commuters is less than 1%. If you look at the percentage of accidents with respect to the biking population for 2019, Davis's percentage is .4% and Redwood City's percentage is 2.4%. Davis's safety statistics are very good, given the number of bicycle riders.

Both Portland and Davis are renowned environments for bicycle riders because they committed early to bicycle infrastructure and consistently improved it over the years. The city government and the school systems actively support bicycle education. Both cities conduct counts to determine bicycle use. They are both advocates of the Vision Zero policy to reduce accidents and fatalities. They use the Bicycle Friendly Community evaluation process to assess their progress towards their bicycle plans and goals.

Disclosure: Portland, beginning in 2020, noted a decline in bicycle commuter percentages. Thinking it was an aberration of the pandemic shutdown, it continued to do annual bike counts. As of 2022, its percentage had gone down to 3.1%. The current theory of why there has been a decline is assumed to be the increase of work from home. Regardless, Portland continues to make improvements to its bicycle infrastructure and safety.

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APPENDIX B: San Mateo County Bicycle and Pedestrian Master Plan List

Jurisdiction	Year	Name of Report	Link to Report
Atherton	Jul 2014	Town of Atherton Bicycle and Pedestrian Master Plan	https://www.ci.atherton.ca.us/DocumentCenter/View/1381/Atherton-BPMP_Proposed-Final-July-2014?bidId=
Belmont	Nov 2016	City of Belmont Comprehensive Pedestrian & Bicycle Plan	https://www.belmont.gov/home/show/publisheddocument/14951/636179086799900000
Brisbane	Feb 2017	Brisbane Pedestrian and Bicycle Master Plan	https://www.brisbaneca.org/sites/default/files/fileattachments/public_works/page/149/bikepedmasterplanappendices.pdf
Burlingame	Dec 2020	City of Burlingame Bicycle and Pedestrian Master Plan	https://www.burlingame.org/business_detail_T54_R154.php
Colma	Feb 2021	Colma El Camino Real Bicycle and Pedestrian Improvement Plan	https://www.colma.ca.gov/documents/ecr-improvement-plan/

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Jurisdiction	Year	Name of Report	Link to Report
Daly City	Feb 2020	Walk Bike Daly City; City of Daly City Pedestrian and Bicycle Master Plan 2020	https://dalycity.org/1106/Daly-City-Pedestrian-and-Bicycle-Master-
East Palo Alto	Oct 2017	2017 East Palo Alto Bicycle Transportation Plan	https://www.cityofepa.org/sites/default/files/fileattachments/planning/page/2801/reso_4905_adopting_2017_bicycle_transportation_plan.pdf
Half Moon Bay	Sep 2019	City of Half Moon Bay Bicycle and Pedestrian Master Plan	https://www.half-moon-bay.ca.us/DocumentCenter/View/2243/Bicycle-and-Pedestrian-Master-Plan-Final?bidId=
Menlo Park	Nov 2020	City of Menlo Park Transportation Master Plan	https://beta.menlopark.org/Government/Departments/Public-Works/Transportation-Division/Bicycling
Millbrae	2021/2022	City of Millbrae Active Transportation Plan	https://www.ci.millbrae.ca.us/home/showpublisheddocument/25807/637787902014030000

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Jurisdiction	Year	Name of Report	Link to Report
Pacifica	Feb 2020	City of Pacifica Bicycle & Pedestrian Master Plan	https://www.cityofpacifica.org/departments/public-works/engineering/bicycle-pedestrian-master-plan
Redwood City	July 2018	Redwood City Moves, A Comprehensive Assessment of Transportation with Redwood City	
San Bruno	Jul 2016	City of San Bruno Walk 'n Bike Plan	https://sanbruno.ca.gov/DocumentCenter/View/1733/Adopted-San-Bruno-Walk-n-Bike-Plan-PDF
San Carlos	Jun 2020	City of San Carlos Bicycle and Pedestrian Master Plan Final	https://www.cityofsancarlos.org/home/showpublisheddocument/8139/638155282314370000
San Mateo	Apr 2020	San Mateo Bicycle Master Plan April 2020 Final	https://www.cityofsanmateo.org/DocumentCenter/View/85445/2020-Bike-Master-Plan_Final_Updated-62021?bidId=

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Jurisdiction	Year	Name of Report	Link to Report
South San Francisco	Mar 2022	Active South City: South San Francisco's Bicycle and Pedestrian Master Plan Draft	https://activesouthcity.com/wp-content/uploads/2022/03/SSF-ActiveSouthCity_PublicDraft_31March2022_plan_only.pdf
San Mateo County	2021	2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan	https://ccag.ca.gov/wp-content/uploads/2021/06/San-Mateo-County-Comprehensive-Bicycle-and-Pedestrian-Plan-Update-Final-Plan.pdf

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APPENDIX C: Survey Questions and Results

This is a summary of the responses:

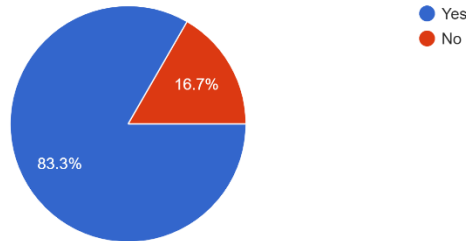
1. Cities and law enforcement do not track bicycle and eBike accident statistics separately; in fact, most respondents did not track eBike specific data at all (94%).
2. Complaints on Class I Bicycle Roadways include speeding and not yielding to pedestrians.
3. Complaints on Class II and III Bicycle Roadways include speeding, improper signaling, mixed use of bikes/eBikes and violation of the 3 ft. Rule.
4. Of 361 citations issued, only 11 were specifically for eBikes. It is impossible to know if there were more eBikes in violation as there is no requirement to ID the type of bicycle when filling out the form.
5. Class 3 eBikes are more powerful machines and have specific laws regarding usage. Only 50% of the respondents were enforcing the Class 3 eBike laws.
6. Complaints and incidents regarding bicycles (from riders or others) come mostly through police reports, but also from input to City Halls, Redwood City's "app", city planning, parks and recreation.
7. 1/3 respondents said there has been an increase in complaints regarding bicycles in the last three years (speeding, underage use, reckless behavior, vehicular code).
8. 2/3 of respondents said there had not been an increase in complaints regarding eBikes and 25% said they didn't know.
9. Civilian bicycle complaints are generally not available to the public (over 50% of respondents).
10. 44% of respondents said they don't provide bicycle safety education.
11. Enforcement of bicycle-related law is done where appropriate, with discretionary authority. Effort is made to educate at the time of the infraction. Additional enforcement is budget driven.
12. Future planning for the regulation of bicycles and eBikes varies greatly in the responses (see Question II-16 in Appendix A).

List of responses to questions (on the next page):

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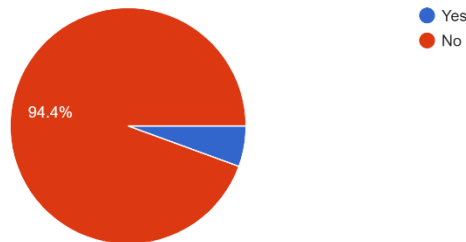
I-1: Do you track Bicycle accident statistics?

18 responses



I-2: Do you maintain eBike specific statistics with regard to accidents?

18 responses

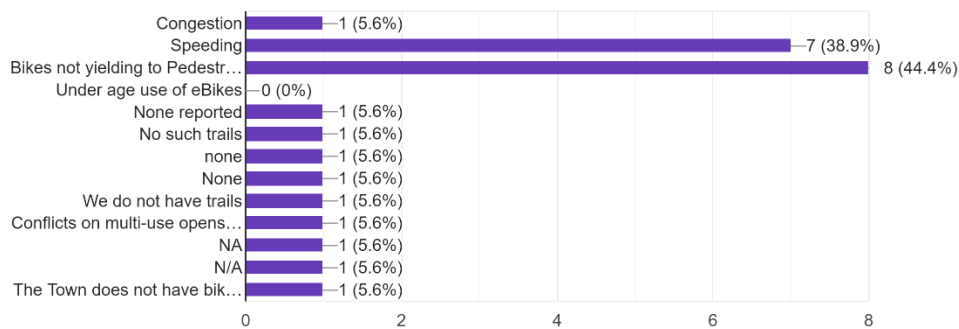


Number of bicycle accidents in 2022? 212

Number of bicycle accidents in 2020 to the end of 2021? 307

I-5: What are the safety issues on Bike/Ped Only Trails? Pick all that apply.

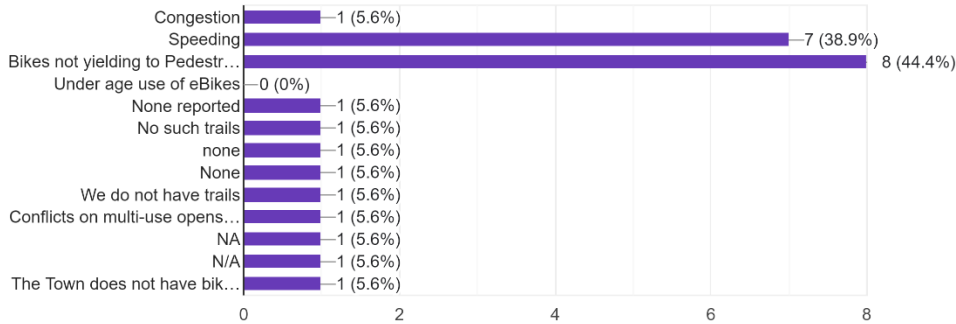
18 responses



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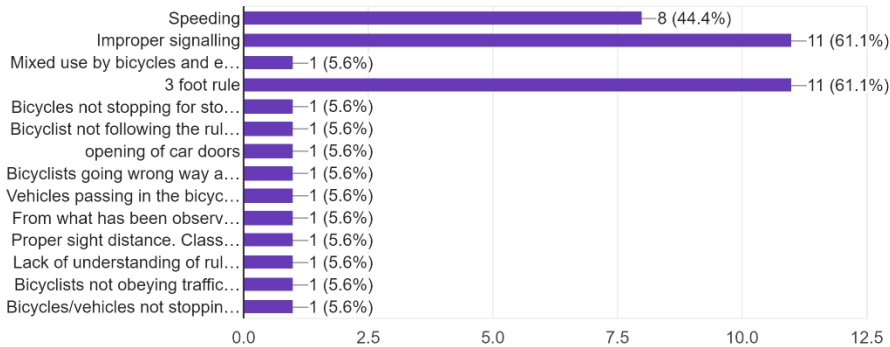
I-5: What are the safety issues on Bike/Ped Only Trails? Pick all that apply.

18 responses



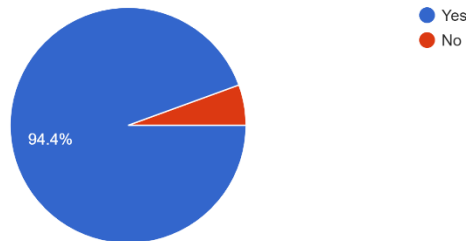
I-6: What are the safety issues for Bicycle Lanes shared with Vehicular Traffic? Pick all that apply.

18 responses



II-1: Are you aware of the laws governing Bicycles and eBikes?

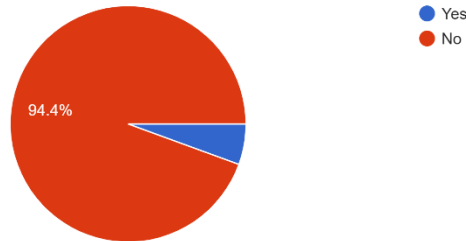
18 responses



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II-2: Do you have city codes governing eBikes only?

18 responses

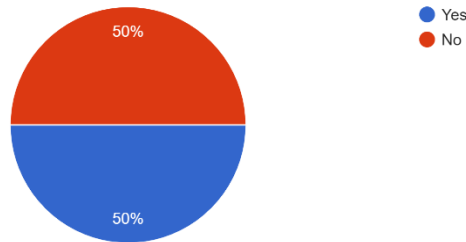


How many Bicycle citations were issued in the last year? 361

How many eBike Citations were issued in the last year? 0 [Comments: this information is not tracked]

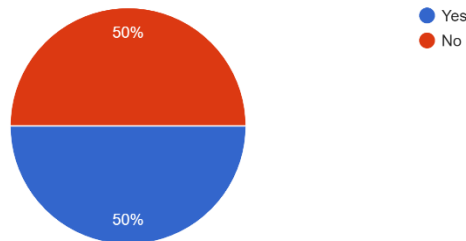
II-5: Currently, Class 3 eBikes are not allowed on Ped/Bike trails. Are you enforcing this law?

18 responses



II-6: Are you enforcing the age limit on Class 3 eBike usage (age 16 or older)?

18 responses



If you are enforcing bicycle/eBike law, how is it accomplished?

- Nothing too specific. Enforcement during routine patrol if violations are witnessed. The PD has done a few details and targeted patrols in our downtown area specifically looking for bicycle violations (riding on sidewalks, helmet violations, reckless behavior, etc.).

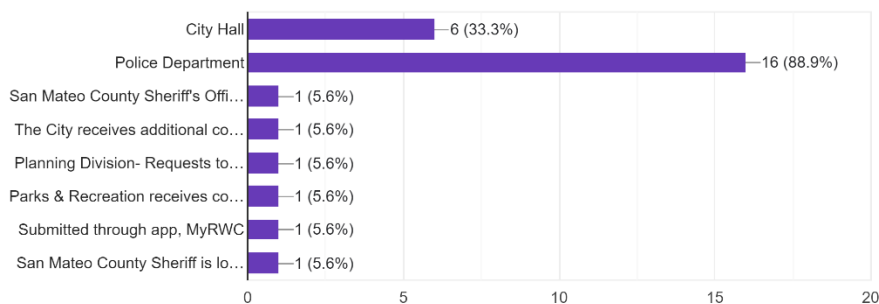
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- The Police Department enforces all laws as appropriate and with necessary and legal discretionary authority.
- Education and Enforcement
- All officers are trained to enforce Vehicle Code and Municipal Code law on bicycles and eBikes.
- On view and by complaint.
- On view and calls for service which result in Education or Enforcement.
- Traffic enforcement resulting in citations and/or verbal warnings/ education to the public.
- Through proactive patrols, directed enforcement and calls for service.
- Most bicycle stops are made for violations occurring on roadways, not on trails or sidewalks. Most bike stops result in education and not citations as evidenced by our low citation numbers.
- Primarily through education and warnings.
- We have not enforced the Bicycle/eBike law because we have not received any comments to date that have triggered the Police Department to enforce.
- By Sheriff patrol.
- We can't enforce much because of limitations in light of funding and staffing needs

II-8: How are complaints regarding Bicycles/eBikes/eScooters logged in your city/town? Check all that apply.

18 responses

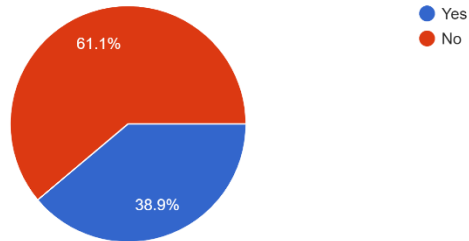


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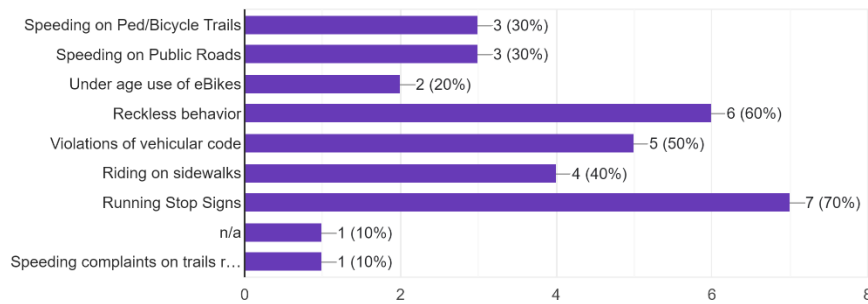
II-9: Has there been an increase in complaints regarding Bicycles in the last three years?

18 responses



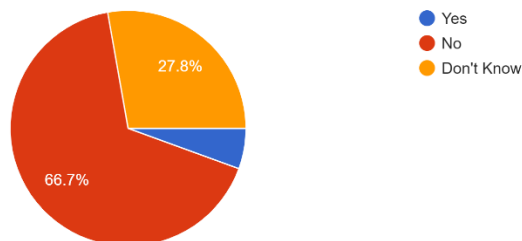
II-10: If yes, what kind of complaints about Bicycles? Check all that apply.

10 responses



II-11: Has there been an increase in complaints regarding eBikes in the last three years?

18 responses

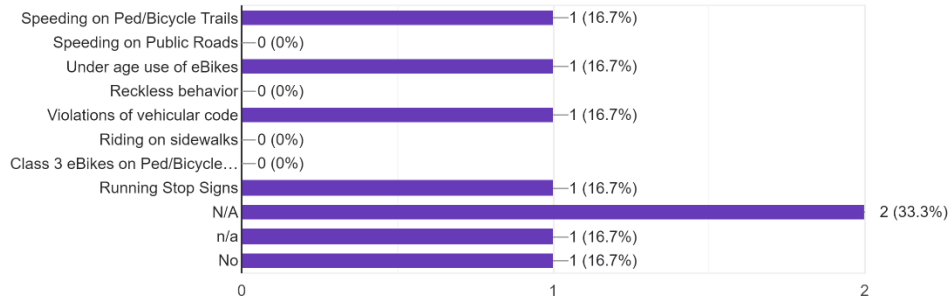


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II-12: If yes, what kind of complaints about eBikes? Check all that apply.

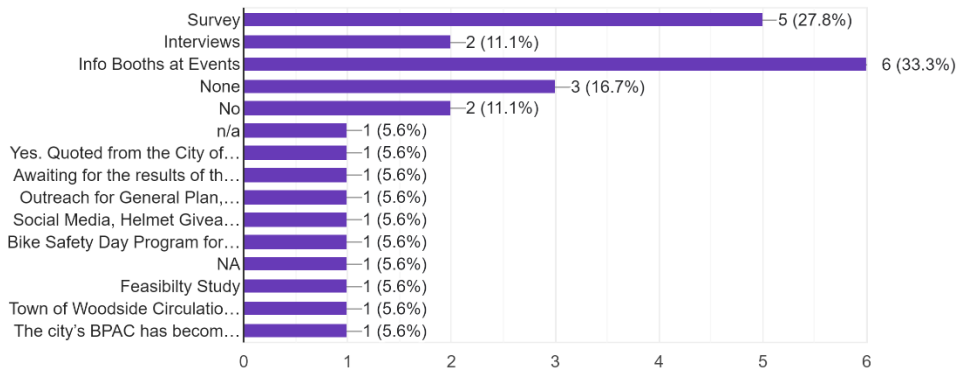
6 responses



II-13: Have you done anything to solicit information from citizens regarding bicycle/eBike safety?

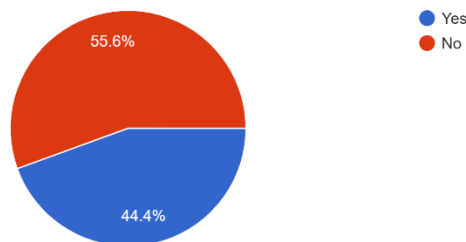
Check all that apply.

18 responses



II-14: Is documentation relative to citizen complaints available?

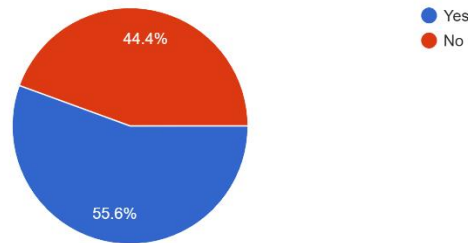
18 responses



[Type here]

II-15: Do you provide Bicycle and eBike Safety Education?

18 responses



Does your city/town have any future plans regarding the regulation of bicycles and eBikes?

- Not at this time.
- Yes. Additional and improved bike lanes.
- Policies in the newly adopted General Plan supporting alternative modes of transportation, including bikes.
- Awaiting the results of the County-wide eBike pilot to determine best practices to implement.
- Not at this time.
- Not at this time. There have not been complaints/concerns regarding eBikes.
- Not at this time.
- Not that I am aware of.
- No, unless we start receiving complaints.
- Yes, The City of South San Francisco's Bicycle and Pedestrian Master Plan.
- No
- As the Town begins to understand various micro-mobility issues going forward, eBikes being part of that growth pattern, we will plan to prepare plans and outreach material to help educate the bike populations on eBike protocols and safety.
- With the growing development, more bike facilities are being provided for the general public. Public outreach and programs to help educate both current/new users are currently being implemented citywide. Buildout of Bike & Pedestrian master plan is underway. Alameda de Las Pulgas and Ralston 4 designs are underway. Creation of a transportation master plan is also underway. Parks & Recreation Department is developing a Master Plan that also includes implementation of eBikes policies on open space trails.
- Yes
- Nothing specific regulatory changes planned at this time.
- City is currently drafting ordinance language to address the increasing number of electric mobility devices that are present on trails and paths. Many conversations have occurred at

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BPAC and council (among other committees and commissions) and will continue in 2024.



One Twin Pines Lane
Belmont, CA 94002

Wednesday, September 20, 2023

Honorable Nancy L. Fineman
Judge of the Superior Court
c/o Bianca Fasuescu
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655

Subject: Response of the City of Belmont to the San Mateo County Civil Grand Jury Report Findings and Recommendations of Bike Safety in San Mateo County dated July 10, 2023.

Honorable Judge Fineman:

The City of Belmont appreciates the opportunity to review and provide comments on the above referenced Grand Jury Report filed on July 10, 2023. The City of Belmont's response to both the findings and recommendations are outlined below.

Response to Grand Jury Findings

Finding 1: Bicycle policy and the approach to ensuring/improving bicycle safety is not consistent across San Mateo County due, at least in part, to:

- a. Topography
- b. Urban vs. suburban environments
- c. Types of bicyclists (commuter, recreational)
- d. Varying levels of enforcement of bicycle laws
- e. Differing knowledge of bicycle laws and safe practices.

Response: The City agrees with the Grand Jury Finding F1 that bicycle policy and the approach to ensuring/improving bicycle safety is not consistent across San Mateo County due, at least in part, to: (a) Topography, (b) Urban vs. Suburban environments, (c) Types of bicyclists (commuter, recreational), (d) Varying levels of enforcement of bicycle laws, and (e) differing knowledge of bicycle laws and safe practices.

Finding 2: Bicycle ridership as an alternative means of transportation (commuting to work, school, or transit hubs, running errands) is not increasing due, at least in part, to perceived safety issues.

Response: The City partially agrees with the Grand Jury Finding F2 that bicycle ridership is not increasing due to, at least in part, perceived safety issues. Although perceptions of safety may affect bicycle ridership, there are other variables that contribute to low increases in bicycle ridership. Bicycle riding is difficult physical work, distances and topography may be too great for many to choose a bicycle over transit or driving, the need to make multiple trips at a time, the need to carry goods, groceries, children, etc. are all examples of non-safety related impediments to

bicycling. More data and survey are necessary to identify all the variables affecting ridership rather than solely the perception of safety.

Finding 3: **Bicycle accidents and incidents (such as near misses) are underreported, if reported at all.**

Response: The City agrees with the Grand Jury Finding F3 that there are potential for underreporting of bicycle accidents and incidents (such as near misses) as with all other modes of mobility such as pedestrian or vehicular incidents.

Finding 4: **Only bicycle accidents or incidents that trigger a 911 call are consistently logged in the State (SWITRS) database and law enforcement agencies do not log bicycle accident data consistently.**

Response: The City partially agrees with the Grand Jury Finding F4 that only bicycle accidents or incidents that trigger a 911 call are consistently logged in the State (SWITRS) database. Belmont cannot reasonably speak to the level to which other law enforcement agencies log bicycle accidents or whether they do so consistently.

Finding 5: **The amount of enforcement of laws, as they pertain to bicyclists and how motorists and bicyclists interact, is inconsistent due to other priorities (e.g., criminal enforcement and general automobile traffic) and the requirement that a citation can generally only be written if the violation is witnessed by an officer.**

Response: The City partially agrees with the Grand Jury Finding F5 that the amount of enforcement of laws, as they pertain to bicyclists and how motorists and bicyclists interact, is inconsistent due to other priorities (e.g., criminal enforcement and general automobile traffic) and the requirement that a citation can generally only be written if the violation is witnessed by an officer, as those factors also play in how cities may need to prioritize all calls for service.

Finding 6: **There is no official metric in San Mateo County and its cities to evaluate how safe it is to ride a bicycle.**

Response: The City agrees with the Grand Jury Finding F6 that there is no official metric in San Mateo County and its cities to evaluate how safe it is to ride a bicycle.

Finding 7: **Bicycle safety education, for the bicyclist, pedestrians and motorists, is not consistently offered across San Mateo County.**

Response: The City cannot speak on behalf of all agencies across San Mateo County. However, the City does not agree, as it pertains to the City of Belmont, with the Grand Jury Finding F7 that bicycle safety education, for the bicyclists, pedestrians and motorists, is not consistently offered across San Mateo County. Belmont bicycle safety programs are well-attended, continue to be provided annually to help educate the general public and the surrounding communities citywide. The 2022 Bicycle Safety event held at the Barrett Community Center was put on by 3 city departments and had participation from Belmont residents, residents of surrounding cities and the Silicon Valley Bike Coalition.

Finding 8: Communication between various entities with responsibility for bicycle safety, including Bicycle and Pedestrian Advisory Committees (BPACs), Law Enforcement, City Transportation Planning, and Public Works departments, is not formalized, resulting in inefficiencies, and missed opportunities (e.g., funding for improvements, shared bike safety education, or improving signage).

Response: The City partially agrees with the Grand Jury Finding F8 that communication between various entities with responsibility for bicycle safety, including Bicycle and Pedestrian Advisory Committees (BPACs), Law Enforcement, City Transportation Planning, and Public Works departments, is not formalized, resulting in inefficiencies, and missed opportunities (e.g., funding for improvements, shared bike safety education, or improving signage). Communication between entities and departments are continual and consistent within Belmont. Additionally, through existing committees such as the San Mateo City and County Engineers Association, the C/CAG Technical Advisory Committee, etc., funding opportunities, grant availability, grant workshops, and opportunities for partnerships and collaboration are regularly explored and implemented.

Finding 9: City Bicycle and Pedestrian Master Plans or Active Transportation Plans, have not been adopted/created by all SMC cities.

Response: The City cannot speak on behalf of all agencies across San Mateo County. However, the City does not agree with the Grand Jury Finding F9 that City Bicycle and Pedestrian Master Plans or Active Transportation Plans, have not been adopted/created by all SMC Cities. The City has an established and adopted a Comprehensive Pedestrian and Bicycle Plan for city specific needs. C/CAG has led a pedestrian and bicycle safety study which assessed corridor safety and makes recommendations for improvements on the corridors most in need.

Response to Grand Jury Recommendations

Recommendation 1: By December 2023, all law enforcement agencies and the County Sheriff should submit bicycle related data to SWITRS monthly, and regularly post and update their websites with all reported bicycle accident data.

Response: The City partially disagrees with the Grand Jury Recommendation R1. The Belmont Police Department already reports all accident data to SWITRS more frequently than monthly as reports are submitted to SWITRS when complete. The Belmont Police Department will, however, update its statistics to include bicycle accident data quarterly on the Belmont PD website by no later than December 2023.

Recommendation 2: By December 2023, all law enforcement agencies should begin sending warning letters to motorists for violations of the 3 ft. law.

Response: The City disagrees with the Grand Jury Recommendation R2 that by December 2023, all law enforcement agencies should begin sending warning letters to motorists for violations of the

3 ft. law. The Belmont Police Department cannot send warning letters for any traffic violation not witnessed by an officer.

Recommendation 3: By June 3, 2024, all law enforcement agencies should provide a means for citizens to report bicycle-related incidents that are not currently reported to law enforcement, similar to the SMC sheriff's Department Online Crime Reporting portal.

Response: The City neither agrees nor disagrees with the Grand Jury Recommendation R3. The Belmont Police Department already has an online reporting system, traditional reporting, and other means such as 311.

Recommendation 4: By June 3, 2024, each city, town, and unincorporated SMC should offer a bike safety education program for riders and motorists about the laws and safety facts related to bicycles on the road.

Response: The City partially agrees with the Grand Jury Recommendation R4 that by June 3, 2024, each city, town, and unincorporated SMC should offer a bike safety education program for riders and motorists about the laws and safety facts related to bicycles on the road. The City currently meets the requirements of this recommendation by providing an annual bike safety program to educate the general public and surrounding communities citywide, however, not all cities will have the resources or expertise required to do so.

Recommendation 5: By June 3, 2024, each city, town, and unincorporated SMC should update or generate a new Bicycle and Pedestrian Master Plan (or Active Transportation Plan) if their current plan is older than five years; consistent with the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

Response: The City disagrees with the Grand Jury Recommendation R5 that by June 3, 2024, each city, town, and unincorporated SMC should update or generate a new Bicycle and Pedestrian Master Plan (or Active Transportation Plan) if their current plan is older than five years. The City will work towards updating the City of Belmont Comprehensive Pedestrian and Bicycle Plan to be consistent with current plans and regulations, most likely within its upcoming Transportation Master Plan effort. However, the deadline to complete the updates is not realistic, would be an unfunded mandate. A comprehensive process would require adequate time for securing of funding, grants, consultant procurement, data collection and analysis, and community engagement and public outreach.

Recommendation 6: By June 3, 2024, each city, town, and the county should apply (or reapply) online to generate the Bicycle Friendly Community Report Card.

Response: The City partially agrees with the Grand Jury Recommendation R6 that by June 3, 2024, each city, town, and the county should apply (or reapply) online to generate the Bicycle Friendly Community Report Card, staff resources permitting. Not all cities will be eligible for the designation, nor will all cities have staff resources available to invest in the report card effort.

Recommendation 7: By February 1, 2024, the County should meet with cities within the County that are willing to participate, to consider establishing a regional effort that integrates the cities' bicycle plans and to discuss how the cities and County could work together to apply for grant opportunities as a region.

Response: The City partially agrees with the Grand Jury Recommendation R7 that by February 1, 2024, the County should meet with cities within the County that are willing to participate, to consider establishing a regional effort that integrates the cities' bicycle plans and to discuss how the cities and County could work together to apply for grant opportunities as a region. The San Mateo County Comprehensive Bicycle and Pedestrian Plan 2021 was led by C/CAG, as the regional transportation planning agency. So, in effect, part of this recommendation has already been met since the 2021 C/CAG plan rolls up city bicycle plans into an integrated document. Having the C/CAG TAC dedicate a meeting to bike planning, coordination and grant opportunities for multimodal improvements by February 2024, is an attainable goal.

This response was approved by the Belmont City Council at a public meeting on September 26, 2023.

Sincerely,

Afshin Oskoui
City Manager



STAFF REPORT

Meeting Date: September 26, 2023
Agency: City of Belmont
Staff Contact: Brigitte Shearer, Diversity, Equity, and Inclusion Officer, bshearer@belmont.gov;
Karen Clark, Management Analyst, kcark@belmont.gov
Agenda Title: Diversity, Equity, and Inclusion Consulting Contract Amendment
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute an amendment to the service agreement with The Z Bridge LLC for diversity, equity, and inclusion consulting for an additional \$30,000 and a total not-to-exceed of \$72,000.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

Belmont has a history of protecting the civil rights, safety, and dignity of its community members, with a Vision Statement expressing “We value and celebrate a strong commitment to diversity, inclusion, safety, equality and dignity for all individuals in Belmont.” From 2017 to 2020, the Council reaffirmed this several times, via resolution, Council memo, and establishment of an Ad Hoc Public Safety Committee.

In 2021, the City created a Diversity, Equity, and Inclusion (DEI) Officer position and appointed Brigitte Shearer to the post. Shearer was then tasked with spearheading an assessment of internal and external DEI conditions and opportunities. To this end, in August 2022, the City entered into an agreement with The Z Bridge (Consultant) for diversity, equity, and inclusion consulting services.

To-date, internal DEI activities have included the following.

- *Establishing committees to provide input.* A Steering Committee was formed to oversee the DEI initiative and a Working Committee composed of various City staff was formed to explore/implement improvements.
- *Conducting a survey.* The Steering Committee developed/administered an organizational culture and DEI-awareness survey, which indicated opportunities for improvement in employee engagement and DEI training.
- *Delivering trainings.* Trainings catered to the City’s Senior Management Team, the Working Committee, and other City staff have been conducted.
- *Conducting stakeholder interviews.* Interviewees included City leadership, City Council, Human Resources, and City staff.
- *Identifying goals and objectives.* The Working Committee identified the following opportunities.



- Review policies and procedures
 - Review telework policy and incorporate DEI consideration
 - Install computer at City Hall to facilitate online applications
 - Review and update the interview process using diverse panels
- Improve communications and engagement among staff and with the community
 - Identify ways to improve communication and engagement among City Staff
 - Host informal events to encourage interdepartmental collaboration
 - Create a City staff event checklist to ensure DEI components are considered
 - Partner with local organizations/community groups to provide culturally focused events

To-date, DEI concepts have been integrated into City operations and services in the following ways.

- General Citywide Communications and Engagement
 - City website can be translated into 12 different languages
 - Multimedia exposure
 - Community DEI discussions including:
 - May 2023 with Carlmont High School students
 - August 2023 “Belmont Talks” community presentation
- Parks and Recreation Department
 - Additional support for children with different abilities at signature events
 - Inclusion Camp, including specialized staff training
 - Addition of universal design playground swings
 - Offering Camp SOAR scholarships
 - “Belmont Talks” monthly speaker series (offered in-person and virtually for greater participation)
 - Senior Tech program at the library and Twin Pines Senior and Community Center
 - Parks Recreation and Open Space (PROS) plan
 - Movies in the Parks at new locations
- Police Department
 - C.A.R.E Program (Crisis Assessment Response and Education)
 - T.R.A.C Program (Tracking and Recovery of Adults and Children)
 - Specialized staff training for mental health awareness and approaches
- Cultural Events
 - Pride Month event (since 2019)
 - Lunar New Year event (since 2022)
 - Martin Luther King Poetry Contest (since 2023)
 - Poet Laureate activities (e.g., foster teen writing workshops, monthly poetry events on Zoom for greater participation, multicultural poetry events)
 - Support/promote Belmont Library’s cultural events
 - Belmont Historian’s position created to help highlight City’s diverse history



Analysis

Based on the results of the first round of consulting, The Z Bridge (Consultant) and City staff concur on the necessity of the following work, which extends beyond the scope of the existing agreement.

- *Educational training.* A series of training sessions with the staff and the community to create awareness and alignment of stakeholders while sharing tools that support objective decision-making, affecting processes, policies, and people.
- *Working Sessions: Alignment, Integration, and Implementation.* Planning meetings, session facilitation, coaching, and consulting to ensure (a) the project is properly developed to meet Belmont's needs and (b) the tasks and goals are clear, implemented, and monitored.

To complete this work, detailed further in Attachment B, staff recommends that the Council adopt a resolution authorizing the City Manager to negotiate and execute an amendment to the Consultant agreement for an additional \$30,000 and a total not-to-exceed of \$72,000.

Funding for this work was incorporated into the adopted Fiscal Year 2023-24 Budget.

Alternatives

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

Attachments

- A. Resolution
- B. Consultant Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed: Funding for DEI efforts was incorporated into the FY 2023-24 City Manager Office's operating budget (account 101-1-111-8351).

Source:

Staff

Purpose:

Council Vision/Priority

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE SERVICE AGREEMENT WITH THE Z BRIDGE LLC FOR DIVERSITY, EQUITY, AND INCLUSION CONSULTING FOR AN ADDITIONAL \$30,000 AND A TOTAL NOT-TO-EXCEED OF \$72,000.

WHEREAS, Belmont has a history of protecting the civil rights, safety, and dignity of its community members, with a Vision Statement expressing “We value and celebrate a strong commitment to diversity, inclusion, safety, equality and dignity for all individuals in Belmont;” and,

WHEREAS, From 2017 to 2020, the Council reaffirmed this several times: via resolution, Council memo, and establishment of an Ad Hoc Public Safety Committee; and,

WHEREAS, In 2021, the City created a Diversity, Equity, and Inclusion (DEI) Officer position and appointed Brigitte Shearer to the post, tasking her with spearheading an assessment of internal and external DEI conditions and opportunities; and,

WHEREAS, In August 2022, the City entered into a service agreement with The Z Bridge (Consultant) for diversity, equity, and inclusion consulting services; and,

WHEREAS, Consultant and City staff now deem additional work necessary to continue to advance this initiative; and,

WHEREAS, Consultant has provided a scope of work and fees for these services, attached as Exhibit A; and,

WHEREAS, Funding for this work was incorporated into the adopted Fiscal Year 2023-24 Budget.

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 the service agreement with The Z Bridge LLC for diversity, equity, and inclusion consulting for an additional \$30,000 and a total not-to-exceed of \$72,000.

* * *

ADOPTED September 26, 2023 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



August 16, 2023

Dear Brigitte,

After a successful first cycle of the DEI initiative at the City of Belmont, I am excited and grateful to continue partnering with you to advance and promote DEI. Here is the updated proposal for the second cycle based on our recent conversations and observations. Please let me know if you have any questions or suggestions.

With gratitude,

Irma Zoepf

she/her/hers

Founder & Principal

Email: irma@thezbridge.com



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Approach and Work Plan

We will continue to approach work with the three primary levels: DEI steering committee, the DEI Working Committee, and other stakeholders.

- **DEI steering committee:** A small group of leaders to direct and guide the project. Ideally formed by two or three individuals, including Belmont's DEI Officer. This group is small enough to make decisions efficiently while also bringing knowledge of the City and its direction.
- **DEI committee (working group):** A bigger group of participants (8 to 12 members) representing the City's internal staff and other important stakeholders such as a Commissioner or a Council member. This group is the one who will be driving the strategy and development of the DEI project by setting up and aligning the framework, workplan, and directing the actions toward achieving the goals.
- **City of Belmont's staff, SMT, and key stakeholders, including Belmont's residents:** The extended City will participate in a focus group and we will invite them to provide feedback and suggestions throughout the engagement.

The project components for this cycle are:

- **Educational Training:** A series of training sessions to create awareness and alignment of stakeholders and to share tools that support objective decision-making, affecting processes, policies, and people.
- **Working Sessions - Alignment, Integration & Implementation:** To ensure that the project is properly developed to meet Belmont's needs and that the tasks and goals are clear, implemented, and monitored. This component includes tasks such as planning meetings, facilitating sessions, coaching, and consulting.



Project Development and Deliverables

1. Strategic Planning sessions
2. Working sessions
3. Facilitation sessions
4. Training / Workshops
5. Consulting / Coaching

Description and Deliverables	Time and timeline
Strategic Planning sessions	
To facilitate and confirm timelines, the best ways to engage and work productively with the extended team and with the different stakeholders. To decide who will participate, confirm logistics, and any clarification and agreement to guide the project better. <u>Who:</u> DEI steering committee <u>Process:</u> A planning/coordination session weekly or biweekly as needed. <u>Deliverables</u> • Strategic decision-making and actions with a timeline	25 hrs August 2023- June 2024
Working sessions	
We will guide the DEI Working Committee throughout the working sessions and share tools to design, develop, and iterate processes to advance DEI goals. Collectively we will articulate goals of personal, interpersonal, and the community. Support the DEI Working Committee to create indicators of success and time bound milestones <u>Who:</u> DEI Working Committee At least 5 sessions, typically monthly <u>Deliverables</u>	50 hrs October - June 2024



• Invite new participants for this cycle • Continue developing and completing existing DEI goals. • Define new DEI goals for this cycle. • Implement actions, including the DEI internal website • Evaluation of the indicators of success	
Facilitating sessions	
To listen and gather feedback, ideas, and suggestions to strengthen the DEI initiative and the organizational culture. <u>Who:</u> Key stakeholders such as SMT, council members, and the external community. Four sessions, two with internal stakeholders and two with external stakeholders <u>Deliverables</u> • Summary of feedback • Integrate feedback of these sessions to the DEI initiative	25 hrs October - June 2024
Training sessions	
Continue with the educational training sessions to strengthen participants' understanding and alignment of the concepts of diversity, equity, and inclusion and their relationship to their work and roles. The training/workshop topics can include the following topics: • <i>Fundamentals of DEI and understanding bias in decision making.</i> This training will offer an understanding of key DEI concepts, including how bias presents itself in individuals, teams, the workplace, and the community and how it affects our decision-making. • <i>Inclusive leadership training.</i> To better understand how leaders and managers influence their teams' dynamics and how this translates into reaching goals. We will provide tools that enable leaders to make better decisions with a DEI lens. • <i>HR with the lens of DEI.</i> This will focus on the importance of reviewing HR processes and policies to make sure they attract	Total of six training sessions October - June 2024



diverse perspectives, are fair and enable an inclusive environment. • <i>Building a support system.</i> This topic centers on how we can contribute and support others to succeed, particularly those from underrepresented groups. Note: There are other topics we could include in the training sessions. <u>Deliverables</u> • Two workshops with two sessions each, one for SMT and one for staff (total of 4 sessions) • Two workshops for Council members	
Consulting / Coaching	
As needed throughout the engagement	



The number of hours for each phase and time of year are estimated. Actuals will depend on availability on both ends, the emergent and the world at large.

The Z Bridge is committed to equity and approaches financial transactions with care for all involved. Social enterprise activities allow much needed consulting and coaching services to be provided at a discount or donated to resource-strapped schools, small nonprofits, liberation collectives, and social startups.

For the scope of work detailed above, The Z Bridge requires the following fees: \$30,000, which can be billed in monthly payments.

Work outside of the scope or allotted budget will be billed at \$250/hr.

Preliminary fees estimate

Strategic phase	25 hours \$4,000
Working	50 hours \$10,000
Facilitating sessions	25 hours \$5,000
Training sessions	six sessions \$11,000
Total	140 hours \$30,000



Management approach and adaptability

We operate with the affirmation that the people working on the front line and with the day to day tasks and challenges at the organization are the ones who know more and understand the situation better. With the support and guidance from us, the DEI committee and staff are the ones that come up with the best solutions to help them perform better and reach their goals.

Our approach is to bring everyone together during this project by enabling clear communication, education, and reflection, sharing opinions, and working together towards the collective goals. We understand that everyone has different experiences, ideas, and beliefs, and this is what makes a team richer and stronger. We create an environment where the participants feel respected and safe to share their thoughts and opinions. This type of environment is key to addressing sensitive topics such as diversity, equity, accessibility, and inclusion and to advancing the organization's efforts to bring everyone together.

Key challenges and resolutions

To succeed, we need to have the participation and buy-in of the people involved in each process or policy. It will require a commitment from each of the participants to work on this project and the accountability of their responsibilities to ensure we meet the timeline and goals.



About the Z Bridge

At the Z Bridge, we understand that each organization is unique, and therefore we adjust and customize as needed with different approaches, techniques, and strategies. Our approach is not to focus on diversity, equity, and inclusion as an end in itself but because investing in DEI leads to better results, increases profits, makes people happier and more engaged, and ultimately, makes an impact beyond the organizations.

We use a systematic problem-solving approach based on design thinking and lean methodology, which helps us to uncover powerful and practical solutions, bringing real and positive results that drive business strategy, operational excellence, innovation, and cultural change.

Our main services include

- **Strategy and Development.** 1) To support organizations with the development of the business case for diversity, equity, and inclusion. 2) To support organizations in the creation of a strategic plan to close the gap between where they are and the vision and goals they desire. 3) To support organizations with the implementation of the strategies and initiatives for diversity and inclusion. It includes organizational change management, communication, and people engagement.
- **Assessments.** To determine where organizations are in their DEAI journey and where they want to be. We focus on data analysis to determine the current state of the organization and identify where the gap is so we can determine the right approach.
- **Education & Training.** To provide knowledge, skills, and tools to advance diversity, equity, and inclusion in the workplace that will lead to a more productive and effective culture. We offer different training products that are adaptable to your organizational needs and will help you to reach your goals.

The Z Bridge was founded in 2018 by Irma Zoepf after she realized that with her experience working with corporate and nonprofits, as well as her passion for creating equal opportunities for all to thrive, she could support organizations and leaders to achieve their mission by focusing on their people. Irma brings over 15+ years of experience in systems engineering, HR, change management, organizational culture, and driving diversity and inclusion initiatives. Her approach is to bring the efficiency and data-driven perspective from her engineering background to the soft side of the business, which is its people and culture, to reach better results.



About Irma Zoepf

Irma is the founder of [The Z bridge](#), a boutique firm specializing in organizational culture. Focused on leadership development, diversity, equity, and inclusion strategies. Irma has over 20 years of experience designing and implementing methodologies with crossfunctional / multicultural teams to work better together. She partners with social impact organizations, including nonprofits and government agencies, to advance DEI and cultural awareness. Irma has a Bachelor of Industrial Engineering, and an MBA focused on Business Strategy from the Polytechnic University of Catalonia, Spain. She is an active community member in the San Francisco Bay Area.

Clients include:

[Alta Housing](#)

[Muwekma Ohlone Preservation Foundation](#)

[Acterra](#)

[Canopy](#)

[Arts Commission of San Mateo County](#)

[Center for Excellence in Nonprofits](#)

[Redwood City Library Foundation](#)

[Livermore Public Library](#)

[Stanford University - Office of Religious and Spiritual Life](#)

[Snap Judgment](#)

[Upward Scholars](#)

[Thrive Alliance](#)

[Peninsula Family Service](#)

[Japanese American Museum of San Jose](#)

[Good Shepherd Grace Center San Francisco](#)





Meeting Date: September 26, 2023
Agency: City of Belmont
Staff Contact: Ann Ritzma, Interim Administrative Services Director, aritzma@belmont.gov
Agenda Title: Parks Division Reorganization, Revised Job Descriptions and Salary Schedule
Agenda Action: Resolution

Recommendation

Adopt a resolution approving the creation of new job classification, Parks and Facilities Supervisor and the revision of Parks Manager, Senior Parks Maintenance Worker, and Parks Maintenance Worker I/II position descriptions to include “facilities” and revising the City’s Master Employee Pay Schedule, to include Parks and Facilities Supervisor, in accordance with California Public Employees Retirement System (CalPERS) regulations.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

In June 2023, at the request of the Parks and Recreation Director, Human Resources reviewed recommendations to reorganize the Parks Division to better reflect work scope and workload, create a path for broader professional development, plan for succession and cross training and deliver high quality service to internal and community stakeholders. The recommended reorganization does not increase staffing.

Over the past few years, as City facilities age, weather events have had a significant impact on both parks and facilities, with facility repair and maintenance becoming more critical and complex. The need for a stronger emphasis on facility maintenance at all levels of the Division has increased.

Streamlining the structure within the Parks Division and adding “Facilities” in each title and essential job function, will more equitably and appropriately reflect the increased focus on facility maintenance duties and responsibilities for all employees in the Division. The current and recommended job titles and structure for the Division are:

Current

Parks Maintenance Worker I/II (AFSCME)
Sr Parks Maintenance Worker (AFSCME)
Sr Parks Maintenance Worker (Facilities)(AFSCME)
Parks Manager (MMCEA)

Recommended

Parks and Facilities Maintenance Worker I/II (AFSCME)
Sr Parks and Facilities Maintenance Worker (AFSCME)
Parks and Facilities Supervisor (MMCEA)
Parks and Facilities Manager (MMCEA)

The recommended structure recognizes the work that employees currently perform in a variety of areas in both parks and facilities. With cross training, all employees will be more proficient in facility maintenance matters avoiding the reliance solely on one individual’s institutional knowledge and skill. It also builds a broader internal pool of skilled candidates who will be eligible for promotional opportunities.



The Parks and Recreation Department anticipates significant new projects in the future that include parks, facilities, open space, grants, and energy efficiency programs. The recommended division structure allows the Parks and Facilities Manager to delegate some the administrative and operational tasks to the Parks and Facilities Supervisor.

The new job description and revised job descriptions have been provided to the labor units. The two units support the job classification changes, new job description and the restructure of the Parks Division.

With this item, staff seeks approval the creation of new job classification, Parks and Facilities Supervisor and the revision of Parks Manager, Senior Parks Maintenance Worker, and Parks Maintenance Worker I/II position descriptions to include “facilities” and revising the City’s Master Employee Pay Schedule, to include Parks and Facilities Supervisor, and approval of a revision to the Master Employee Pay Schedule to include said new positions.

The Master Pay Schedule was adopted by Council Resolution 2018-04 on March 13, 2018, and revised on February 23, 2021, September 27, 2022, November 9, 2023, May 23, 2023, and June 13, 2023, via Council Resolutions 2019-019, 2022-093, 2022-109 and 2023-045, respectively.

Analysis

As proposed, the new job classification of Parks and Facilities Supervisor would be a management position in the Mid-Management Confidential Employees Association. The position would report to the Parks and Facilities Manager and supervise the Senior Parks and Facilities Maintenance Worker.

The revisions to the job descriptions for Parks and Facilities Manager, Senior Parks and Facilities Maintenance Worker and Parks and Facilities Maintenance Worker I/II include the addition of “facilities” to the title and essential duties.

With a current vacancy in the division due to retirement and the potential for internal promotions, the funds for the new classification should be cost -neutral.

Staff recommends the approval of the proposed classification of Parks and Facilities Supervisor and revisions to Parks and Facilities Manager, Senior Parks and Facilities Maintenance Worker and Parks and Facilities Maintenance Worker I/II; and the approval of a revised Master Pay Schedule to include Parks and Facilities Supervisor, effective September 26, 2023, as follows:

Parks and Facilities Supervisor – Proposed Salary Range/Month

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$8,181.36	\$8,590.46	\$9,019.95	\$ 9,470.99	\$9,944.52	\$10,441.72

Alternatives

1. Take no action
2. Approve classification of Parks and Facilities Supervisor and revisions to Parks and Facilities



Manager, Senior Parks and Facilities Maintenance Worker and Parks and Facilities Maintenance Worker I/II; and approve a revised Master Pay Schedule to include Parks and Facilities Supervisor, effective September 26, 2023.

Attachments

- A. Resolution - Proposed Parks and Facilities Supervisor Position Description, Proposed Revisions the Parks and Facilities Manager, Senior Parks and Facilities Maintenance Worker and Parks and Facilities Maintenance Worker I/II Position Descriptions

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Creation of the new job classifications does not have a fiscal impact; funding for current approved positions have been incorporated into the FY 2023-24 budget. With vacancies in the division and potential internal promotions, funding for the new classification can be absorbed in the current fiscal year and will be incorporated into next year's budget development process.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT CREATING THE NEW CLASSIFICATION, PARKS AND FACILITIES SUPERVISOR; REVISING THE JOB CLASSIFICATIONS OF PARKS MANAGER, SENIOR PARKS MAINTENANCE WORKER AND PARKS MAINTENANCE WORKER I/II AND REVISING THE CITY’S MASTER PAY SCHEDULE

WHEREAS, at the request of the Parks and Recreation Director, an analysis of the organizational structure and duties and responsibilities of the Parks Division of the Parks and Recreation Department was reviewed by the Human Resources Division; and,

WHEREAS, over the past three years there have been significant changes to the needs for facility maintenance at all levels of the division; and,

WHEREAS, the Parks and Recreation Director and the City Manager concur that restructuring the Parks Division to create a stronger emphasis on facility maintenance and provide efficiencies in operations, training and succession planning and a new job classification, Parks and Facilities Supervisor, should be created in the Parks and Facilities job classification series; and

WHEREAS, the City’s master employee pay schedule was adopted in March 2018 via Resolution 2018-014; and,

WHEREAS, the City’s master employee pay schedule was revised in February 2021, September 2022, and November 2023 via Council Resolutions 2019-019, 2022-093, 2022-109, and 2023-045 respectively.

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

1. The new classification description for Parks and Facilities Supervisor and revisions to the Parks and Facilities Manager, Senior Parks and Facilities Maintenance Worker and Parks and Facilities Maintenance Worker I/II ; and
2. The Revised Master Employee Pay Schedule adding the salary range for Parks and Facilities Supervisor

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$8,181.36	\$8,590.46	\$9,019.95	\$ 9,470.99	\$9,944.52	\$10,441.72

are approved and adopted

* * *

ADOPTED September 26, 2023 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



Parks and Facilities Manager

Class specifications are intended to present a *descriptive* list of the range of *duties performed by employees in the class*. Specifications *are not intended to reflect all duties performed within the job*.

DEFINITION

To direct, manage, supervise and oversee City park maintenance operations and activities within the Parks and Recreation Department and maintenance of City facilities and other facilities by agreement. Coordinates assigned activities with other divisions and departments, outside agencies and the general public. Provides highly responsible and complex staff support to the Parks and Recreation Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director. Exercises direct supervision over all Parks and facility maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential duties and responsibilities may include, but are not limited to, the following:*

Essential Functions:

1. Direct, manage and supervise the organization, staffing, outside vendor contracting and operational activities for the City's parks, City facility, and athletic field maintenance, cleaning, and waste management programs.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Plan, direct, coordinate and review the work plan for assigned parks and facility maintenance services and activities and division staff, assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Plan, manage and coordinate the daily maintenance operations of the City's parks, buildings, facilities and landscaping including school turfs and street right-of-ways, oversee the trimming and maintenance of City trees.
6. Plan, implement, schedule and oversee the maintenance of City lawns, trails, shrubs, trees, playgrounds, open space, rights of way, athletic fields, median strips and flower beds, restrooms, irrigation systems, and all related structures in parks and parking areas.
7. Plan, implement, schedule and oversee the maintenance of City buildings and all related interior and exterior systems and equipment

8. Perform safety inspections of equipment in buildings, school athletic fields and parks including tennis courts, sand areas and playground equipment.
9. Oversee the application of pesticides and fertilizer in City parks.
10. Plan, coordinate, supervise and implement landscaping activities for City grounds; interpret landscaping plans to evaluate the progress of landscaping work.
11. Coordinate with the Recreation Division to ensure that athletic fields are properly prepared for local leagues and recreation programs..
12. Make recommendations regarding capital and equipment improvement needs for parks and city building maintenance operations; purchase equipment. Assist in coordination and management of grant applications and capital improvement projects related to parks and facility maintenance
13. Perform on-site supervision and oversee park, playground and building construction and repair projects as needed.
14. Select, train, motivate and evaluate parks and facility maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Oversee City Tree Permitting program; coordinate and manage city arborist contract or in house arborist duties.
16. Manage and participate in the development and administration of the assigned Parks and Facilities Divisions budgets; manage Capital Improvement Projects (CIP); forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; apply for and manage grants; oversee vendor contracts; recommend budget adjustments as necessary.
17. Provide highly responsible and complex staff support to the Parks and Recreation Director, participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
18. Coordinate parks and facilities maintenance activities with those of other divisions, departments, the general public and outside agencies and organizations.
19. Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of parks and facilities maintenance.

Marginal Functions:

1. May be required to perform parks or facilities maintenance duties including gardening, landscaping and related parks maintenance and the repair or maintenance of facilities.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of parks, building and landscaping maintenance programs. Modern and complex principles and practices of City parks and facilities/building maintenance.
- Methods and techniques of parks landscaping and irrigation.
- Rules and regulations governing pesticide preparation and application.
- Methods and techniques of inspecting park recreational equipment including tennis courts and playgrounds.
- Principles and practices of parks and facility construction and repair maintenance.
- Principles of budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Principles of occupational hazards and standard safety practices.
- Modern computers and work related software applications including e-mail, word processing, spreadsheet and other parks and facilities maintenance based programs.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Manage, supervise, direct and coordinate the work of Parks and Facilities maintenance staff and vendors.
Select, supervise, train and evaluate staff.
- Select and manage contractors. Interpret and explain City policies and procedures related to Parks maintenance staff.
- Plan, implement, schedule and oversee the maintenance of City lawns, trails and open space, paths, shrubs, trees, athletic fields, median strips and flower beds in parks and parking areas. Plan, implement, schedule and oversee the maintenance of City facilities/buildings, playgrounds and irrigation systems in City parks.
- Inspect grounds, athletic fields, equipment and buildings to ensure compliance with City standards. Coordinate with other City staff to complete projects or fulfill responsibilities. Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Demonstrate basic proficiency in computers and work related software programs including e-mail, word processing, spreadsheets and parks or facility maintenance based applications.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six (6) years of responsible park and building maintenance or groundskeeping experience including two years of administrative and/or lead supervisory experience.

Education and Training:

High School Diploma or equivalent supplemented with course work in supervision, management, construction, maintenance or related field. Associate degree desired.

License and/or Certificates:

Possession of, or ability to obtain, an appropriate, a valid California driver's license. Possession of, or ability to obtain, a Qualified Applicator's Certificate (QAC) within 1 year of hire.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site, exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, heavy, moderate or light lifting and carrying, operating motorized equipment and vehicles; mid-range to distant visual acuity for inspecting equipment; near visual acuity for using computer.

Revised: xxxxx

MMCEA Bargaining Group

FLSA: Exempt



Parks and Facilities Supervisor

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with the specified positions. Therefore, specifications may not include all duties performed by individuals within a classification.

DEFINITION

To provide supervisory direction, to manage, organize and direct assigned employees and equipment as required in the Parks and Facilities Division. Exercises independent judgment, discretion, and demonstrates strong ethical, professional and service-oriented leadership. Assures regulatory compliance and economy in all applicable programs. Correctly applies City policy and utilizes good interpersonal skills. Assists in the administration of parks and facilities division operating budgets, participates in parks and facilities maintenance and repair activities and other work as required. May act for the Parks and Facilities Manager in his/her absence.

DISTINGUISHING CHARACTERISTICS

This multi-position, working supervisor classification performs work in several functional areas and is distinguished by its core responsibility for supervising employees, programs and activities within the Parks and Facilities Division.

SUPERVISION RECEIVED

Receives direction from the Parks and Facilities Manager.

SUPERVISION EXERCISED

Exercises direct supervision over staff.

ESSENTIAL AND IMPORTANT FUNCTIONS

Essential and other important functions may include but are not limited to the follow:

- Schedules, assigns, coordinates, inspects and oversees the work of all employees of assigned section.
- Determines the need for maintenance work and repairs.
- Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures and guidelines; participates in the development of department/division rules, policies and procedures, goals and objectives, and priorities.
- Investigates complaints and recommends corrective actions, develops notification letters and other public information materials.
- Supervises, trains and instructs subordinates.
- Evaluates employees under his/her direction and makes recommendations in personnel matters regarding hiring or disciplinary matters; manages and approves timesheets, including overtime.
- Organizes personnel and equipment for various projects.
- Approves orders of materials and supplies by other staff associated with program area.
- Assists in the preparation of the division budget; prepares cost estimates for maintenance and repair activities.
- Insures crew members are working in a safe and efficient manner and assists in implementing applicable training programs.
- May be required to perform various skilled and/or semi-skilled maintenance tasks including the operation of heavy equipment.
- Responsible for maintaining accurate daily work records and following up on complaints received by citizens.
- May perform any task listed under the duties of the Senior Parks and Facility Maintenance Worker; and serves in an on-call status during specified times to handle emergencies.

MINIMUM QUALIFICATIONS

Each position in this classification has general and unique duties. Knowledge of the principles, practices, methods, tools,

materials and equipment used for each position is required. Knowledge common to all positions includes:

Knowledge of:

- Applicable federal, state, and local laws, codes and regulations.
- Materials, methods, practices and equipment used in park and facility maintenance and repair activities.
- Occupational hazard elimination and standard safety precautions necessary in the workplace.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budgeting and project management.
- Principles and practices of human resources and personnel management.
- Effective methods of record keeping and inventory control.
- Effective leadership, organization and management principles and practices.
- Mathematical and related techniques used to estimate material needs and their costs.
- City software systems.

Ability to:

- Estimate personnel and time requirements.
- Understand and follow written and oral directions.
- Establish clear goals and objectives.
- Analyze and prepare sound recommendations for the solution of difficult problems.
- Acquire a thorough knowledge of applicable City, departmental and divisional policies and procedures.
- Troubleshoot problems and determine materials and supplies required for maintenance, repair, and other projects.
- Supervise, train and evaluate personnel.
- Prepare and maintain accurate records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Perform heavy physical labor.
- Operate a variety of tools and light to heavy equipment safely and proficiently.
- Establish and maintain effective working relationships with subordinates, other employees and the general public.
- Provide courteous and efficient service to the public and City employees.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimum direction.
- Use standard computer software to prepare correspondence, reports and spreadsheets.
- Drive a variety of vehicles safely.
- Maintain a good attendance record, arrive to work on time and be punctual for meetings/appointments.
- Maintain regular and dependable attendance necessary to work with staff equipment/tools and punctuality necessary to attend meetings and appointments.
- Function independently and make decisions based on sound judgment within established guidelines.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the knowledge, skills and abilities would be qualifying. A typical way would be:

Experience:

Four (4) years of increasingly responsible experience in parks and facilities maintenance, at least two of which must have been in a lead or first-line supervisory capacity.

Education:

High School Diploma or equivalent supplemented with course work in supervision, management, construction, maintenance or related field. Associate degree desired.

LICENSES OR CERTIFICATES

Licenses:

Possession of a valid California Class "B" driver's license with appropriate endorsements and continue to meet the

requirements for renewal.

Certificates:

Additional industry-specific certifications may be required depending on area of assignment.

Ability to obtain QAC within one year of appointment

PHYSICAL DEMANDS

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. Incumbent is often required to actively engage in physical labor and on occasion may be required to lift in excess of 100 pounds and routinely lift and move objects up to 25 pounds.

WORK ENVIRONMENT

Incumbent will be required to work in both an office environment and outdoors including working in inclement weather and emergency situations. Incumbent is subject to call out during evenings and on weekends. Incumbent may work in an environment where they are exposed to working with machinery, chemicals, uneven surfaces, noise, vibration, confined spaces, hazardous traffic situations and sewage.

Revised: xxxxx

MMCEA Bargaining Group

FLSA: Exempt



Senior Parks and Facilities Maintenance Worker

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and participate in the work of a crew performing semi-skilled and skilled duties in the maintenance, repair and construction of City parks, buildings and landscaped areas; to ensure adherence to established policies and procedures; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Parks and Facilities Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision over Parks and Facilities Maintenance Workers. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Facilities Supervisor.

Exercises technical and functional supervision over lower-level parks and facilities maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Lead, plan, train and review the work of staff responsible for the daily maintenance, repair and construction of the City's parks, buildings and landscaping including school turf areas and street right-of-ways.
2. Plan, direct and participate in the maintenance of City lawns, trails, shrubs, trees, athletic fields, median strips and flower beds in parks and parking lot areas; lay out and line athletic fields for a variety of events.
3. Train assigned employees in their areas of work including parks and facility maintenance and repair methods, procedures and techniques.
4. Oversee the use, care, operation, and maintenance of parks and facility maintenance equipment including but not limited to mowers, edgers, tractors, tillers, renovators, backhoes, blowers, sprayers, jack hammers and power tools.
5. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
6. Maintain landscaped areas in City parks; mow turf and lawn areas; prune and trim trees and shrubs; rake leaves and clear debris from walks, fields, courts and other park areas; design, install and repair all types of irrigation systems.
7. Lead and participate in picking up trash and removing litter from all City parks and grounds.

8. Perform weed and pest control functions; oversee and participate in applying fertilizers, herbicides and pesticides as needed.
9. Inspect equipment in buildings, school grounds and parks including tennis courts, sand areas and playground equipment.
10. Perform custodial duties including moving furniture and setting up buildings for conferences and meetings.
10. Ensure adherence to safe work practices and procedures.
11. Repair, construct and perform maintenance on City buildings and facilities.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a City parks and facilities maintenance program.
- Principles of lead supervision and training.
- Methods and techniques of parks and facility maintenance construction and repair.
- Operational characteristics of parks and facility maintenance vehicles, equipment and tools. Methods and techniques of landscaping.
- Methods and techniques of irrigation system design, installation, maintenance and repair.
- Methods and techniques of herbicide and pesticide application.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Lead, organize and review the work of staff.
- Independently perform the most difficult skilled construction, maintenance and repair of parks and related City facilities and equipment.
- Interpret, explain and enforce department policies and procedures.
- Operate a variety of parks maintenance vehicles, equipment and tools in a safe and effective manner. Conduct safety inspections of parks, including equipment and facilities.
- Design, install, maintain and repair irrigation systems.
- Apply herbicide, pesticide and fertilizer as needed.
- Ensure safety at parks maintenance and construction work sites.
- Safely perform heavy manual labor.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible parks and facility maintenance experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to noise, dust, grease, potentially hazardous chemicals; inclement weather conditions; work around heavy construction equipment; work at heights on scaffolding and ladders; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; heavy, moderate or light lifting and carrying; pulling, pushing, reaching, kneeling, repeated bending; operating motorized equipment and vehicles; mid-range to distant visual acuity for inspecting parks and related facilities.



Meeting Date: September 26, 2023
Agency: City of Belmont
Staff Contact: Ann Ritzma, Interim Administrative Services Director, aritzma@belmont.gov
Agenda Title: Creation of New Classification, Senior Permit Technician; Addition of Teacher's Aide Job Description; and Revision of the Master Pay Schedule
Agenda Action: Resolution

Recommendation

Adopt a resolution approving the creation of new job classification, Senior Permit Technician; addition of a Teacher's Aide position job description; and revising the City's Master Employee Pay Schedule to include Senior Permit Technician, in accordance with California Public Employees Retirement System (CalPERS) regulations.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

In May 2023, at the request of the Community Development Director, a thorough review of the duties and responsibilities of the Permit Technician were conducted. Staff were interviewed, a position description questionnaire was completed, and job audit was conducted. Over the past three years, the permitting function has seen a significant shift to online permitting, recordkeeping, and increased public information services. Based on the review, a new classification of Senior Permit Technician is being recommended. The new classification recognizes the breadth of knowledge and experience required to manage the permit tracking software and the City's procedures related to permit tracking and routing and calculating fees.

With this item, staff seeks approval of the position description Senior Permit Technician, and approval of a revision to the Master Employee Pay Schedule to include said new positions.

The Master Pay Schedule was adopted by Council Resolution 2018-04 on March 13, 2018, and revised on February 23, 2021, September 27, 2022, November 9, 2023, May 23, 2023, and June 13, 2023, via Council Resolutions 2019-019, 2022-093, 2022-109 and 2023-045, respectively.

Analysis

As proposed, the Senior Permit Technician is distinguished from the Permit Technician job classification by the additional responsibility for the permit tracking software and fee calculation as well as a broader depth of experience and knowledge. The new classification ensures that there is opportunity for career development as a permit technician.

The Teacher's Aide position has been in the City's Master Pay Schedule but there is no record of an approved job description. The Teacher's Aide job classification works with children in the Belmont Community Learning Center.



Staff recommends the approval of the proposed classification/job descriptions of Senior Permit Technician and Teacher's Aide; and the approval of a revised Master Pay Schedule to include Senior Permit Technician, effective September 17, 2023, as follows:

Senior Permit Technician – Proposed Salary Range/Month

Step 1	Step 2	Step 3	Step 4	Step 5
\$7,762.70	\$8,150.84	\$8,558.38	\$8,986.30	\$9,435.62

Alternatives

1. Take no action
2. Approve one or the other classification; and approve the revised Master Pay Schedule if approving the Senior Permit Technician, effective September 17, 2023

Attachments

- A. Resolution-Proposed Senior Permit Technician Position Description
- B. Resolution-Proposed Teacher Aide Position Description

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

Creation of the new job classification and job descriptions does not have a fiscal impact; funding for approved positions have been incorporated into the FY 2023-24 budget.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT CREATING THE NEW CLASSIFICATION, SENIOR PERMIT TECHNICIAN; AND REVISING THE CITY'S MASTER PAY SCHEDULE

WHEREAS, at the request of the Community Development Department, a job analysis of the duties and responsibilities of the Permit Technician in the Community Development Department were reviewed by the Human Resources Division; and,

WHEREAS, over the past three years there have been significant changes to the permitting function with a shift to online services, recordkeeping and public information; and,

WHEREAS, the Community Development Director and the City Manager concur that functions have changed and a new job classification, Senior Permit Technician, should be created in the Permit Technician job classification series; and

WHEREAS, the City's master employee pay schedule was adopted in March 2018 via Resolution 2018-014; and,

WHEREAS, the City's master employee pay schedule was revised in February 2021, September 2022, and November 2023 via Council Resolutions 2019-019, 2022-093, 2022-109, and 2023-045 respectively.

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

1. The classification description for Senior Permit Technician; and
2. The Revised Master Employee Pay Schedule adding the salary range for Senior Permit Technician

Step 1	Step 2	Step 3	Step 4	Step 5
\$7,762.70	\$8,150.84	\$8,558.38	\$8,986.30	\$9,435.62

are approved and adopted

* * *

ADOPTED September 26, 2023 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



Senior Permit Technician

DEFINITION

Under general direction, performs advanced paraprofessional and technical work for permit applications, building inspection, codes, code enforcement, inspection procedures, and permit process; checks plans for completeness; calculates permit fees; processes and issues over-the counter building permits; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level position in which incumbent should have a higher level of knowledge and experience than a journey-level Permit Technician. This position works with minimal supervision and requires the exercise of independent judgement. Incumbent is expected to have full knowledge of permit tracking software and of City procedures related to permit tracking and routing and calculating fees. Incumbents with well-developed office skills and technical work, to perform the day-to-day counter and phone responsibilities of providing development, code enforcement, and building information to contractors, design professionals, and the public.

- Full knowledge of the permit tracking software and City procedures related to permit tracking and routing and calculating fees.
- Technical review of various building and other related permit applications and materials.
- Responsible for larger projects/development improving the efficiency process for plan review, permit routing, inspection scheduling, special instructions, complaints, and code violations.
- Assist in resolving complex and difficult problems and complaints regarding permit and plan submittals and processing, illegal construction, code violations and inspections.
- Assist in code enforcement with information on parcels while in the field.
- Assist with the development of fee schedules and valuation methodology.
- Support and manage permit tracking software including troubleshooting, training, data entry, and report generation. Audit system information for accuracy.
- Assist with business license issues and development of division budget information.

QUALIFICATIONS

Knowledge of:

- Basic building and zoning codes and regulations.
- Construction terminology; processes.
- Procedures associated with construction permits.
- Policies and procedures of fees assessment.
- Standard office practices and procedures, including record management practices.
- Business math.
- Computer applications related to the work, including data entry, retrieval, and standard report generation.
- Principles and techniques of effective customer service.

Ability to:

- Learn and perform specialized development support and building permit work.
- Understand general information presented on construction plans and specifications.
- Read, understand apply, and explain laws, City ordinances, regulations, and procedures.

- Analyze and resolve specific application, plan review, and permit questions and issues.
- Maintain records neatly and accurately.
- Interact competently and courteously with the public.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Effectively deal with difficult people with firmness and tact.
- Acquire a thorough knowledge of applicable City policies and department procedures and apply that knowledge. Understand and comply with federal, state, local, City, departmental, and divisional rules, and regulations.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Maintain confidentiality regarding sensitive information.
- Provide technical training and mentoring to departmental staff.
- Ability to calculate and assess fees.
- Ability to research data, compile statistical information, and prepare reports for staff, management, public inquiries, state, and federal offices.

Experience and Education/Training Guidelines:

Experience:

Three years of experience in planning, building, contracting, public works, or a related field.

Training:

Equivalent to graduation from high school, supplemented by college-level courses in construction or building technology, blueprint reading and drafting, building inspection, or a closely related field.

Licenses and Certifications:

Possession of an International Code Council (ICC) Permit Technician Certificate.

WORKING CONDITIONS- PHYSICAL, MENTAL AND ENVIRONMENTAL:

The ability to: sit and stand for long periods of time; to kneel and squat to retrieve materials; to lift supply materials weighing up to 10-pounds; to maintain cooperative working relationships with all those contacted in the course of work. To be able to read requirements and to hear and understand people at the counter and on the telephone.

CITY OF BELMONT ADOPTED CC:

AFSCME BARGAINING GROUP

FLSA: NON-EXEMPT

RESOLUTION NO. 2023 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
APPROVING THE JOB DESCRIPTION FOR TEACHERS AIDE**

WHEREAS, the Human Resources Division completed an audit of all job classifications ; and,

WHEREAS, the Teacher’s Aide position has been in the City’s Master Pay Schedule but there is no record of an approved job description; and,

WHEREAS, the Teacher’s Aide job classification works with children in the Belmont Community Learning Center and the City has employees in this classification.

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

1. The classification description for Teachers Aide is approved and adopted

* * *

ADOPTED September 26, 2023 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



Teacher's Aide

DEFINITION

The Teacher's Aide provides a safe and creative environment for participants; establishes positive relationships with children, parents, and staff; assists the teacher in duties performed to implement the program; actively participates in activities & trips; and general housekeeping.

SUPERVISION RECEIVED

Receives direction from assigned Recreation Program Coordinator, Recreation Supervisor, or Teacher.

ESSENTIAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Works directly with the Preschool Teacher to provide preschool programs for children.
- Supervises and leads children, maintaining staff/child ratio.
- Organizes and prepares activities for children.
- Addresses behavior concerns in the classroom when necessary.
- Greets patrons and participants and answers inquiries regarding programs.
- Assists in organization, set-up, and clean-up of facility.
- Cleans and disinfects frequently touched surfaces and materials throughout the program.
- Organizes, prioritizes and follows up on assignments.
- Maintains various forms, logs, and reports.
- Attends meetings and training sessions.
- Performs first aid and responds to emergencies; reports incidents and accidents.
- Adheres to Department of Public Health guidelines.
- Other duties, as directed by Recreation Supervisor and Teacher

QUALIFICATIONS

Ability to:

- Act as a role model by displaying positive and courteous behaviors that children will admire and want to emulate.
- Encourage the development of creativity.
- Provide a happy learning and growing experience that promotes a healthy self-concept.
- Maintain awareness of children's needs
- Communicate effectively, tactfully, and positively, both verbally and in writing
- Be a strong team player and work both independently and as part of a team.
- Establish and maintain effective working relationships utilizing strong interpersonal skills.
- Handle conflict, issues, and concerns with children and parents utilizing strong customer service skills.
- Demonstrate a strong work ethic, be proactive, and learn quickly.

- Make sound decisions within established guidelines and be a creative problem solver.
- Observe safety principles and work in a safe manner.
- Organize and prioritize a variety of tasks in an effective and timely manner, for self and others.
- Work outdoors in various weather conditions, including inclement weather.
- Work flexible hours, including nights.
- Occasionally lift, drag, and push files, paper, and equipment weighing 25 pounds or more

Experience and Training Guidelines

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
A typical way to obtain the knowledge and abilities would be:*

Experience:

A minimum of one year or season experience working with preschool age children preferred.

Training:

Satisfactory completion of high school or the equivalent.

Certification:

None required. Must successfully complete American Red Cross Standard First Aid and CPR/AED training at time of hire, if not already certified.

Other:

Must be able to clear TB test and fingerprint check.

CITY OF BELMONT ADOPTED CC:
Unrepresented Per Diem Position



STAFF REPORT

Meeting Date: September 26, 2023
Agency: City of Belmont
Staff Contact: Laura Kirby, Human Resources Management Analyst, lkirby@belmont.gov
Agenda Title: Revised Master Employee Pay Schedule
Agenda Action: Resolution

Recommendation

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

Strategic Focus Area

Not Applicable

Background

CalPERS regulations, stipulated in the California Code of Regulations (CCR) Title 2, Section 570.5, require the City compile and maintain a publicly available pay schedule which has been approved by the City Council. The schedule must encompass all established positions, along with their corresponding compensation rates, effective dates, time base, and revision history. The last Master Employee Pay Schedule was adopted on June 27, 2023, via Resolution 2023-058. The proposed schedule brought forth reflects new classifications established and approved by City Council subsequent to the version approved in June.

Analysis

Staff recommends the pay schedule be revised to include the following job classification and monthly pay rates, when approved by the City Council to be effective September 26, 2023:

Senior Permit Technician – Salary Range/Month

Step 1	Step 2	Step 3	Step 4	Step 5
\$7,762.70	\$8,150.84	\$8,558.38	\$8,986.30	\$9,435.62

Parks and Facilities Supervisor – Salary Range/Month

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$8,181.36	\$8,590.46	\$9,019.95	\$ 9,470.99	\$9,944.52	\$10,441.72

Alternatives

1. Provide Staff with Alternative Direction to the proposed Master Salary Schedule in whole or in part.
2. Take No Action



Attachments

- A. Resolution
Exhibit A. City Master Pay Schedule

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

The revised salary schedule itself has no funding implications. These modifications do allow for future compensation adjustments. Changes from this item that impact the budget will be brought forward in future agenda items, if necessary.

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

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

WHEREAS, the last revision to the master pay schedule was approved by City Council on June 27, 2023 via Resolution No. 2023-058; and,

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

WHEREAS, payrates previously approved by City Council by way of resolution necessitate updates to the publicly available pay schedule to meet CalPERS regulations.

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

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

* * *

ADOPTED September 26, 2023 by the City of Belmont City Council by the following vote:

Ayes:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted September 26, 2023



Monthly Pay Rates

Position	Effective Date	Labor Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountant I	1/8/2023	MMCEA	\$ 6,919.27	\$ 7,265.30	\$ 7,628.53	\$ 8,009.96	\$ 8,410.45	\$ 8,830.99
Accountant II	1/8/2023	MMCEA	\$ 7,633.26	\$ 8,014.92	\$ 8,415.68	\$ 8,836.47	\$ 9,278.29	\$ 9,742.19
Accountant III	1/8/2023	MMCEA	\$ 8,833.13	\$ 9,274.78	\$ 9,738.54	\$ 10,225.45	\$ 10,736.71	\$ 11,273.57
Accounting/Budget Manager	1/8/2023	MMCEA	\$ 10,384.09	\$ 10,903.29	\$ 11,448.45	\$ 12,020.88	\$ 12,621.93	\$ 13,253.02
Accounting Services Supervisor	1/8/2023	MMCEA	\$ 8,151.90	\$ 8,559.51	\$ 8,987.48	\$ 9,436.83	\$ 9,908.67	\$ 10,404.15
Accounting Technician I	7/1/2023	AFSCME	\$ 5,542.11	\$ 5,819.21	\$ 6,110.17	\$ 6,415.68	\$ 6,736.46	
Accounting Technician II	7/1/2023	AFSCME	\$ 6,096.47	\$ 6,401.30	\$ 6,721.36	\$ 7,057.43	\$ 7,410.30	
Accounting Technician III	7/1/2023	AFSCME	\$ 6,846.73	\$ 7,189.06	\$ 7,548.52	\$ 7,925.94	\$ 8,322.24	
Administrative Assistant	1/8/2023	MMCEA	\$ 5,898.26	\$ 6,193.18	\$ 6,502.84	\$ 6,827.98	\$ 7,169.38	\$ 7,527.84
Administrative Services Director	1/24/2023	Unrep	\$ 15,617.00					\$ 19,522.00
Assistant City Manager	1/1/2022	Unrep	\$ 17,402.00					\$ 21,752.00
Assistant Civil Engineer	1/8/2023	MMCEA	\$ 8,155.47	\$ 8,563.21	\$ 8,991.39	\$ 9,440.96	\$ 9,913.00	\$ 10,408.65
Assistant Planner	1/8/2023	MMCEA	\$ 7,252.33	\$ 7,614.94	\$ 7,995.68	\$ 8,395.49	\$ 8,815.23	\$ 9,256.00
Assistant PW Director/City Engineer	1/8/2023	MMCEA	\$ 13,852.46	\$ 14,545.07	\$ 15,272.32	\$ 16,035.94	\$ 16,837.74	\$ 17,679.62
Associate Civil Engineer	1/8/2023	MMCEA	\$ 9,263.33	\$ 9,726.50	\$ 10,212.84	\$ 10,723.47	\$ 11,259.64	\$ 11,822.61
Associate Planner	1/8/2023	MMCEA	\$ 8,171.00	\$ 8,579.58	\$ 9,008.54	\$ 9,458.95	\$ 9,931.91	\$ 10,428.53
Building Inspector I	7/1/2023	AFSCME	\$ 7,869.28	\$ 8,262.74	\$ 8,675.88	\$ 9,109.67	\$ 9,565.16	
Building Inspector II	7/1/2023	AFSCME	\$ 8,347.13	\$ 8,764.49	\$ 9,202.71	\$ 9,662.85	\$ 10,145.99	
City Attorney	10/1/2023	Unrep	\$ 24,288.24					
City Clerk/Communications Coordinator	1/1/2023	Unrep	\$ 9,576.19	\$ 10,055.16	\$ 10,557.75	\$ 11,085.63	\$ 11,639.92	\$ 12,221.92
City Manager	9/1/2023	Unrep	\$ 25,717.98					
Chief Building Official	1/8/2023	MMCEA	\$ 11,324.86	\$ 11,891.11	\$ 12,485.67	\$ 13,109.95	\$ 13,765.44	\$ 14,453.71
Code Enforcement Officer	7/1/2023	AFSCME	\$ 7,394.32	\$ 7,764.03	\$ 8,152.24	\$ 8,559.85	\$ 8,987.84	
Community Development Director	1/1/2022	Unrep	\$ 15,617.00					\$ 19,522.00
Community Engagement Specialist	1/1/2023	Unrep	\$ 8,374.33	\$ 8,793.52	\$ 9,232.67	\$ 9,693.89	\$ 10,179.26	\$ 10,687.75
Community Service Officer	1/1/2023	BPOA	\$ 5,237.67	\$ 5,499.55	\$ 5,774.54	\$ 6,063.26	\$ 6,366.42	\$ 6,684.74
Construction Inspector	7/1/2023	AFSCME	\$ 8,741.22	\$ 9,178.28	\$ 9,637.20	\$ 10,119.06	\$ 10,625.01	
Deputy Community Development Director	7/1/2023	Unrep	\$ 13,804.00	\$ 14,494.00	\$ 15,219.00	\$ 15,980.00	\$ 16,778.00	\$ 17,617.00
Deputy City Clerk	1/8/2023	MMCEA	\$ 6,231.28	\$ 6,542.82	\$ 6,869.96	\$ 7,213.48	\$ 7,574.15	\$ 7,952.87
Deputy Finance Director	1/8/2023	MMCEA	\$ 12,224.87	\$ 12,836.08	\$ 13,477.90	\$ 14,151.81	\$ 14,859.39	\$ 15,602.36
Electrician	7/1/2023	AFSCME	\$ 7,131.57	\$ 7,488.15	\$ 7,862.55	\$ 8,255.68	\$ 8,668.47	
Engineering Technician	7/1/2023	AFSCME	\$ 7,076.74	\$ 7,430.58	\$ 7,802.11	\$ 8,192.21	\$ 8,601.82	

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted September 26, 2023



Monthly Pay Rates

Position	Effective Date	Labor Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Equipment Operator	7/1/2023	AFSCME	\$ 6,269.76	\$ 6,583.25	\$ 6,912.41	\$ 7,258.03	\$ 7,620.93	
Executive Assistant To City Manager	1/8/2023	MMCEA	\$ 6,863.57	\$ 7,206.78	\$ 7,567.11	\$ 7,945.48	\$ 8,342.73	\$ 8,759.88
Finance Director	1/1/2022	Unrep	\$ 15,617.00					\$ 19,522.00
GIS Coordinator I	1/8/2023	MMCEA	\$ 7,476.49	\$ 7,850.31	\$ 8,242.86	\$ 8,654.95	\$ 9,087.71	\$ 9,542.12
GIS Coordinator II	1/8/2023	MMCEA	\$ 8,583.07	\$ 9,012.21	\$ 9,462.82	\$ 9,935.97	\$ 10,432.77	\$ 10,954.38
GIS Coordinator III	1/8/2023	MMCEA	\$ 10,072.44	\$ 10,576.05	\$ 11,104.86	\$ 11,660.13	\$ 12,243.13	\$ 12,855.31
Head Teacher	7/1/2023	AFSCME	\$ 4,626.89	\$ 4,858.23	\$ 5,101.14	\$ 5,356.20	\$ 5,624.01	
Housing and Economic Development Manager	1/8/2023	MMCEA	\$ 10,384.09	\$ 10,903.29	\$ 11,448.45	\$ 12,020.88	\$ 12,621.93	\$ 13,253.02
Housing Specialist	1/8/2023	MMCEA	\$ 8,171.00	\$ 8,579.58	\$ 9,008.54	\$ 9,458.95	\$ 9,931.91	\$ 10,428.51
IT Business System Analyst	6/13/2023	Unrep	\$ 11,080.61	\$ 11,634.64	\$ 12,216.37	\$ 12,827.19	\$ 13,468.55	\$ 14,141.98
Information Technology Manager	6/13/2023	Unrep	\$ 12,320.00	\$ 12,936.00	\$ 13,582.80	\$ 14,261.94	\$ 14,975.04	\$ 15,723.79
Lead Police Dispatcher	1/1/2023	BPOA	\$ 8,092.49	\$ 8,495.20	\$ 8,922.15	\$ 9,368.73	\$ 9,836.06	\$ 10,237.87
Maintenance Worker I	7/1/2023	AFSCME	\$ 5,184.11	\$ 5,443.31	\$ 5,715.48	\$ 6,001.25	\$ 6,301.31	
Maintenance Worker II	7/1/2023	AFSCME	\$ 5,738.48	\$ 6,025.40	\$ 6,326.67	\$ 6,643.00	\$ 6,975.15	
Management Analyst II	1/8/2023	MMCEA	\$ 8,483.28	\$ 8,907.45	\$ 9,352.84	\$ 9,820.48	\$ 10,311.47	\$ 10,827.04
Management Analyst I	1/8/2023	MMCEA	\$ 7,788.75	\$ 8,178.21	\$ 8,587.08	\$ 9,016.44	\$ 9,467.29	\$ 9,940.65
Mechanic	7/1/2023	AFSCME	\$ 6,357.77	\$ 6,675.66	\$ 7,009.44	\$ 7,359.91	\$ 7,727.91	
Office Assistant I	7/1/2023	AFSCME	\$ 4,919.92	\$ 5,165.92	\$ 5,424.21	\$ 5,695.42	\$ 5,980.20	
Office Assistant II	7/1/2023	AFSCME	\$ 5,465.65	\$ 5,738.94	\$ 6,025.88	\$ 6,327.18	\$ 6,643.54	
Parks & Recreation Director	1/1/2022	Unrep	\$ 15,584.00					\$ 19,480.00
Parks and Facilities Maintenance Worker I ⁵	7/1/2023	AFSCME	\$ 5,184.11	\$ 5,443.31	\$ 5,715.48	\$ 6,001.25	\$ 6,301.31	
Parks and Facilities Maintenance Worker II ⁵	7/1/2023	AFSCME	\$ 5,738.48	\$ 6,025.40	\$ 6,326.67	\$ 6,643.00	\$ 6,975.15	
Parks and Facilities Manager ⁵	1/8/2023	MMCEA	\$ 10,167.75	\$ 10,676.16	\$ 11,209.99	\$ 11,770.46	\$ 12,358.99	\$ 12,976.95
Parks and Facilities Supervisor	9/26/2023	MMCEA	\$ 8,181.36	\$ 8,590.46	\$ 9,019.95	\$ 9,470.99	\$ 9,944.52	\$ 10,441.72
Payroll Manager	1/24/2023	Unrep	\$ 8,659.93	\$ 9,092.92	\$ 9,547.59	\$ 10,024.95	\$ 10,526.19	\$ 11,052.52
Permit Technician	7/1/2023	AFSCME	\$ 6,705.71	\$ 7,041.00	\$ 7,393.05	\$ 7,762.70	\$ 8,150.84	
Planning Technician	7/1/2023	AFSCME	\$ 6,705.71	\$ 7,041.00	\$ 7,393.05	\$ 7,762.70	\$ 8,150.84	
Police Captain	1/8/2023	MMCEA	\$ 14,132.78	\$ 14,839.41	\$ 15,581.34	\$ 16,360.41	\$ 17,178.47	\$ 18,037.39
Police Chief	1/1/2022	Unrep	\$ 17,402.00					\$ 21,752.00
Police Corporal Advanced POST	1/1/2023	BPOA	\$ 9,605.28	\$ 10,085.55	\$ 10,589.82	\$ 11,119.32	\$ 11,675.28	\$ 12,259.04
Police Corporal Basic POST	1/1/2023	BPOA	\$ 8,713.30	\$ 9,148.96	\$ 9,606.41	\$ 10,086.73	\$ 10,591.07	\$ 11,120.62

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted September 26, 2023



Monthly Pay Rates

Position	Effective Date	Labor Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Corporal Intermediate POST	1/1/2023	BPOA	\$ 9,147.18	\$ 9,604.53	\$ 10,084.76	\$ 10,589.00	\$ 11,118.45	\$11,674.37
Police Dispatcher	1/1/2023	BPOA	\$ 7,161.27	\$ 7,519.33	\$ 7,895.30	\$ 8,290.06	\$ 8,704.57	\$9,139. 80
Police Lieutenant	1/8/2023	MMCEA	\$ 12,746.30	\$ 13,383.64	\$ 14,052.83	\$ 14,755.45	\$ 15,493.20	\$ 16,267.87
Police Officer Advanced POST	1/1/2023	BPOA	\$ 9,147.18	\$ 9,604.53	\$ 10,084.76	\$ 10,589.00	\$ 11,118.45	\$ 11,674.37
Police Officer Basic POST	1/1/2023	BPOA	\$ 8,297.88	\$ 8,712.78	\$ 9,148.42	\$ 9,605.84	\$ 10,086.13	\$ 10,590.43
Police Officer Intermediate POST	1/1/2023	BPOA	\$ 8,713.30	\$ 9,148.96	\$ 9,606.41	\$ 10,086.73	\$ 10,591.07	\$ 11,120.62
Police Officer Recruit	1/1/2023	BPOA	\$ 6,610.84					
Police Records Specialist I	1/1/2023	BPOA	\$ 5,305.75	\$ 5,571.04	\$ 5,849.59	\$ 6,142.07	\$ 6,449.17	\$ 6,771.63
Police Records Specialist II	1/1/2023	BPOA	\$ 5,571.16	\$ 5,849.71	\$ 6,142.20	\$ 6,449.31	\$ 6,771.78	\$ 7,110.37
Police Sergeant Advanced POST	1/1/2023	BPOA	\$ 10,770.75	\$ 11,309.28	\$ 11,874.75	\$ 12,468.49	\$ 13,091.91	\$ 13,746.51
Police Sergeant Intermediate POST	1/1/2023	BPOA	\$ 10,256.10	\$ 10,768.91	\$ 11,307.34	\$ 11,872.72	\$ 12,466.35	\$ 13,089.67
Principal Planner	1/8/2023	MMCEA	\$ 11,546.43	\$ 12,123.78	\$ 12,729.97	\$ 13,366.43	\$ 14,034.78	\$ 14,736.49
Public Works Director	1/1/2022	Unrep	\$ 16,456.00					\$ 20,570.00
Public Works Field Supervisor	1/8/2023	MMCEA	\$ 8,181.36	\$ 8,590.46	\$ 9,019.95	\$ 9,470.99	\$ 9,944.52	\$ 10,441.72
Public Works Services Manager	1/8/2023	MMCEA	\$ 11,293.78	\$ 11,858.46	\$ 12,451.40	\$ 13,073.94	\$ 13,727.66	\$ 14,414.02
PW Lead Maintenance	7/1/2023	AFSCME	\$ 6,583.01	\$ 6,912.16	\$ 7,257.77	\$ 7,620.65	\$ 8,001.69	
Recreation Manager	1/8/2023	MMCEA	\$ 9,338.47	\$ 9,805.38	\$ 10,295.67	\$ 10,810.44	\$ 11,350.98	\$ 11,918.53
Recreation Program Coordinator	1/8/2023	MMCEA	\$ 5,898.28	\$ 6,193.18	\$ 6,502.84	\$ 6,827.98	\$ 7,169.36	\$ 7,527.84
Recreation Specialist II (Hourly)	1/1/2023	AFSCME	\$ 22.29	\$ 23.41	\$ 24.58	\$ 25.81	\$ 27.10	
Recreation Supervisor	1/8/2023	MMCEA	\$ 7,801.69	\$ 8,191.80	\$ 8,601.41	\$ 9,031.46	\$ 9,483.01	\$ 9,957.17
Senior Civil Engineer	1/8/2023	MMCEA	\$ 11,392.29	\$ 11,961.88	\$ 12,559.94	\$ 13,187.95	\$ 13,847.33	\$ 14,539.72
Senior Mechanic	7/1/2023	AFSCME	\$ 6,753.34	\$ 7,091.00	\$ 7,445.55	\$ 7,817.83	\$ 8,208.72	
Senior Permit Technician	9/17/2023	AFSCME	\$ 7,762.70	\$ 8,150.84	\$ 8,558.38	\$ 8,986.30	\$ 9,435.62	
Senior Planner	1/8/2023	MMCEA	\$ 9,307.37	\$ 9,772.77	\$ 10,261.42	\$ 10,774.43	\$ 11,313.20	\$ 11,878.84
Sr Parks and Facilities Maintenance Worker ⁵	7/1/2023	AFSCME	\$ 6,583.01	\$ 6,912.16	\$ 7,257.77	\$ 7,620.65	\$ 8,001.69	
Street Sweeper Operator	7/1/2023	AFSCME	\$ 5,996.85	\$ 6,296.70	\$ 6,611.53	\$ 6,942.11	\$ 7,289.21	
Teacher	7/1/2023	AFSCME	\$ 4,023.44	\$ 4,224.61	\$ 4,435.84	\$ 4,657.63	\$ 4,890.51	
Teacher's Aide (Hourly)	7/1/2023	AFSCME	\$ 20.32	\$ 21.33	\$ 22.40	\$ 23.52	\$ 24.70	
Technology Specialist I	1/8/2023	MMCEA	\$ 7,365.06	\$ 7,733.30	\$ 8,120.00	\$ 8,525.93	\$ 8,952.25	\$ 9,399.87
Technology Specialist II	1/8/2023	MMCEA	\$ 9,132.91	\$ 9,589.58	\$ 10,069.01	\$ 10,572.48	\$ 11,101.12	\$ 11,656.15
Technology Specialist III	1/8/2023	MMCEA	\$ 10,073.28	\$ 10,576.96	\$ 11,105.81	\$ 11,661.09	\$ 12,244.13	\$ 12,856.34

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted September 26, 2023



Unrepresented Per Diem Positions

Position	Effective Date	Hourly Pay Rates					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accounting Technician I ¹	7/1/2023	\$ 31.97	\$ 33.57	\$ 35.25	\$ 37.01	\$ 38.86	
Accounting Technician II ¹	7/1/2023	\$ 35.17	\$ 36.93	\$ 38.78	\$ 40.72	\$ 42.75	
Accounting Technician III ¹	7/1/2023	\$ 39.50	\$ 41.48	\$ 43.55	\$ 45.73	\$ 48.01	
Administrative Assistant ¹	1/8/2023	\$ 34.03	\$ 35.73	\$ 37.52	\$ 39.39	\$ 41.36	\$ 43.43
Associate Civil Engineer ¹	1/8/2023	\$ 53.44	\$ 56.11	\$ 58.92	\$ 61.87	\$ 64.96	\$ 68.21
Building Attendant I*	1/1/2023	\$ 17.59	\$ 18.47	\$ 19.39	\$ 20.36	\$ 21.38	
Building Attendant II*	1/1/2023	\$ 19.35	\$ 20.31	\$ 21.33	\$ 22.40	\$ 23.52	
Dispatcher, Per Diem ³	1/1/2023	\$ 46.69	\$ 49.01	\$ 51.47	\$ 54.05	\$ 56.75	\$ 59.58
Electrician ¹	7/1/2023	\$ 41.14	\$ 43.20	\$ 45.36	\$ 47.63	\$ 50.01	
Head Teacher ¹	7/1/2023	\$ 26.69	\$ 28.03	\$ 29.43	\$ 30.90	\$ 32.45	
Intern	1/1/2023	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39	\$ 20.36	
Lifeguard I	1/1/2023	\$ 18.30	\$ 19.22	\$ 20.18	\$ 21.19	\$ 22.24	
Lifeguard II	1/1/2023	\$ 19.26	\$ 20.23	\$ 21.24	\$ 22.30	\$ 23.41	
Maintenance Worker I ¹	7/1/2023	\$ 29.91	\$ 31.40	\$ 32.97	\$ 34.62	\$ 36.35	
Nutrition Site Coordinator	1/1/2023	\$ 22.29	\$ 23.41	\$ 24.58	\$ 25.81	\$ 27.10	
Office Assistant I ¹	7/1/2023	\$ 28.38	\$ 29.80	\$ 31.29	\$ 32.86	\$ 34.50	
Office Assistant II ¹	7/1/2023	\$ 31.53	\$ 33.11	\$ 34.76	\$ 36.50	\$ 38.33	
Planning Technician ¹	7/1/2023	\$ 38.69	\$ 40.62	\$ 42.65	\$ 44.78	\$ 47.02	
Police Officer (Advanced POST), Per Diem ²	1/1/2023	\$ 50.26	\$ 52.77	\$ 55.41	\$ 58.18	\$ 61.09	\$ 64.14
Police Officer (Basic POST), Per Diem ²	1/1/2023	\$ 45.59	\$ 47.87	\$ 50.27	\$ 52.78	\$ 55.42	\$ 58.19
Police Officer (Inter POST), Per Diem ²	1/1/2023	\$ 47.88	\$ 50.27	\$ 52.78	\$ 55.42	\$ 58.19	\$ 61.10
Police Records Specialist I, Per Diem ¹	1/1/2023	\$ 30.61	\$ 32.14	\$ 33.75	\$ 35.44	\$ 37.21	\$ 39.07
Police Records Specialist II, Per Diem ¹	1/1/2023	\$ 32.14	\$ 33.75	\$ 35.44	\$ 37.21	\$ 39.07	\$ 41.02
Recreation Leader ⁴	1/1/2023	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39	\$ 20.36	
Recreation Program Coordinator ¹	1/8/2023	\$ 34.03	\$ 35.73	\$ 37.52	\$ 39.39	\$ 41.36	\$ 43.43
Recreation Specialist I ⁴	1/1/2023	\$ 20.27	\$ 21.28	\$ 22.34	\$ 23.46	\$ 24.64	
Recreation Specialist II ⁴	1/1/2023	\$ 22.29	\$ 23.41	\$ 24.58	\$ 25.81	\$ 27.10	

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted September 26, 2023



Unrepresented Per Diem Positions

Position	Effective Date	Hourly Pay Rates					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Senior Lifeguard	1/1/2023	\$ 21.19	\$ 22.25	\$ 23.36	\$ 24.53	\$ 25.76	
Senior Rec Leader	1/1/2023	\$ 18.43	\$ 19.35	\$ 20.31	\$ 21.33	\$ 22.40	
Street Sweeper Operator ¹	7/1/2023	\$ 34.60	\$ 36.33	\$ 38.14	\$ 40.05	\$ 42.05	
Teacher ¹	7/1/2023	\$ 23.21	\$ 24.37	\$ 25.59	\$ 26.87	\$ 28.21	
Teacher's Aide ¹	7/1/2023	\$ 20.32	\$ 21.33	\$ 22.40	\$ 23.52	\$ 24.70	
Technology Specialist I ¹	1/8/2023	\$ 42.49	\$ 44.62	\$ 46.85	\$ 49.19	\$ 51.65	\$ 54.23
Technology Specialist II ¹	1/8/2023	\$ 52.69	\$ 55.32	\$ 58.09	\$ 61.00	\$ 64.04	\$ 67.25
Technology Specialist III ¹	1/8/2023	\$ 58.12	\$ 61.02	\$ 64.07	\$ 67.28	\$ 70.64	\$ 74.17
Van Driver	1/1/2023	\$ 20.27	\$ 21.28	\$ 22.34	\$ 23.46	\$ 24.64	

Notes

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

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

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

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

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

⁴ Tied to Belmont minimum wage as follows:

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

⁵ "Facilities" added to position title

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted September 26, 2023



Revision History

Resolution 2018-04 - Initial Adoption	March 13, 2018
Resolution 2019-019 - Revised Adoption	February 23, 2021
Resolution 2022-093 Revised Adoption	September 27, 2022
Resolution 2022-109 Revised Adoption	November 8, 2022
Resolution 2023 - 058 Revised Adoption	June 27, 2023



STAFF REPORT

Meeting Date: September 26, 2023
Agency: City of Belmont
Staff Contact: Clyde Hussey, Police Lieutenant, chussey@belmont.gov
Agenda Title: Replacement of Public Safety Portable Radios
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a contract for the acquisition of public safety portable radios and associated equipment for a total amount not to exceed \$162,854.36.

Strategic Focus Area

Public Safety

Background

The City of Belmont Police Department maintains a radio system that is critical to providing public safety to the community. The radio system consists of dispatch center consoles, base station equipment at City Hall and two remote sites, mobile radios in police vehicles and portable radios assigned to each field unit. Like any technology, the radio system and components require maintenance, updates and eventual replacement as equipment ages, operational and legal requirements change, and technology evolves.

Historically, the radio equipment in use by the police department has been updated or replaced in a piecemeal fashion. Base station equipment at City Hall was replaced when the Police Department moved in 2005 and mobile radios in patrol vehicles are typically replaced when a new vehicle is purchased. The remote base station equipment has not been replaced in decades and most portable radios in use by field units are over 20 years old. This purchase will provide for the replacement of all portable radios used by field units.

Analysis

Nearly all the portable radios in use by field units are Kenwood TK-390 models which have been in service for over 20 years. A handful of Kenwood TK-350 radios are in excess of 25 years old. The transmission quality of these radios has significantly degraded and many of them have failed and been taken out of service. A cache of radios received from a defunct agency has allowed us to keep an adequate number of radios in service to this point. The age of these radios renders them obsolete and unable to be repaired when they fail. Additionally, the batteries for these radios are also at the end of their service life and it is not fiscally responsible to purchase new batteries for such outdated equipment. In 2018, the department purchased 10 newer radios to replace a portion of units in use, though these newer radios utilize older technology which is incompatible with today's newer radio systems.

The Belmont Police Department currently operates two channels in the Ultra High Frequency (UHF) radio



band. Most other law enforcement agencies in San Mateo County also operate on frequencies in the UHF band which allows for robust communications capabilities across the county. Changing requirements from the Federal Communications Commission (FCC) about frequency allotment, the California Department of Justice (DOJ) mandate to protect sensitive information and competing legislation proposals have left many agencies considering their options for future radio systems.

Over the past several years, the Belmont Police Department has been involved in more regional mutual aid operations than ever before. The ability to communicate with other agencies, regionally, is critical to officer and community safety. Currently, the San Mateo County Sheriff's Office operates on a trunked 700MHz radio system which we are unable to communicate on. Regional radio systems in Alameda, Contra Costa, San Francisco, Santa Clara and other Bay Area counties also operate in the 700/800MHz band. These newer, trunked radio systems require radios with specific technology and programming in order to allow communication. In order to maintain compatibility with our existing conventional radio system and allow for interoperability with mutual aid agencies, we require multi-band capable radios. Purchasing multi-band radios for our sworn staff will not only improve the radio reliability locally, but also provide our agency the ability to communicate regionally with our public safety partners during mutual aid and large-scale disaster events.

The department has evaluated portable radio technology that meets the needs of increased radio reliability as well as interoperability. There are limited manufacturers that provide multi-band radios designed for the rugged use in public safety environments. In order to maintain compatibility with existing equipment, Kenwood Viking products were selected. Kenwood products have proven both reliable and cost-effective.

Staff proposes to use a co-operative purchasing agreement through the National Association of State Purchasing Officers (NASPO). Contracting agencies such as NASPO provide procurement services to government entities across the country. Organizations such as NASPO offer a multitude of cooperatively contracted products, equipment and service opportunities and, through their member states, have the legislative authority to solicit, evaluate, and award contracts through a competitive solicitation process, saving users time and money. These co-operative purchasing contracts satisfy the City's competitive bid requirements, and the City has successfully used these in the past to procure equipment.

The Kenwood Viking products proposed are listed on NASPO ValuePoint Master Agreement 00318 managed by the State of Washington. The State of California has a participating addendum (7-22-70-49-14) to this agreement. The California addendum specifically allows its use by California state agencies and local governments for the period of January 1, 2022 and December 31, 2026.

Metro Mobile Communications is the only authorized Kenwood Viking dealer in San Mateo County and has provided NASPO pricing. Metro Mobile Communications, located in the City of Belmont, has been a vendor for many years who has provided outstanding support to the department. In addition to providing local service and support as well as NASPO pricing, Metro Mobile Communications has quoted an additional ten percent discount on the Kenwood Viking products.

Approval of the resolution will authorize the procurement of 30 new multi-band radios for sworn officers as well as 3 single band radios for non-sworn staff along with associated batteries, chargers, and



accessories for a total amount not to exceed \$162,854.36. Funds for the replacement of these radios is available in account 573-1-302-9040 – Fleet & Equipment\IT Capital

Alternatives

- 1. Take No Action
- 2. Refer back to staff for more information

Attachments

A. Resolution

Fiscal Impact

- ☐ No Fiscal Impact
- ☒ Funding Source Confirmed: FY 2023-24 budget – 573-1-302-9040

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE PURCHASE OF PUBLIC SAFETY PORTABLE RADIOS

WHEREAS, the City of Belmont Police Department maintains a radio system that is critical to providing public safety to the community; and,

WHEREAS, the radio system includes portable radios assigned to each field unit which, require maintenance, updates and eventual replacement as equipment ages, operational and legal requirements change and technology evolves; and,

WHEREAS, nearly all the portable radios in use by field units are Kenwood TK-390 models which have been in service for over 20 years. The transmission quality of these radios has significantly degraded and many of them have failed and been taken out of service. The age of these radios render them obsolete and unable to be repaired when they do fail.

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

SECTION 1. The City Manager is authorized to enter into an agreement purchasing Kenwood portable radios, chargers and related accessories from Metro Mobile Communications for an amount not to exceed \$162,854.36

* * *

ADOPTED [Click to enter a date.] 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: September 26, 2023
Agency: City of Belmont
Staff Contact: Azalea Renfield, Housing Manager & Economic Development, arenfield@belmont.gov; Kathy Kleinbaum, Assistant City Manager, kkleinbaum@belmont.gov
Agenda Title: 2023-2031 Housing Element Update
Agenda Action: Discussion & Direction

Recommendation

Receive an update on the status of the City's response to comments from the State Department of Housing and Community Development and provide direction on additional proposed programs to affirmatively further fair housing.

Strategic Focus Area

Economic Development and Housing

Background

Since 1969, the State of California has required that all local governments (cities and counties) adequately plan to meet the housing needs of everyone in the community. As such, State law requires California's local governments to adopt a Housing Element as part of their General Plan, to demonstrate how the local government will meet state-mandated housing planning requirements.

Housing Elements must be updated on a regular schedule and are subject to specific regulatory requirements and processes established by the State Housing Element Law (Government Code Sections 65580-65589.11). Belmont's Housing Element was last updated/adopted in 2015 as part of the Housing Element Law's 5th Housing Element planning cycle, covering the period of January 1, 2015 through December 31, 2022. The 6th Housing Element planning cycle covers January 1, 2023 through December 31, 2030. The State Department of Housing and Community Development (HCD) must review and certify that each jurisdiction's Housing Element meets all the requirements of State law.

The City of Belmont began the process of updating its Housing Element in 2021. After a robust community outreach process, Belmont submitted a draft 2023-2031 Housing Element to HCD on August 24, 2022. HCD then completed a 90-day review and provided a detailed comment letter to the City on November 22, 2022. After addressing the comments from HCD, the City Council adopted the Housing Element on January 30, 2023; it was then resubmitted it to HCD on February 2, 2023. On April 3, 2023, the City received a second comment letter from HCD requesting additional changes to the document (included as *Attachment 1* to this report).



The majority of Bay Area jurisdictions are still working with HCD to respond to comments on their respective Housing Elements. In addition, most cities have received two or more rounds of comments from HCD and many of the comments have been similar in nature. In San Mateo County, only two jurisdictions have achieved certification for their 2023-2031 Housing Elements to date : Redwood City and Brisbane.

Analysis

Since the second comment letter was received from HCD in April, staff have been working on the additional edits while continuing to coordinate with other County jurisdictions through the 21 Elements regional collaborative to ensure consistency in addressing similar comments.

The majority of HCD's comments on Belmont's adopted 2023-2031 Housing Element required more detailed information and analysis to support the findings and recommendations as opposed to requiring substantive changes to the City's approach. There were no changes or additions to the sites identified in the Sites Inventory; however, staff were asked to provide additional detail and analysis on why sites were selected and their likelihood to redevelop with housing during the 8-year planning period. In addition, other than changes to the implementation schedule, there were no significant changes to the proposed programs apart from HCD requesting additional programs to affirmatively further fair housing. In response, staff developed two potential programs for Council consideration, as discussed later in this report.

Summary of Changes

A high-level summary of changes to the 2023-231 Housing Element is provided below. In addition, the City's response to individual comments from HCD is provided in *Attachment 2: Belmont's Response Matrix to HCD Second Comment Letter*.

- *Appendix A: Needs Analysis.* The demographic analysis was expanded to include more information analyzing the population and resources available for various household types based on income levels, household size, age, disabilities, and people experiencing homelessness.
- *Appendix B: Constraints Analysis.* Staff significantly expanded upon the information and analysis provided relating to the existing infrastructure's capacity for new development; the application of current zoning standards; and the development review process, fees, and timeline.
- *Appendix C: Housing Resources.* This appendix had the most significant revisions. Staff added a new sub-Appendix providing a detailed analysis and map for each site included in the Sites Inventory. Additional detail was included in the main body regarding the criteria used for site selection and justification for the development potential of the sites. Staff also updated the status of pipeline projects based on how projects have progressed since the last submittal to HCD, illustrating Belmont's continued commitment to housing development.
- *Appendix D: City of Belmont Fair Housing Assessment.* The analysis included in this appendix was expanded to provide a more focused evaluation of the distribution of the population by race, special needs, income, and other protected classes. In addition, more information was provided on survey results demonstrating the continued existence of housing discrimination within the City. The appendix also included more discussion of available resources and programs to affirmatively



further fair housing.

- *Appendix E: Goals, Policies, and Programs.* Staff updated this section to provide more detailed information on the City's implementation of the programs from the prior Housing Element cycle. In addition, staff provided updated information on the planned implementation and timeline for new programs and policy action items.
- *Appendix F: Public Participation.* This appendix was updated to include the public meetings that have occurred leading up to and since the January adoption of the Housing Element. Additional discussion was also included on community outreach strategies used to engage special needs populations.

New Programs for Council Consideration

In their comment letter, HCD indicated the need for additional actions to affirmatively further fair housing opportunities to enhance housing mobility and encourage the development of more affordable housing throughout the City. In response, staff identified the following two programs for possible inclusion in the 2023-2031 Housing Element.

- 1) *Creating a financial incentive program using City housing funds to support Accessory Dwelling Unit (ADU) construction restricted to lower-income households.*

As part of the Housing Element adopted in January, the City committed to continued participation in a Countywide effort to promote production of ADUs, including enhanced distribution of resources and information for property owners, utilization of pre-approved ADU design drawings, and participating in developing a regional incentive program to encourage development of ADUs that are restricted to lower income households. This proposed program would expand upon those current efforts and commit the City to developing a local financial incentive for ADUs restricted to lower income households. Details on how much would be offered, the target income-level, and the length of the affordability restriction would be determined during program development.

- 2) *Allowing single-family homes to be converted to two units by right, within their existing building envelope.*

State law currently allows for single-family parcels to add ADUs as attached or detached units. However, the City's Zoning Code places restrictions on the maximum size of the ADUs permitted. This program would allow a homeowner to subdivide a single-family home into two units but would not restrict the size of those units, provided they are built within the footprint of the existing home. This would allow a property owner to subdivide their home into two evenly-sized units, as opposed to having a primary unit and a smaller secondary unit. This program aims to provide additional missing middle housing opportunities in existing single-family neighborhoods throughout the City.

Enhancing the ability of homeowners to develop ADUs was a consistent theme that emerged during the 2023-2031 Housing Element community outreach process. Both proposed programs strive to remove existing barriers to ADU production, while demonstrating the City's commitment to affirmatively furthering fair housing by allowing for greater physical distribution of affordable housing and increasing



availability of affordable units in traditional single-family residential areas.

Next Steps

Staff requests Council direction on the inclusion of these two programs in the amended 2023-2031 Housing Element. Staff recommends including both programs to provide assurance to HCD that the City is taking a robust approach to addressing this identified gap.

Next, staff will finalize revisions and post the revised 2023-2031 Housing Element for public comment for seven (7) days on the City's website (www.belmont.gov/housingelement) prior to sending it to HCD for review. Staff anticipate having the revised draft available for public review during the first week of October.

If, after this third-round of review, HCD determines that these revisions meet their threshold for certification, staff will bring the Housing Element back to the Planning Commission and City Council for adoption of the amendments.

Alternatives

1. Select only one of the two proposed programs for inclusion in the revised Housing Element

Attachments

1. HCD Second Comment Letter
2. Summary of Responses to HCD Second Comment Letter

Fiscal Impact

☒ No Fiscal Impact

Adoption of the Housing Element 2023-2031, and subsequent responses to HCD, does not have any direct financial implications for the City. Implementation of the goals, policies and programs identified in the Housing Element will require significant staff resources during the next eight-year planning period, which will be considered by the City Council during each annual budget review process.

☐ Funding Source Confirmed:

Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Posting of Agenda

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

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Sacramento, CA 95833
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April 3, 2023

Afshin Oskoui, City Manager
City of Belmont
1 Twin Pines Lane
Belmont, CA, 94002

Dear Afshin Oskoui:

RE: City of Belmont's 6th Cycle (2023-2031) Adopted Housing Element

Thank you for submitting the City of Belmont's (City) housing element that was adopted January 30, 2023 and received for review on February 2, 2023. Pursuant to Government Code section 65585, subdivision (h), the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD considered comments from David Kellog pursuant to Government Code section 65585, subdivision (c).

The adopted housing element addresses many statutory requirements described in HCD's November 22, 2022 review; however, additional revisions are necessary to substantially comply with State Housing Element Law (Article 10.6 of the Gov. Code), see enclosed Appendix. The element will meet the statutory requirements of State Housing Element Law once it has been revised and re-adopted to comply with the above requirements.

For your information, pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), if a local government fails to adopt a compliant housing element within 120 days of the statutory deadline (January 31, 2023), then any rezoning to make prior identified sites available or accommodate the regional housing needs allocation (RHNA) shall be completed no later than one year from the statutory deadline pursuant to Government Code sections 65583, subdivision (c)(1) and 65583.2, subdivision (c). Otherwise, the local government's housing element will no longer comply with State Housing Element Law, and HCD may revoke its finding of substantial compliance pursuant to Government Code section 65585, subdivision (i). Please be aware, if the City fails to adopt a compliant housing element within one year from the statutory deadline, the element cannot be found in substantial compliance until these rezones are completed.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. During the housing element revision process, the City must continue to engage the community, including organizations that

represent lower-income and special needs households, by making information regularly available while considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: <https://www.opr.ca.gov/planning/general-plan/guidelines.html>.

HCD is committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Molivann Phlong, of our staff, at Molivann.Phlong@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

Enclosure

APPENDIX CITY OF BELMONT

The following changes are necessary to bring the City's housing element into compliance with Article 10.6 of the Government Code. Accompanying each recommended change, we cite the supporting section of the Government Code.

Housing element technical assistance information is available on HCD's website at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements>. Among other resources, the housing element section contains HCD's latest technical assistance tool, *Building Blocks for Effective Housing Elements (Building Blocks)*, available at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks> and includes the Government Code addressing State Housing Element Law and other resources.

A. Housing Needs, Resources, and Constraints

1. *Affirmatively further[ing] fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2...shall include an assessment of fair housing in the jurisdiction (Gov. Code, § 65583, subd. (c)(10)(A))*

Enforcement and Outreach: While the element was revised to state the City relies on assistance with fair housing enforcement, it must describe the City's process to refer fair housing cases and complaints.

Integration and Segregation: While the element stated that historical and current land use patterns are a factor in segregation of race within the City, it should identify meaningful actions to address identified issues. In addition, the element must include a regional analysis (comparing the City to the broader region) on persons with disabilities.

Disparities in Access to Opportunity: While the element was revised to include general information on the environment, it should describe what contributes to the one low scoring area within the City. In addition, the element must analyze the two areas of lower employment scores and evaluate this information for patterns and trends and describe access to jobs for protected classes.

Disproportionate Housing Needs Including Displacement: The element must still analyze geographic concentrations of overcrowding and substandard housing within the City as well as provide a regional analysis comparing the City to the surrounding region. The element must include the City's homeless data and analyze existing trends and policies in the City that exclude homeless populations or force homeless populations onto surrounding areas.

2. *Include an analysis of population and employment trends and documentation of projections and a quantification of the locality's existing and projected needs for all*

income levels, including extremely low-income households. (Gov. Code, § 65583, subd. (a)(1).)

Extremely Low-Income (ELI) Households: While the element quantifies the total number of ELI households, it must also quantify the number of projected ELI households and analyze their housing needs. The analysis of ELI housing needs should also quantify tenure and rates of overpayment.

3. *Include an analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition. (Gov. Code, § 65583, subd. (a)(2).)*

Housing Stock Condition: This finding was not addressed, please see HCD's prior review for additional information.

4. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)*

Progress in Meeting the Regional Housing Needs Allocation (RHNA): While the element was revised to demonstrate affordability of the new units built since June 30, 2022, it must also discuss the status, any barriers to development, and other relevant factors to demonstrate their availability in the planning period.

Realistic Capacity: The element includes density bonus assumptions in the calculations of projects exceeding 100 dwelling units per acre but should clearly address how often density bonuses are utilized and account for that frequency in realistic capacity assumptions. In addition, the element must provide additional support for densities of projects on sites smaller than half an acre and densities on small sites being that two of the project examples had densities significantly lower than the assumed density of 59 dwelling units per acre. The element must also analyze the likelihood that the identified units will be developed as noted in the inventory in zones that allow nonresidential uses (e.g., mixed-use). This analysis should consider the likelihood of nonresidential development in mixed-use and commercial areas, performance standards, and development trends supporting residential development. Lastly, the element includes one site with units designated toward lower income in a zone with a maximum of seven dwelling units per acre, the element must describe and analyze feasibility of developing lower income units at those densities.

City-Owned Sites: The element did not address this finding, please see HCD's prior review for additional information.

Small Sites: While the majority of small sites included in the inventory are assumed to be consolidated, the element must include project examples of lot consolidation that

were successfully developed during the prior planning period for an equivalent number of units affordable to lower-income households as projected for the site. If lots are expected to be consolidated, the analysis could describe the City's role or track record in facilitating past lot consolidation, common ownership, policies, or incentives offered or proposed to encourage and facilitate lot consolidation or other conditions rendering parcels suitable and ready for lot consolidation.

Suitability of Nonvacant Sites: While the element describes existing uses of each site listed, it should also demonstrate the potential for redevelopment of nonvacant sites. For example, the element lists sites by various redevelopment characteristics but could support the viability of those characteristics based on recent development examples. The element should also evaluate market conditions, any existing leases or other contracts; and consider factors such as the extent to which existing uses may impede additional residential development.

In addition, for your information, the element relies on nonvacant sites to accommodate 50 percent or more of the housing needs for lower-income households, which triggers requirements to make findings based on substantial evidence that the existing use is not an impediment and will likely discontinue in the planning period. While the resolution of adoption includes findings, any changes to the analysis should be reflected in future re-adoption of the element, if necessary.

Environmental Constraints: The element indicates that the two City-owned parcels contained underground storage tanks (USTs) subject to environmental remediation and removal. While the element indicates the City is providing financial resources towards development of these sites and site remediation, it should indicate whether this remediation and development can be completed within the planning period. The element should also include a program relating to the remediation and disposition of these sites.

Zoning for a Variety of Housing Types:

- *Emergency Shelters:* While the element includes a general program to analyze emergency shelter development standards, it should list and analyze the current development standards including the bed capacity being limited to 16 beds. The program should include specific commitments to remove constraints other than complying with AB 139 parking requirements.
- *Transitional and Supportive Housing:* While the element states the City is compliant with transitional and supportive housing requirements, Tables 4 and 5 demonstrate that the uses are not allowed in all zones that allow multifamily. In addition, Program Policy H.1.8's timing describes implementing reuse housing sites, which is unrelated to program actions for transitional and supportive housing. Transitional housing and supportive housing must be permitted as a residential use in all zones allowing residential uses and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone. The element must clearly

demonstrate compliance with these requirements or add or revise programs to comply with the statutory requirements.

5. *An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures... (Gov. Code, § 65583, subd. (a)(5).)*

Land Use Controls: While the element states Program Policy H.1.20 will address this finding, it is generalized and does not include specific actions to address land use controls. While the element states the two-story limit in the R-3 zone is not a constraint due to a limited number of parcels within that zone, it must provide support to demonstrate the height limit is not a constraint or add a program to address the constraint. In addition, the element should analyze minimum setbacks for mixed-use developments when next to residential zones. The element should also analyze the conditional use permit (CUP) requirement for housing on the ground floor level in the Corridor Mixed-Use District particularly for 100 percent affordable housing and whether one hundred percent commercial or residential developments are allowed in mixed-use zones. The element should add or modify programs to address or remove identified constraints.

Local Processing and Permit Procedures: The element still must describe and analyze the City's permit processing and approval procedures by zone and housing type (e.g., multifamily rental housing, mobilehomes, housing for agricultural employees, supportive housing). The element should also describe and analyze whether the neighborhood outreach requirements are a constraint or add a program as appropriate.

Local Ordinances: While the element describes the City's density bonus ordinance, it states it was adopted in 2014. The element should clarify whether the density bonus ordinance is in compliance with current State Density Bonus Law or add a program to update the ordinance as needed.

Codes and Enforcement: While the element was revised to state that the City amended the building code, it should describe and analyze the local amendments for impacts on housing supply and affordability.

B. Housing Programs

1. *Include a program which sets forth a schedule of actions during the planning period, each with a timeline for implementation, which may recognize that certain programs are ongoing, such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement*

the policies and achieve the goals and objectives of the Housing Element... (Gov. Code, § 65583, subd. (c).)

To address the program requirements of Government Code section 65583, subdivision (c)(1-6), and to facilitate implementation, programs should include: (1) a description of the City's specific role in implementation; (2) definitive implementation timelines; (3) objectives, quantified where appropriate; and (4) identification of responsible agencies and officials. Programs to be revised include the following:

- *Program Policy H.1.2 (Use Public Funding for Low/Moderate Income Housing)*: The program should be revised to describe potential ways the inclusionary requirement will be modified in action C.
- *Program Policy H.1.4 (Housing Funds Investment Strategy)*: While the program was revised to commit to implement the identified actions, timing should be earlier in the planning period.
- *Program Policy H.2.3 (Target Rehabilitation Funding to Special Needs Groups)*: The program should be revised to include proactive outreach throughout the planning period. In addition, the program should be implemented earlier in the planning period.
- *Program Policy H.2.4 (Require Replacement Units)*: The timing of the program should be implemented earlier in the planning period.

2. *Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and to comply with the requirements of Government Code section 65584.09. Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. (Gov. Code, § 65583, subd. (c)(1).)*

As noted in Finding A4, the element does not include a complete site analysis; therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis, the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types.

In addition, while the element includes Policy H2.4 (Require Replacement Units), it must commit to a replacement housing program for units affordable to lower-income households (Gov. Code, § 65583.2, subd. (g)(3)) for nonvacant sites with existing, vacated, or demolished residential uses and occupied by, or subject to an affordability requirement for, lower-income households within the last five years there must be. The

replacement housing program has the same requirements as set forth in Government Code section 65915, subdivision (c)(3). Absent a replacement housing program, these sites are not adequate sites to accommodate lower-income households.

3. *Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. (c)(3).)*

As noted in Finding A5, the element requires a complete analysis of potential governmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints. In addition, the element should be revised as follows:

Parking: While the element includes Policy H1.18 (Parking Requirements) to revise parking standards, the timing of implementation should be earlier in the planning period.

Policy Program H.1.1 (Monitor RHNA): While this program was revised to monitor sites intended to accommodate housing for lower-income households, the program must monitor units for all income levels.

4. *Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics... (Gov. Code, § 65583, subd. (c)(5).)*

As noted in Finding A1, the element requires a complete affirmatively furthering fair housing (AFFH) analysis. Depending upon the results of that analysis, the City may need to revise or add programs. Goals and actions must significantly seek to overcome contributing factors to fair housing issues. The element must include metrics, milestones, and geographic targets for evaluating progress on programs, actions, and fair housing results. In addition, the element must tie the fair housing action plan to the AFFH program. Given that most of the City is considered a higher resource community, the element could focus on programs that enhance housing mobility and encourage development of more housing choices and affordable housing throughout the City. Programs should be based on identified contributing factors, be significant and meaningful. The element must add, and revise programs based on a complete analysis and listing and prioritization of contributing factors to fair housing issues. Actions must have specific commitment, metrics, milestones, and geographic targets and, as appropriate, must address housing mobility enhancement, new housing choices and affordability in higher opportunity areas, place-based strategies for community revitalization, and displacement protection.

5. *Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent... (Gov. Code, § 65583, subd. (c)(7).)*

Program Policy H.1.3 (Incentivize Accessory Dwelling Unit (ADU) Development): While the program was revised to include compliance with HCD's ADU review letter, it should include specific timing of when the ordinance will be revised after receiving the compliance letter (e.g., within six months).

C. Quantified Objectives

Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved over a five-year time frame. (Gov. Code, § 65583, subd. (b)(1 & 2).)

The element must include quantified objectives to establish an estimate of housing units by income category that can be constructed, rehabilitated, and conserved over the planning period. While the element includes these objectives for new construction and minimal objectives for rehabilitation, it must also include quantified objectives estimating the number of housing units by income category that can be conserved over the planning period.

Section	Item #	HCD Second Comment Letter	Location of Changes
Housing Needs, Resources and Constraints -- AFFH	A.1	<u>Enforcement and Outreach</u> : While the element was revised to state the City relies on assistance with fair housing enforcement, it must describe the City's process to refer fair housing cases and complaints.	Appendix D, beginning on page 9. See specific language on page 11. The narrative clarifies that the City refers residents to the County fair housing provider, Project Sentinel.
		<u>Integration and Segregation</u> : While the element stated that historical and current land use patterns are a factor in segregation of race within the City, it should identify meaningful actions to address identified issues. In addition, the element must include a regional analysis (comparing the City to the broader region) on persons with disabilities.	Appendix D, for additional narrative persons with a disability, beginning on page 40. Two additional Programs have been added to address mobility concerns: Policy H.1.3, incentivizing the development of ADUs for lower income households; and H.1.11, to allow for the conversion of single family units into duplexes in high opportunity areas.
		<u>Disparities in Access to Opportunity</u> : While the element was revised to include general information on the environment, it should describe what contributes to the one low scoring area within the City. In addition, the element must analyze the two areas of lower employment scores and evaluate this information for patterns and trends and describe access to jobs for protected classes.	Appendix D, page 38 for a discussion of the environmental score; and page 36 for employment. The low environmental score occurs in one tract next to Highway 101; only one opportunity site is located there are it would allow only a single family residence. With respect to the employment scores, these are located where lower income households reside. However, the City has mostly high and highest opportunity areas, so access to employment is available.
		<u>Disproportionate Housing Needs Including Displacement</u> : The element must still analyze geographic concentrations of overcrowding and substandard housing within the City as well as provide a regional analysis comparing the City to the surrounding region. The element must include the City's homeless data and analyze existing trends and policies in the City that exclude homeless populations or force homeless populations onto surrounding areas.	Appendix D, beginning on page 45 for overcrowding and substandard housing; and beginning on page 47 for homelessness. Although there are areas with overcrowding and substandard housing, compared to the County as a whole the consultant found no concerns. Additional information on the homeless population and resources available to them is included in the needs assessment, Appendix A.
Housing Needs, Resources and Constraints -- Other	A.2	<u>Extremely Low-Income (ELI) Households</u> : While the element quantifies the total number of ELI households, it must also quantify the number of projected ELI households and analyze their housing needs. The analysis of ELI housing needs should also quantify tenure and rates of overpayment.	Appendix A, projections on page 10; additional narrative beginning on page 22.
	A.3	<u>Housing Stock Condition</u> : This finding was not addressed, please see HCD's prior review for additional information.	Appendix A, page 36. This information was previously missed by the prior reviewer and has be re-highlighted for ease of review.
Inventory	A.4	<u>Progress in Meeting the Regional Housing Needs Allocation (RHNA)</u> : While the element was revised to demonstrate affordability of the new units built since June 30, 2022, it must also discuss the status, any barriers to development, and other relevant factors to demonstrate their availability in the planning period.	See Appendix C, page 22. The documentation shows the pipeline projects, which are either already built or will be completed within the 8-year period.

Section	Item #	HCD Second Comment Letter	Location of Changes
		<u>Realistic Capacity</u> : The element includes density bonus assumptions in the calculations of projects exceeding 100 dwelling units per acre but should clearly address how often density bonuses are utilized and account for that frequency in realistic capacity assumptions. In addition, the element must provide additional support for densities of projects on sites smaller than half an acre and densities on small sites being that two of the project examples had densities significantly lower than the assumed density of 59 dwelling units per acre. The element must also analyze the likelihood that the identified units will be developed as noted in the inventory in zones that allow nonresidential uses (e.g., mixed-use). This analysis should consider the likelihood of nonresidential development in mixed-use and commercial areas, performance standards, and development trends supporting residential development. Lastly, the element includes one site with units designated toward lower income in a zone with a maximum of seven dwelling units per acre, the element must describe and analyze feasibility of developing lower income units at those densities.	Appendix C, beginning on page 16. The narrative has been expanded to demonstrate sites' viability against objective criteria to justify inclusion in the inventory. More detail has also been provided to show how, with the removal of the density metric in the downtown, developers are developing much denser developments than ever before.
		<u>City-Owned Sites</u> : The element did not address this finding, please see HCD's prior review for additional information.	See both executive summary 2.4.12, as well as Appendix C, section 4.3.10 on page 3. Significant detail has been added on the three City-owned sites; all three sites are vacant and subject to reuse as LMI housing.
		<u>Small Sites</u> : While the majority of small sites included in the inventory are assumed to be consolidated, the element must include project examples of lot consolidation that were successfully developed during the prior planning period for an equivalent number of units affordable to lower-income households as projected for the site. If lots are expected to be consolidated, the analysis could describe the City's role or track record in facilitating past lot consolidation, common ownership, policies, or incentives offered or proposed to encourage and facilitate lot consolidation or other conditions rendering parcels suitable and ready for lot consolidation.	See Appendix C, section 4.2.4, beginning on page 17. The documentation now provides detailed narrative on the track record of lot consolidation in Belmont, and demonstrates that lot consolidation is not an impediment to development.
		<u>Suitability of Nonvacant Sites</u> : While the element describes existing uses of each site listed, it should also demonstrate the potential for redevelopment of nonvacant sites. For example, the element lists sites by various redevelopment characteristics but could support the viability of those characteristics based on recent development examples. The element should also evaluate market conditions, any existing leases or other contracts; and consider factors such as the extent to which existing uses may impede additional residential development.	See executive summary section 2.4.14, as well as Appendix C Section 4.5, on page 28 et seq. The City has developed individual sites fact sheets to demonstrate each meets the established objective criteria for inclusion in the inventory.
		In addition, for your information, the element relies on nonvacant sites to accommodate 50 percent or more of the housing needs for lower-income households, which triggers requirements to make findings based on substantial evidence that the existing use is not an impediment and will likely discontinue in the planning period. While the resolution of adoption includes findings, any changes to the analysis should be reflected in future re-adoption of the element, if necessary.	Appendix C.1. identifies non-vacant pipeline housing development project sites that have been, or will be, developed with affordable units and # of units, and shows existing site conditions. Please refer to individual site analysis at the end of the Appendix C.
		<u>Environmental Constraints</u> : The element indicates that the two City-owned parcels contained underground storage tanks (USTs) subject to environmental remediation and removal. While the element indicates the City is providing financial resources towards development of these sites and site remediation, it should indicate whether this remediation and development can be completed within the planning period. The element should also include a program relating to the remediation and disposition of these sites.	Appendix C, page 20 revises the analysis, as one of the two tanks has already been remediated. In addition, the City is donating land for the other development as well as a loan for development, with the site being developed within the 8-year period.
Zoning for a Variety of Housing Types		<u>Emergency Shelters</u> : While the element includes a general program to analyze emergency shelter development standards, it should list and analyze the current development standards including the bed capacity being limited to 16 beds. The program should include specific commitments to remove constraints other than complying with AB 139 parking requirements.	Appendix B, beginning on page 21. The Appendix reviews the existing development standards for emergency shelters, compares them with the new State laws, and provides a program to address the found constraints.

Section	Item #	HCD Second Comment Letter	Location of Changes
		<i>Transitional and Supportive Housing</i> : While the element states the City is compliant with transitional and supportive housing requirements, Tables 4 and 5 demonstrate that the uses are not allowed in all zones that allow multifamily. In addition, Program Policy H.1.8's timing describes implementing reuse housing sites, which is unrelated to program actions for transitional and supportive housing. Transitional housing and supportive housing must be permitted as a residential use in all zones allowing residential uses and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone. The element must clearly demonstrate compliance with these requirements or add or revise programs to comply with the statutory requirements.	See program 1.17 to address this constraint. Transitional housing and supportive housing must be permitted as a residential use in all zones allowing residential uses and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone. (Gov. Code, § 65583, subd. (c)(3).) The City will modify code amendments to ensure ongoing compliance with this law.
Constraints	5	<u>Land Use Controls</u> : While the element states Program Policy H.1.20 will address this finding, it is generalized and does not include specific actions to address land use controls. While the element states the two-story limit in the R-3 zone is not a constraint due to a limited number of parcels within that zone, it must provide support to demonstrate the height limit is not a constraint or add a program to address the constraint. In addition, the element should analyze minimum setbacks for mixed-use developments when next to residential zones. The element should also analyze the conditional use permit (CUP) requirement for housing on the ground floor level in the Corridor Mixed-Use District particularly for 100 percent affordable housing and whether one hundred percent commercial or residential developments are allowed in mixed-use zones. The element should add or modify programs to address or remove identified constraints.	See Appendix B, especially section 1.2.10. beginning on page 27. In addition, section 1.2.3 (page 20) discusses that no CUP is required, and 1.2.33 provides detail on mixed use developments and the CUP process.
		<u>Local Processing and Permit Procedures</u> : The element still must describe and analyze the City's permit processing and approval procedures by zone and housing type (e.g., multifamily rental housing, mobile homes, housing for agricultural employees, supportive housing). The element should also describe and analyze whether the neighborhood outreach requirements are a constraint or add a program as appropriate.	Appendix B, on page 41 in Section 1.2.27 discusses the Development Review process and clarifies that it is uniform across housing types and zones (with the exception of ADUs). Section 1.2.28 addresses how objective design standards prevent the neighborhood outreach process from becoming an impediment.
		<u>Local Ordinances</u> : While the element describes the City's density bonus ordinance, it states it was adopted in 2014. The element should clarify whether the density bonus ordinance is in compliance with current State Density Bonus Law or add a program to update the ordinance as needed.	Appendix B, beginning on page 17 discusses status of the ordinance with a commitment to update it in 2024 (program H1-5). Although it was initially adopted in 2014, it undergoes regular updates to ensure ongoing compliance.
		<u>Codes and Enforcement</u> : While the element was revised to state that the City amended the building code, it should describe and analyze the local amendments for impacts on housing supply and affordability.	Appendix B, page 39 includes analysis of the City's adoption of the REACH requirements, allowing only electricity in new homes rather than natural gas, finding this requirement not to be a constraint.
Programs	B.1	<i>Program Policy H.1.2 (Use Public Funding for Low/Moderate Income Housing)</i> : The program should be revised to describe potential ways the inclusionary requirement will be modified in action C.	This action has been revised as requested.
		<i>Program Policy H.1.4 (Housing Funds Investment Strategy)</i> : While the program was revised to commit to implement the identified actions, timing should be earlier in the planning period.	This action has been revised as requested.
		<i>Program Policy H.2.3 (Target Rehabilitation Funding to Special Needs Groups)</i> : The program should be revised to include proactive outreach throughout the planning period. In addition, the program should be implemented earlier in the planning period.	This action has been revised as requested.

Section	Item #	HCD Second Comment Letter	Location of Changes
	B.2	<u>Program Policy H.2.4 (Require Replacement Units)</u> : The timing of the program should be implemented earlier in the planning period. Also: In addition, while the element includes Policy H2.4 (Require Replacement Units), it must commit to a replacement housing program for units affordable to lower-income households (Gov. Code, § 65583.2, subd. (g)(3)) for nonvacant sites with existing, vacated, or demolished residential uses and occupied by, or subject to an affordability requirement for, lower-income households within the last five years there must be. The replacement housing program has the same requirements as set forth in Government Code section 65915, subdivision (c)(3). Absent a replacement housing program, these sites are not adequate sites to accommodate lower-income households.	This action has been revised as requested.
	B.3	<u>Parking</u> : While the element includes Policy H1.18 (Parking Requirements) to revise parking standards, the timing of implementation should be earlier in the planning period.	This action has been revised as requested.
		<u>Policy Program H.1.1 (Monitor RHNA)</u> : While this program was revised to monitor sites intended to accommodate housing for lower-income households, the program must monitor units for all income levels.	This action has been revised as requested.
	B.4	As noted in Finding A1, the element requires a complete affirmatively furthering fair housing (AFFH) analysis. Depending upon the results of that analysis, the City may need to revise or add programs. Goals and actions must significantly seek to overcome contributing factors to fair housing issues. The element must include metrics, milestones, and geographic targets for evaluating progress on programs, actions, and fair housing results. In addition, the element must tie the fair housing action plan to the AFFH program. Given that most of the City is considered a higher resource community, the element could focus on programs that enhance housing mobility and encourage development of more housing choices and affordable housing throughout the City. Programs should be based on identified contributing factors, be significant and meaningful. The element must add, and revise programs based on a complete analysis and listing and prioritization of contributing factors to fair housing issues. Actions must have specific commitment, metrics, milestones, and geographic targets and, as appropriate, must address housing mobility enhancement, new housing choices and affordability in higher opportunity areas, place-based strategies for community revitalization, and displacement protection.	Appendix E was to amended to add 2 programs to address AFFH in high resource areas including a financial incentive program for ADUs restricted to low-income households (Policy H.1.3) and allowing the conversion of single-family homes to 2-unit properties by right (Policy H.1.11). Additional metrics and milestones were added to all programs.
	B.5	<u>Program Policy H.1.3 (Incentivize Accessory Dwelling Unit (ADU) Development)</u> : While the program was revised to include compliance with HCD's ADU review letter, it should include specific timing of when the ordinance will be revised after receiving the compliance letter (e.g., within six months).	This action has been revised as requested.
Quantified Objectives	C	The element must include quantified objectives to establish an estimate of housing units <u>by income category</u> that can be constructed, rehabilitated, and conserved over the planning period. While the element includes these objectives for new construction and minimal objectives for rehabilitation, it must also include quantified objectives estimating the number of housing units by income category that can be conserved over the planning period.	This action has been revised as requested.



STAFF REPORT

Meeting Date: September 26, 2023
Agency: City of Belmont
Staff Contact: Damon DiDonato, Community Development Department, (650) 637-2908; dddidonato@belmont.gov
Agenda Title: General Plan Safety Element Update Project – Status Report
Agenda Action: For Information Only

Recommendation

Accept report. No other action required at this time.

Strategic Focus Area

Public Safety

Background

November 2017 – Belmont City Council adopted the City’s 2035 General Plan, which is a policy document that guides long range development of the City. The General Plan provides analysis, goals and policies related to various categories referred to as “elements.” The City’s adopted General Plan 2035 addressed all of the required elements under California law, which include: land use, circulation, housing, conservation, open space, safety, and noise.

2019-2020 – Changes in state law occurred that require an update to the Safety Element of the General Plan. These changes increased the complexity of Safety Elements by requiring more sophisticated mapping, and an expanded community outreach based on higher levels of public interest in climate change and hazard planning (see Attachment A).

A Safety Element identifies potential natural and human-caused hazards that could affect residents, businesses, and services in the community. The purpose of the Safety Element is to establish a framework that identifies and anticipates these hazards and prepares the community to minimize risks and harm resulting from these hazards. A Safety Element includes the following main components:

1. Updated background information and mapping on hazardous conditions and evacuation concerns;
2. A vulnerability assessment that considers how climate change may affect natural hazards in the community, and the effects on populations and assets;
3. Amendments to goals, policies, objectives, and implementation measures, especially as they relate to climate change resiliency; and,
4. Alignment of programs from other County planning documents and State resources.

2021-2023 – In late 2021, the cities, towns, and County of San Mateo that collaborate and share on housing-related initiatives through the 21 Elements Project expressed interest in collaborating on an update of their respective safety elements.



San Mateo County Planning and Building Department released a Request for Proposals (RFP) for the Multi-Jurisdictional Safety Element Project. The Department received two proposals in response to the RFP. The evaluation and selection committee determined the proposal submitted by PlaceWorks to be the most suitable based on the overall criteria of project understanding, qualifications of the consulting team, relative project experience, project approach and methodology, and proposed cost. The PlaceWorks proposed to partner with Climate Resilient Communities, a local nonprofit, to help lead engagement and outreach to community groups and hard-to-reach community members, and to provide equity reviews of work products. It was also recommended that Community Planning Collaborative be retained as the project manager for the Safety Element Collaborative.

The purpose of the Multi-Jurisdictional Safety Element Project is to address the safety element legal requirements and to share analysis and resources for greater efficiency for the jurisdictions participating in this collaborative effort. This project will update the safety elements of the County of San Mateo and six participating San Mateo County municipalities (Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, and San Bruno) to comply with the latest requirements for safety elements, as described in Government Code 65302.

On April 11, 2023, The Belmont City Council adopted a Resolution entering into a Memorandum of Understanding (MOU) with San Mateo County to participate in the Safety Element Collaborative. The MOU outlined the services to be performed by the consultants and the participating agency's contribution toward the costs of consultant services for the preparation of each jurisdiction's Safety Element. All participating jurisdictions have a staff member representing their agency on a Collaborative Steering Committee (CSC), which will oversee project progress and provide input and project direction on issues. Community Planning Collaborative is acting as the project manager for the Safety Element Collaborative.

The CSC held a project initiation meeting on July 26, 2023 (see Attachment B for the meeting slide deck). At the meeting, the schedule and timing of the project, the role of the Collaborative Steering Committee, a summary of community engagement for the project (including the purposes and goals of engagement, the roles of team members, and details on types of engagement activities), and next steps were discussed.

Analysis

Safety Element Update Process

The Safety Element Update process includes several steps to ensure that the element includes the most up-to-date information, addresses climate change vulnerability, and integrates community input into the goals, policies, and actions. The Safety Element Update process includes seven primary tasks:

1. **Initial Identification & Ideas.** Research, review of background materials, and community input will be used to identify each community's hazards, needs and assets for further analysis.
2. **Conduct climate change vulnerability assessments.** The vulnerability assessment will analyze how climate-related hazards may affect populations and assets in the participating communities especially as these hazards become more frequent and intense in the future. These assessments will follow the four steps outlined in the *California Adaptation Planning Guide*: 1) Identify exposure; 2) analyze



sensitivity and potential impacts; 3) evaluate adaptive capacity; and 4) conduct vulnerability prioritization. This task also includes conducting an evacuation constraints analysis and providing hazard mapping.

3. **Compile background information on hazards.** Background information will be updated to discuss the regulatory context that informs the Safety Element, the purpose of the Safety Element and the reason for updating them, and information about each of the key issue areas. This includes mapping, current and historic conditions and events, and how the issue may change in the future.
4. **Prepare goals, objectives, policies, and implementation programs.** This step includes identifying regional best practices, reviewing existing plans and requirements, and drafting the goals and policies. The goals, policies, and programs build upon the data collection efforts, vulnerability assessment, and community and stakeholder feedback to detail the specific steps required to implement the Safety Element policies.
5. **Compile Draft Safety Element.** Once the individual segments of the Safety Element update are ready, the results will be assembled into a draft Safety Element. These documents will incorporate all the content and analyses prepared in prior steps.
6. **Conduct environmental review.** After the Safety Elements are drafted, a CEQA-compliant environmental analyses will be conducted along with required Native American tribal consultation.
7. **Local and State Agency Reviews and Approvals.** Jurisdictions that include State Responsibility Areas or Very High Fire Hazard Severity Zones must submit their draft Safety Element for Board of Forestry Review at least 90 days prior to adoption. (At this time, Half Moon Bay and San Mateo County are the only agencies that will need to go through the Board of Forestry Review process.) Once agency review is complete, the last step in the process is Public Agency Review and Approval, which includes study sessions and approval hearings at the Planning Commission and City Council.

Community Engagement

Due to the collaborative focus of this effort, the community engagement program is robust with numerous tools and different approaches to reach different communities. Community engagement will occur throughout the Safety Element update process, to inform the background information, mapping, vulnerability assessment, and goals/policies/implementation programs. The community engagement for this project will take an equity-focused approach to ensure that the Safety Element accurately reflects the hazards, vulnerabilities, and needs to improve community resilience.

The Safety Element Collaborative will conduct the following types of engagement opportunities:

- **Project Website:** Create an easy to access location for information regarding the Safety Element components, engagement efforts and tools, and draft deliverables.
- **Community Workshops:** Obtain input from residents, employees, and business owners across the county.
- **Hard-to-reach Community Group Meetings:** Create partnerships with Community Based Organizations and residents that may not have previously participated in planning processes.



- **Stakeholder Meetings:** Learn how businesses, service organizations, and utilities provide resources and adapt to climate hazards.
- **Mapped Survey Tool:** Reach those unable to attend workshops to obtain data on where hazards are occurring and lived experiences.
- **Study Sessions:** Inform decision-makers about the Safety Element project and get their feedback.
- **Public Hearings:** Ensure that the draft Safety Element is feasible and meets the needs of the community. Adopt the Safety Element.

Schedule

Overall, the project is expected to last for two years, from August 2023 to June 2025. The timing for the seven primary tasks is as follows:

1. **Initial Identification & Ideas:** August 2023 to October 2023
2. **Compile background information on hazards:** August 2023 to January 2024.
3. **Conduct climate change vulnerability assessments:** December 2023 to June 2024.
4. **Prepare goals, objectives, policies, and implementation programs:** March 2024 to September 2024.
5. **Compile Draft Safety Element:** August 2024 to March 2025.
6. **Conduct environmental review:** August 2024 to May 2025.
7. **Local and State Agency Reviews and Approvals:** December 2024 to June 2025.

	2023					2024												2025					
	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
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Task 3					■	■	■	■	■	■	■												
Task 4								■	■	■	■	■	■	■	■								
Task 5													■	■	■	■	■	■	■	■			
Task 6													■	■	■	■	■	■	■	■	■	■	
Task 7																	■	■	■	■	■	■	■

City Involvement

There will be a considerable amount of city staff involvement for each of the identified tasks in the Safety Element Update Project. For each task, PlaceWorks has identified “Touch Points” when the city is expected to contribute to the project, and what those contributions would entail (see Attachment C). For example, for each of the outreach workshops, city staff would need to support the selection of the



workshop dates and times, review workshop approaches, support marketing of workshops, and provide city staff to support breakout rooms during workshops. Review and input for these types of tasks would involve staff from the City Manager and the Administrative Services Departments. In addition, city staff would need to form a technical advisory committee (TAC), to provide input at various junctures in the project timeline. TAC staff would include city staff from the Community Development, Public Works, Police, and the Parks and Recreation Departments, and staff from the San Mateo Consolidated Fire District.

Next Steps

The next steps anticipated for staff in the next two months are as follows:

- Review Community Engagement Plan
- Form a technical advisory committee (TAC)
- Prepare for outreach workshops
- Take part in outreach workshops
- Conduct TAC Meeting #1
- Support identification of and connection to hard-to-reach community groups
- Support identification of and connection to stakeholder groups

Alternatives

1. Take No Action.
2. Continue the Item and Direct Staff to Provide Additional Information.

Attachments

- A. Recent changes in state law related to the Safety Element
- B. Collaborative Steering Committee Slide Deck for 7/26/23 Meeting
- C. PlaceWorks Graphic - Touch Points for Jurisdiction Input

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:

A one-time payment was provided to the consultants after the adoption of the MOU, which covers the cost of the update and management costs. City staff time is covered through the General Plan Maintenance Account.

Source:

Staff

Purpose:

Plan Implementation*

Public Outreach:

Posting of Agenda

* Belmont General Plan 2035 Implementation

Attachment A – State Law Affecting Safety Element

California Government Code Section 65302(g) contains the requirements for Safety Elements, including that it must be updated upon each revision of the housing element or local hazard mitigation plan, but not less than once every eight years. In recent years, State legislation has updated the Government Code to include additional requirements for flood, wildfire, and climate change adaptation and resilience.

- **SB 1241** added Section 65302(g)(3) to the California Government Code, requiring jurisdictions in a state responsibility area or very high fire hazard severity zone to provide background, historical context, and goals, policies, and implementation measures to address wildfire risks in a community.
- **SB 1035**, which established Section 65302(g)(6) of the California Government Code, builds on previous legislation and requires local governments to review and update their Safety Element during an update to their Housing Element or Local Hazard Mitigation Plan (LHMP), or no less than every eight years. Any revisions should include updated information related to flood hazards, fire hazards, and climate adaptation and resilience.
- **SB 379** requires local governments to conduct vulnerability assessments as part of their long-range planning efforts and to prepare resilience and adaptation policies that will protect against harm caused by climate change.
- **AB 2140** added Sections 8685.9 and 65302.6 of the California Government Code, enabling cities and counties to adopt an LHMP into the Safety Element.
- **SB 99** established Section 65302(g)(5) of the California Government Code and requires jurisdictions to review and update the Safety Element to include information identifying residential developments in hazard areas that do not have at least two emergency evacuation routes.
- **AB 747** added Section 65302.15 to the California Government Code (amended by AB 1409), requiring local governments to identify the capacity, safety, and viability of evacuation routes and locations in the Safety Element or LHMP. This work is being done as part of a separate countywide effort and is not part of the Multi-Jurisdictional Safety Element update project.

SAN MATEO COUNTY SAFETY ELEMENT COLLABORATIVE STEERING COMMITTEE

MEETING #1 – PROJECT KICK-OFF
COMMUNITY ENGAGEMENT PLAN

July 26, 2023





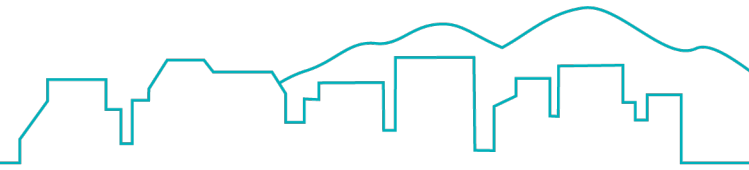
Agenda

1. Introductions
2. Project Overview
3. Project Schedule and Timing
4. Role of the Collaborative Steering Committee
5. Overview of Community Engagement Plan
6. Next Steps



INTRODUCTIONS

Consultant Project Team



Project Manager

- Cathy Capriola, Community Planning Collaborative

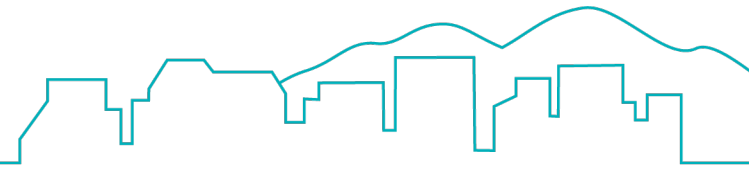
PlaceWorks Consultant Team

- Tammy L. Seale, Principal
- Eli Krispi, Project Manager
- Jacqueline Protsman Rohr, Assistant Project Manager

Subconsultant Team

- Violet Wulf-Saena, Climate Resilient Communities
- Aaron Pfannenstiel, Atlas Planning Solutions
- Dennis Larson, Nexus Planning & Research

Steering Committee Introductions



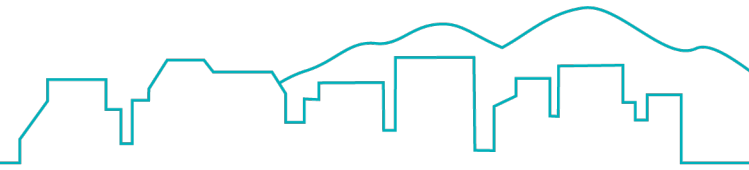
	Name
	Title/Role
	Jurisdiction/Agency
	Division/Department





OVERVIEW OF THE PROJECT

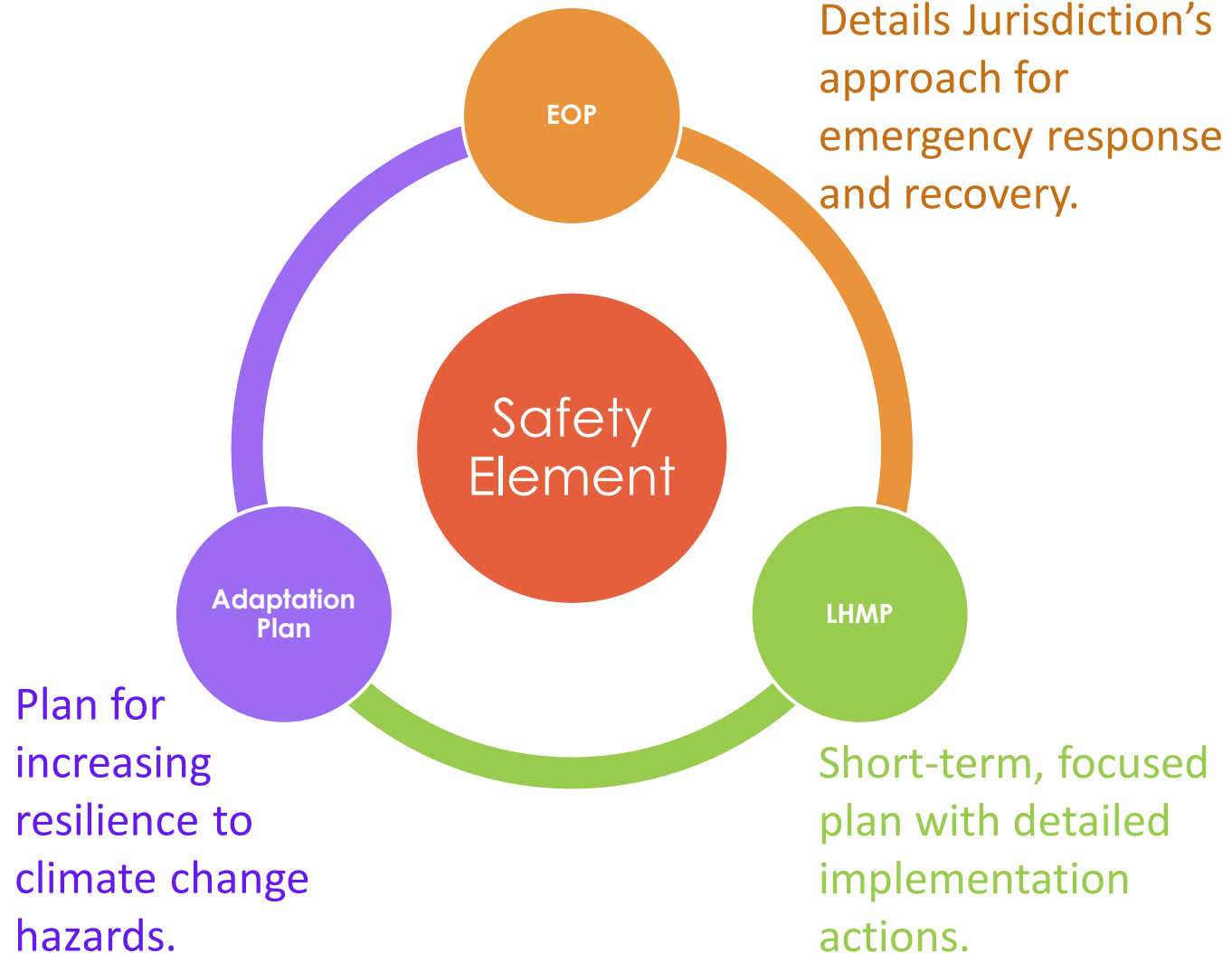
What is a Safety Element?



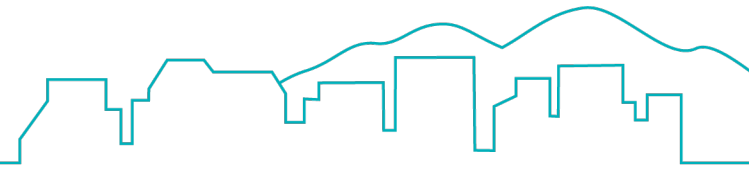
- Mandatory part of a General Plan.
- Identifies hazards of concern and related risks to the community.
- Helps protect the community against natural disasters and other hazards.
 - Earthquakes
 - Emergency evacuations
 - Fire and smoke
 - Flooding
 - Sea level rise
 - Other topics of concern

Why Update the Safety Element?

- Update background information and policies.
- Incorporate the 2021 Multijurisdictional Local Hazard Mitigation Plan (LHMP).
- Ensure consistency with other General Plan Elements and applicable agency plans.
- Enhance eligibility for grant funding.
- Comply with State regulations.



Safety Element Update per State Law



- **SB 1241:** Increased requirements for flood and wildfire sections. (Cal Govt Code Section 65302(g)(1-3))
 - Identify responsible agencies for protecting against these hazards and ensure continued coordination.
 - Refine current policies to minimize the risk for new buildings and essential facilities.
- **SB 379:** Incorporation of climate change adaptation and resilience. (Cal Govt Code Section 65302(g)(4))
 - Prepare vulnerability assessment to identify the risks from climate change hazards.
 - Develop adaptation and resilience goals, policies, and implementation actions to increase community adaptation and build resilience.
- **AB 2140:** Incorporation of the LHMP. (Cal Govt Code Sections 8685.9 and 65302.6)
- **SB 99:** Identify evacuation-constrained areas. (Cal Govt Code Section 65302(g)(5))
- Review and revise the safety element upon each revision of the housing element or local hazard mitigation plan, but not less than once every eight years. (Cal Govt Code Section 65302(g)(6))

Not part of this project

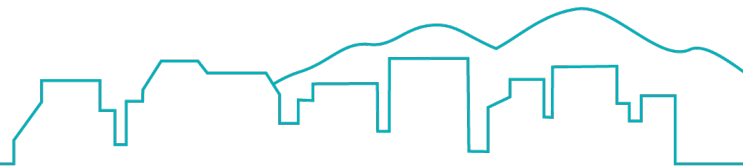
- **AB 747 / AB 1409:** Identify evacuation routes and their capacity, safety, and viability and evacuation locations under a range of emergency scenarios. (Cal Govt Code Section 65302.15)

Project Approach



*Staff, community, and stakeholder engagement included in this phase.

Community Engagement



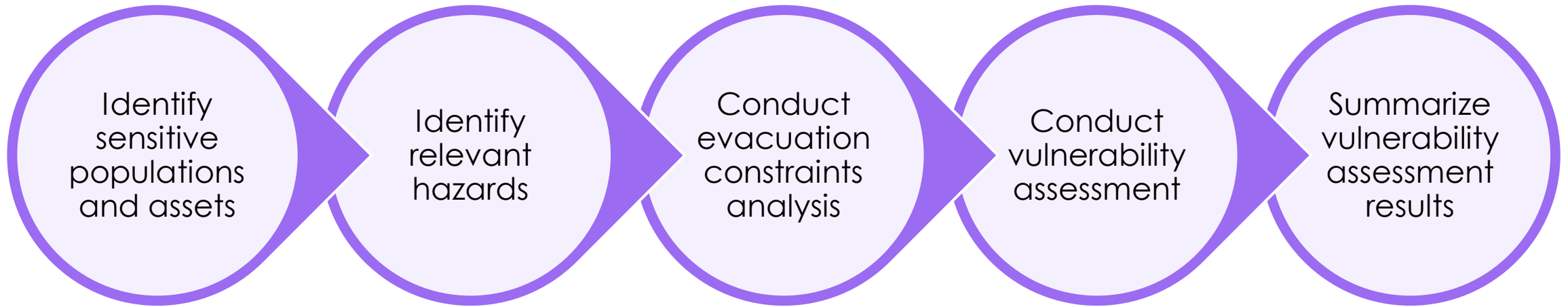
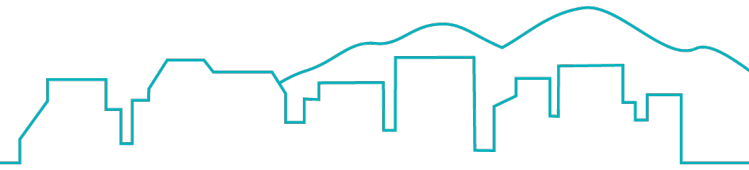
Engagement Opportunities

- Community Workshops (virtual)
- Hard-to-Reach/Community Group Meetings (in-person)
- Stakeholder Meetings (virtual)
- Public review of draft work products
- Planning Commission, City Council, and Board of Supervisor Meetings
 - Updates and Study Sessions
 - Public Hearings

Interactive Tools

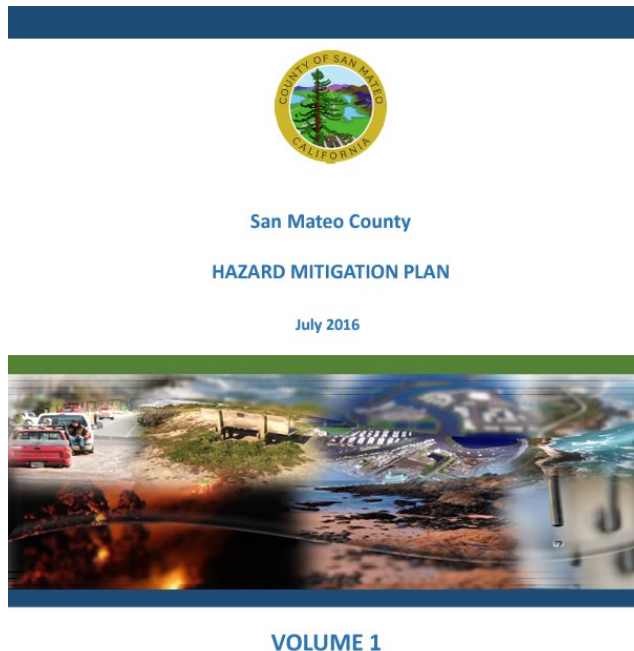
- Project Website
- Online Map Viewer
- Survey123
- Storymaps

Vulnerability Assessment



Background Information

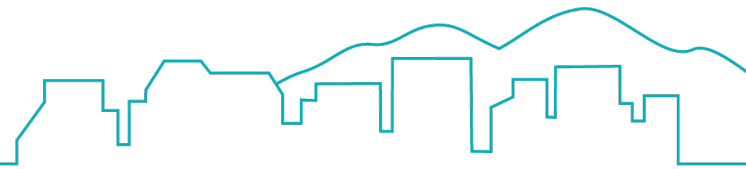
- Hazard Mapping
- Online map viewer
- Updating Hazard Background Information



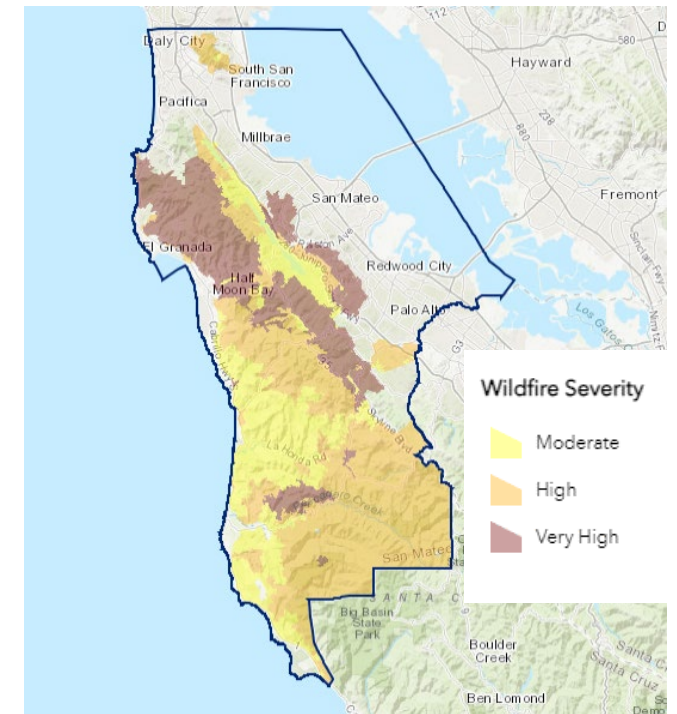
SEA-CHANGE
SAN MATEO COUNTY



OFFICE OF
SUSTAINABILITY
COUNTY OF SAN MATEO



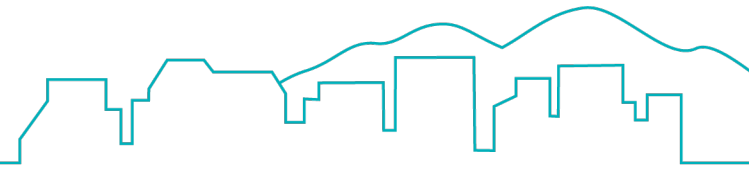
CLIMATE READY SAN MATEO COUNTY



Drafting Safety Elements



Final Steps

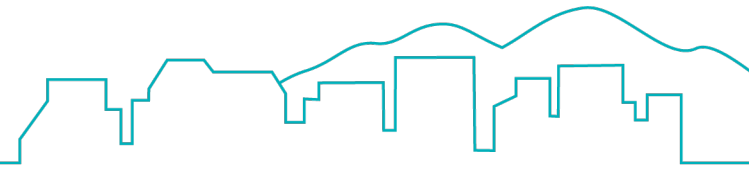


- CEQA Analysis
 - Environmental Checklist Memo
 - CEQA document
 - Tribal consultation
- Board of Forestry Review (where required; now Belmont, HMB, and SMC)
- Public Agency Review and Public Hearings
 - Planning Commission
 - City Council
 - Board of Supervisors



PROJECT SCHEDULE AND TIMING

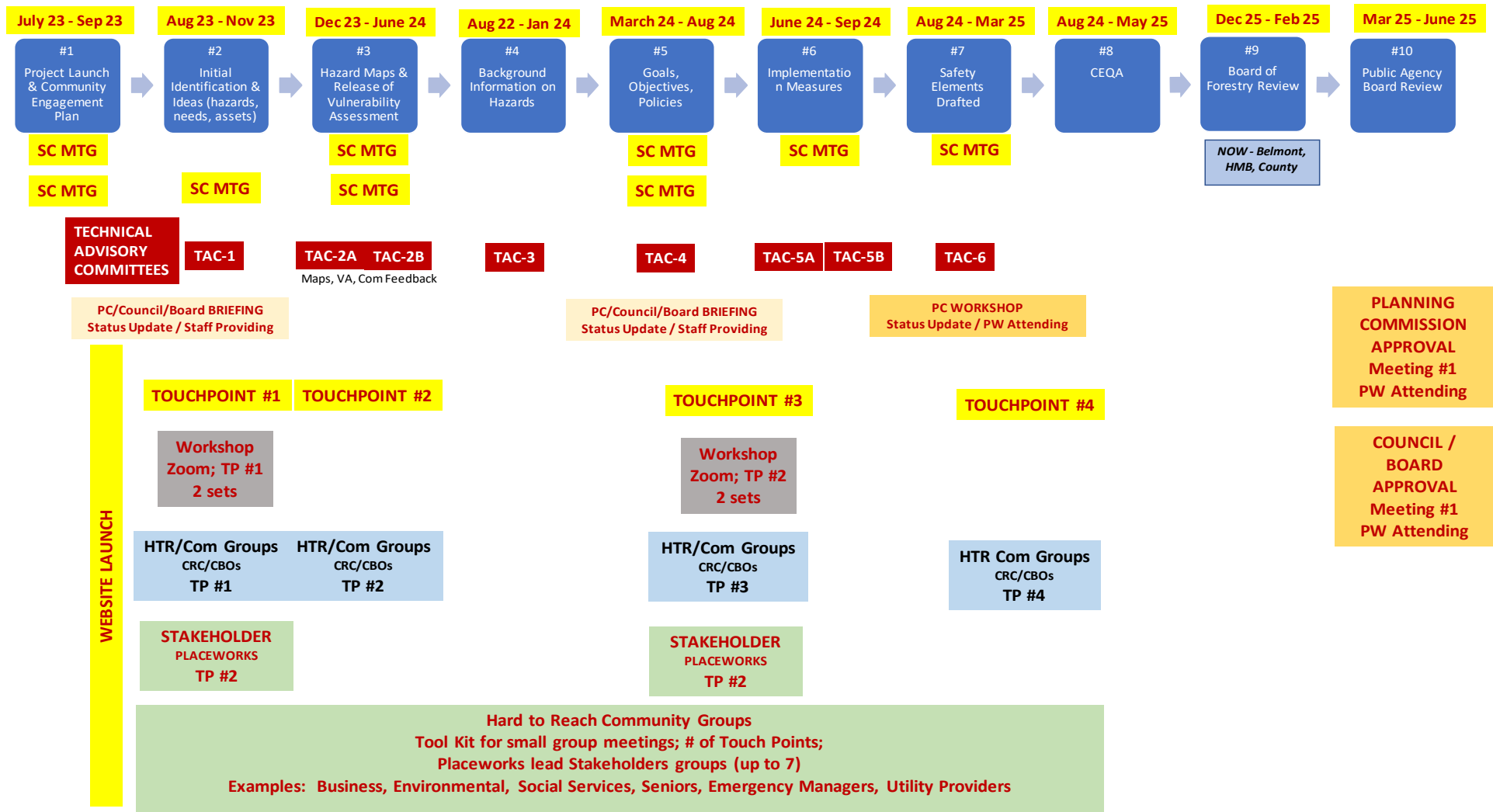
Project Schedule



Project Phase	Schedule
Project Launch and Community Engagement Plan	July – October 2023
Compile Background Information on Hazards*	August 2023 – January 2024
Conduct Vulnerability Assessment*	December 2023 – June 2024
Prepare Goals, Objectives, Policies*	March 2024 – August 2024
Prepare Implementation Measures*	June 2024 – September 2024
Prepare Administrative Draft Safety Element	August 2024 – October 2024
Prepare Public Draft Safety Element*	November 2024 – March 2025
Conduct Environmental Review*	August 2024 – May 2025
Board of Forestry Review (where applicable)	December 2024 – February 2025
Public Agency Review/Approval*	March 2025 – June 2025

*Staff, community, and stakeholder engagement included in this phase.

Multi-Jurisdictional Safety Element Project Dashboard





ROLE OF COLLABORATIVE STEERING COMMITTEE

Role of the Steering Committee

- Meet virtually 9 times during project.
- Provide feedback at key points in the process on community engagement and project deliverables.
- Share information about hazards, vulnerabilities, and policy solutions across jurisdictions.
- Review approaches and concepts to addressing key hazards of concern.



Discussion

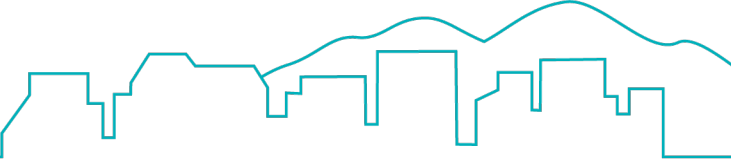
1. What are some recent resilience or hazard reduction projects in your jurisdiction?
2. What are the projects getting the community's attention?





OVERVIEW OF COMMUNITY ENGAGEMENT PLAN

Team Responsibilities



- **Cathy Capriola**

- Coordinate Collaborative Steering Committee and facilitate meetings.
- Main point of contact.

- **PlaceWorks**

- Lead the development and implementation of engagement activities.
- Attend virtual outreach events.

- **Climate Resilient Communities**

- Lead the identification and engagement of San Mateo County-based CBOs
- Lead targeted outreach for hard-to-reach community members.
- Provide language translation.

Community Engagement Plan Outline

❖ INTRODUCTION

- ❖ Project Overview
- ❖ Project Goals And Principles
- ❖ Community Engagement Purpose And Desired Outcomes

❖ PROJECT MANAGEMENT AND TEAM RESPONSIBILITIES

❖ PROJECT PARTICIPANTS

- ❖ Collaborative Steering Committee
- ❖ Agency Staff /Technical Advisory Committee
- ❖ Key Stakeholders
 - ❖ Community Based Organizations
 - ❖ Utility and Service Providers
 - ❖ School Districts and Schools
 - ❖ Public Agency Stakeholders
 - ❖ Community Stakeholders

❖ PROJECT SCHEDULE AND OUTREACH TIMELINE

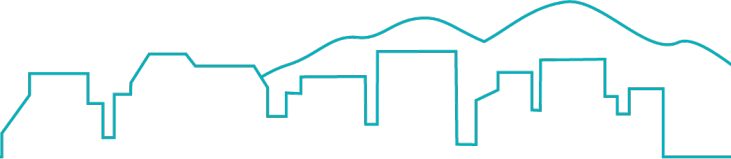
❖ PROJECT MARKETING AND COMMUNICATIONS

- ❖ Project Website
- ❖ Newsletters
- ❖ E-blasts
- ❖ Social Media
- ❖ Press Releases
- ❖ Marketing and Communications for Each Jurisdiction

❖ COMMUNITY AND STAKEHOLDER ENGAGEMENT ACTIVITIES (Description of each activity, timing, and role)

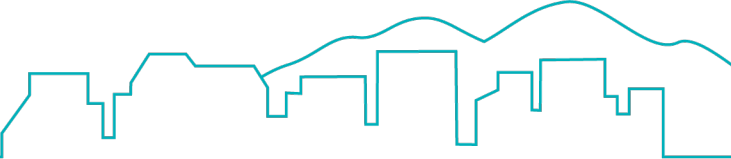
- ❖ Community Workshops
- ❖ Hard-to-reach / Community Group Meetings
- ❖ Stakeholder Meetings
- ❖ Mapped Survey Tool
- ❖ Coordination With EJ Element Projects
- ❖ Planning Commission, City Council, and Board Of Supervisors Study Sessions
- ❖ Public Hearings

Purpose



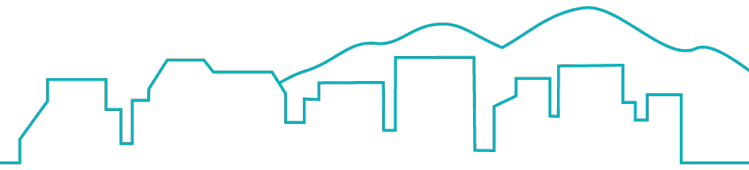
- **Transparency:** Project staff will make documents and other materials related to the project widely accessible and shall be open about all components of the Safety Element and how community and stakeholder input will be used.
- **Education:** The community engagement process will inform participants about the Safety Element and underlying issues, to empower them to provide better feedback and participate in a more engaged manner.
- **Meaningful involvement:** The feedback provided by participants will be treated as valuable contributions to the Safety Element development process.
- **Equity:** Project staff will confirm the community and stakeholder engagement approach is sensitive to community characteristics, ensuring that their lived experiences with hazard risk and priorities for policies and implementation strategies are reflected in the updated Safety Elements.

Goals



- Provide opportunities for the community to provide input and expertise throughout the Safety Element update process and to collaborate throughout the process.
- Raise awareness of hazard impacts in jurisdictions and countywide to vulnerable populations and key community assets.
- Obtain local knowledge and lived experiences to evaluate impacts and adaptive capacity of the community and infrastructure.
- Continue to build trust and relationships with the community.
- Increase community capacity to participate in planning processes and plan implementation.
- Explore opportunities to link engagement with Environmental Justice outreach for benefit of community members where it makes sense for both collaborative projects.

Participating Agencies and Stakeholders



Collaborative Steering Committee

- Representatives from each participating jurisdiction.
- Provide feedback and input on community engagement and resilience strategies.

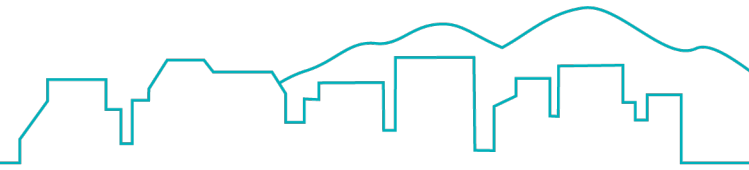
Technical Advisory Committees

- Staff representatives from planning, building, public works, emergency management, parks, police/sheriff, fire, city manager/county executive's office, and other departments.
- Provide topic-specific feedback and guidance on the development of jurisdictions' Safety Element.

Key Stakeholders

- Private and public service providers, utilities, and partners in emergency management, response, and risk reduction.
- Supports preparation of goals and policies that build upon the successes and lessons learned.
- Leverage existing and potential programs that share resilience goals and/or co-benefits.
- Reflects shared values and ensures a collaborative and equitable approach to implementation.

Engagement Activities



Community
Workshops

Hard-to-Reach /
Community Group
Meetings

Stakeholder
Meetings

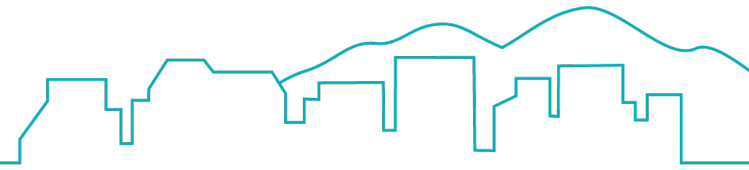
Mapped Survey
Tool

Planning
Commission, City
Council/Board of
Supervisor Study
Sessions

Public Hearings

Engagement will be coordinated with the Environmental Justice Element Collaborative for the County and the Cities of Burlingame and East Palo Alto which is being supported by the same consultant team.

Community Workshops



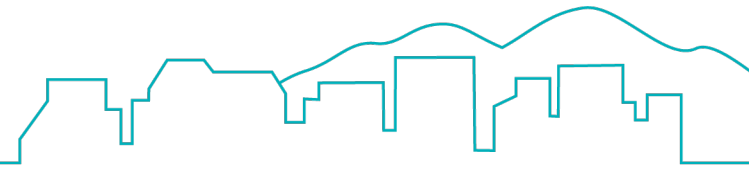
- Two rounds, two virtual workshops each round.
 - Round 1: During preparation of the vulnerability assessment
 - Round 2: During development of goals, policies, and implementation actions
- Workshop engagement opportunities
 - Polls
 - Small group discussions
 - Live notetaking
 - Mentimeter survey
 - Jamboard collaborative brainstorming and notetaking
- Post workshop
 - Post-event survey to registrants
 - Workshop recordings on project websites
 - Meeting summary memo for each round

Role of Steering Committee:

- Support selection of workshop dates and times.
- Review workshop approaches.
- Support marketing of workshops.
- Provide Agency staff to support breakout rooms during Workshops.

zoom

Hard-to-Reach / Community Group Meetings

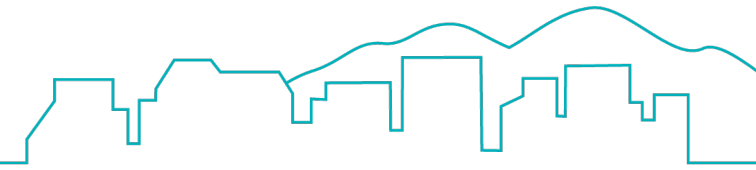


- Purpose: Reach specific groups that are often hard-to-reach, historically underrepresented in community engagement, identified as vulnerable to the impacts of climate change, and/or offer focused expertise on a certain hazard, population, hazard, or other component of the project.
- Led by Climate Resilient Communities
- In-person, small group meetings
 - 7 meetings total
 - PlaceWorks and CRC to create a toolkit for small group meetings
 - PowerPoint presentation
 - Discussion questions and/or live polling exercises
 - Promotional flyer and text for promotion through various networks

Role of Steering Committee:

- Support identification of community groups.
- Provide connections to groups if needed.
- Receive updates on meetings and results.

Stakeholder Meetings

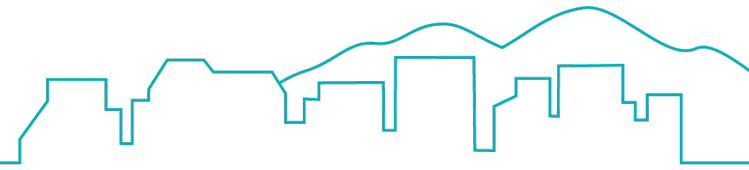


- Purpose: Support preparation of vulnerability assessment and safety element goals, policies, and strategies that build upon the successes and lessons learned, leverage existing and potential programs that share resilience goals and/or co-benefits, reflects shared values, and ensures a collaborative and equitable approach to implementation.
- Virtual meetings held over Zoom
 - Six meetings of 8-12 participants
- Participant types
 - Utility providers: PG&E, Peninsula Clean Energy, water/wastewater providers, Caltrans, OneShoreline, etc.
 - Emergency management staff: Fire, police/sheriff, County Emergency Management
 - Business owners/employers
 - Agency and community partners

Role of Steering Committee:

- Support identification of stakeholders.
- Receive updates on meetings and results.

Mapped Survey Tool

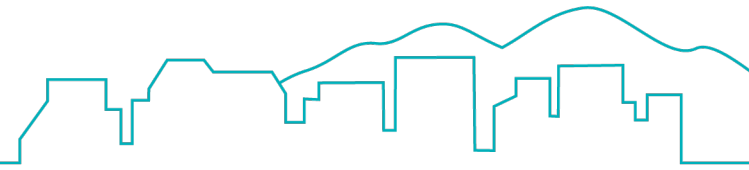


- Purpose: Connect residents with information, decision makers, and other residents in a professionally facilitated community discussion that builds public awareness of and trust in the project process, without constraints on the time, place, or method of public input.
- Platform: Survey123 for ArcGIS
 - An interactive, map-based online survey that stakeholders can access with any device with an internet connection
 - Location-based comments, attach images, and incorporate other geographic information

Role of Steering Committee:

- Review draft map and survey prior to public release.
- Support marketing of survey tool.
- Receive summary of results and discuss PlaceWorks' recommendations for how results will inform work products.

Study Sessions and Public Hearings



- PlaceWorks to prepare briefing packets for at three points
 - Project initiation
 - Draft goals, policies, and actions
 - Draft element review
- Content
 - Brief memo and set of slides
 - Highlight work completed to-date, opportunities for public engagement, and next steps
- PlaceWorks will attend one study sessions and two hearings per jurisdiction*
 - One study session of Planning Commission/City Council/Board for Draft Element
 - One Planning Commission hearing
 - One adoption hearing (City Council/Board of Supervisors)

**PlaceWorks will attend additional meetings for those jurisdictions that requested additional meetings.*

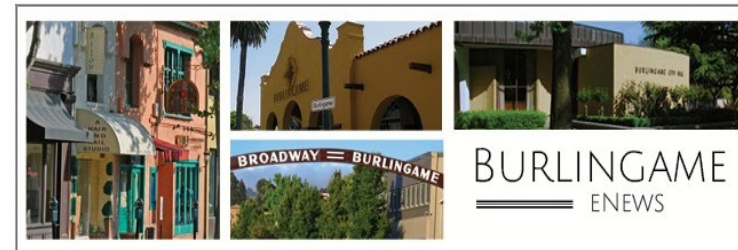
Role of Steering Committee:

- Review briefing packets.
- Each agency staff lead will be responsible for securing agenda placement and noticing.
- Each agency staff lead will present briefings.
- Each agency staff lead will coordinate with the PlaceWorks team for scoped study sessions and public hearings.

Community Communications

- Marketing or promotions will be needed to promote the project, direct community to project website, related online activities, and opportunities for engagement.
- Possible advertising methods
 - Agency email blasts/dedicated lists
 - Agency digital or print newsletters
 - Inclusion in newsletters or e-blasts from City/Town Manager, City Council members, or Supervisors
 - Agency social media postings
 - Newspaper advertisements
 - Postings on online community calendars
 - Word of mouth

City Manager's Weekly Update



City News

Get Social With Us:

Stay
Connected



Belmont.gov/News



@MyBelmont



@BelmontCalifornia



@CityofBelmont



@CityofBelmontCA



@BelmontCA

www.Belmont.gov



Discussion

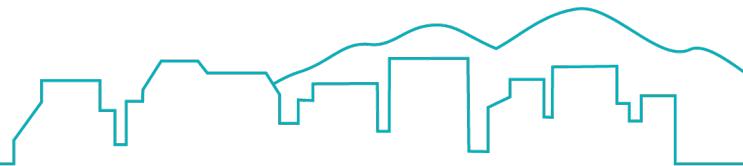
1. What communication techniques have worked well in your jurisdiction?
2. Do you use unique communications methods in your jurisdiction?





NEXT STEPS

Next Steps



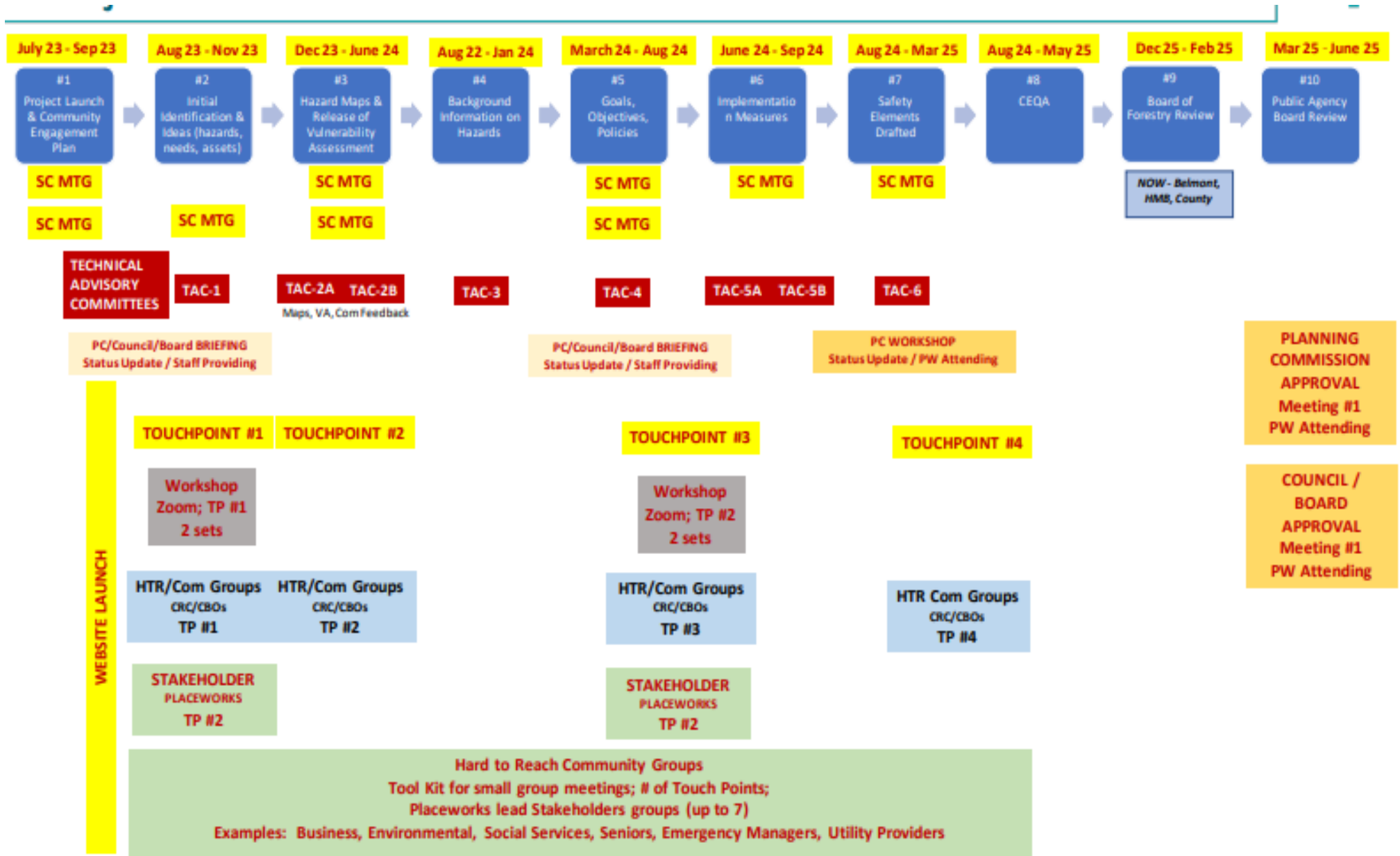
- Create a Technical Advisory Committee (if your agency will have one).
 - Planning, Public Works, Police/Sheriff, Fire, Emergency Services at a minimum.
- Pick a date for a City Council or Board of Supervisors study session.
- Respond to our forthcoming data needs requests.
- Respond to questions regarding community engagement in your jurisdictions.
- Set next Collaborative Steering Committee Meeting.
- Logistics: Contracting and Payments to SMC as Fiscal Agent.

Additional Questions?

Please contact Cathy Capriola: Capriola.Consulting@outlook.com | 916-257-3287



Attachment C – Touch Points for Jurisdiction Input



Multi-Jurisdictional Safety Element

Community Workshops

- Two rounds, two virtual workshops each round.
 - Round 1: During preparation of the vulnerability assessment
 - Round 2: During development of goals, policies, and implementation actions
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Role of Steering Committee:

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- Provide Agency staff to support breakout rooms during Workshops.

zoom



STAFF REPORT

Meeting Date: September 26, 2023
Agency: City of Belmont
Staff Contact: Peter Brown, Public Works Director, (650) 595-7469, pbrown@belmont.gov
Mia Muegge, SB 1383 Compliance Coordinator, (650) 435-1833, mmuegge@belmont.gov
Agenda Title: SB 1383 Resolution Approval of Local Assistance Grant and Update
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing an application for the SB 1383 Local Assistance Grant for up to \$75,000 and receive an update on compliance with CalRecycle SB 1383 regulations.

Strategic Focus Area

Quality of Life

Background

In September 2016, Governor Brown signed into law SB 1383 (Lara, Chapter 395, Statutes of 2016), establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants (SLCP) in various sectors of California's economy. The law codifies the California Air Resources Board's Short-Lived Climate Pollutant Reduction Strategy, established pursuant to SB 605 (Lara, Chapter 523, Statutes of 2014), to achieve reductions in the statewide emissions of short-lived climate pollutants. Actions to reduce short-lived climate pollutants are essential to address the many impacts of climate change on human health, especially in California's most at-risk communities, and on the environment.

From 2016-2020, the California Department of Resources, Recycling and Recovery (CalRecycle) worked to develop regulations to achieve the goals of SB 1383. These new procedures were finalized by CalRecycle in November 2020 and went into effect January 1, 2022. Every city and county in California was required to have an enforceable SB 1383 Ordinance in place by that date. The law establishes statewide targets to reduce the amount of organic waste disposed of in landfills (50 percent reduction by 2020 and 75 percent by 2025). It also sets a goal to rescue at least 20 percent of currently disposed edible food by 2025 and redirect that food to people in need. SB 1383 also requires that all compostable household organic material be removed from the solid waste stream.

The City of Belmont Ordinance, adopted in November 2021, requires residents and businesses to either subscribe to and participate in an organic collection service or certify that they haul organic material to an authorized composting facility or community program. Mandatory enforcement of issuing fines will start on January 1, 2024.



2023 CalRecycle Grant Application

CalRecycle has been authorized from the Budget Act of 2022 to award grants to local jurisdictions to assist in the implementation of programs, such as SB 1383. Jurisdictions are eligible to apply for SB 1383 Local Assistance Grant Second Cycle Funding to be awarded up to \$75,000. Applicants must certify that they have an enforceable ordinance (Belmont does), or similarly enforceable mechanism pursuant to section 18981.2 of Title 14 of the California Code of Regulations.

The funding awarded will be used to continue the City of Belmont's current program of community outreach and education, on-going inspections and upcoming mandatory enforcement starting in January 2024. The application is now available with an application due date of November 2023. In February and March 2024, grant money will be awarded. Funding may also be used to extend the time during which the current part-time SB 1383 Coordinator position can implement the program.

The next step is for City Council to consider adoption of the SB 1383 Local Assistance Grant Program Resolution to authorize submittal for this coming grant cycle. CalRecycle has provided template language to be included in the grant resolution, including a five-year provision which would authorize the City to apply for future similar grant application submittals for implementation of SB 1383 requirements without seeking a new resolution. Since SB 1383 activities will be required into the foreseeable future, this five-year provision is designed to streamline future applications. This grant program requires three progress reports and a final report, however, CalRecycle may require additional progress reports at any time during the grant term. Public Works staff is planning annual reporting to Council each fall to provide progress reports on SB 1383 compliance and grant implementation activities. During annual reporting, if future grants become available, Council will be informed.

Analysis

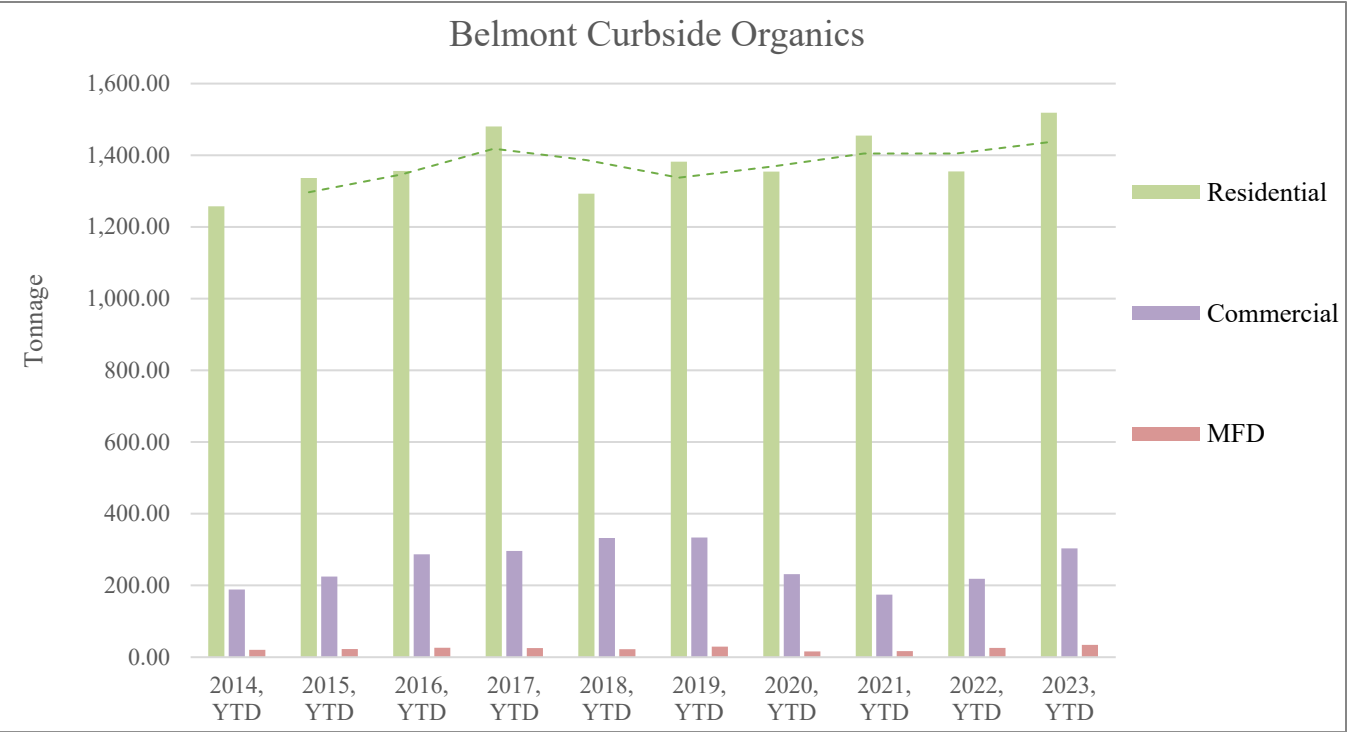
Belmont is continuing to address all six main elements of SB1383 regulations that apply to the City of Belmont. The 2021 CalRecycle Grant of \$38,000 has been expended to the 75% level. Those funds have mostly been used for composting through the County Resource Conservation District partnership (\$19,000), and education and outreach (\$16,000). The current application for \$75,000 is expected to be used for similar programs, but with an extra emphasis on enforcement, which will be a new activity in 2024. Below are the required programs that Belmont is addressing:

Organics and Recycling Collection Beginning in 2022, SB 1383 required jurisdictions to provide organic waste collection services to all residents and businesses, which is being achieved through Belmont's Recology Franchise Agreement.

The City of Belmont has made a significant progress on acquiring green bins and reducing organic waste from the landfill. From April 2014 to April 2023, the City has seen residential organic waste increase 20.74 percent. Commercial and multi-family dwelling (MFD) organic waste has increased by 60.84 percent and 67.82 percent, respectively.



This data shows that Belmont is moving in a sustainable direction and composting efforts are evident. With the continuation of SB1383 implementation, it is expected there will be a further increase in city-wide composting efforts in the coming year with a decrease in organic materials being placed in the solid waste stream.



Edible Food Recovery Belmont has passed the Edible Food Recovery Ordinance as part of the Office Sustainability’s Edible Food Recovery Program. The Recovery Program is managed by the San Mateo County Office of Sustainability to collect, receive, and/or re-distribute Edible Food for human consumption from Tier One and Tier Two Commercial Edible Food Generators. Tier One Generators consists of supermarkets, food service provider and distributor, and wholesale food vendors. Tier Two are restaurants with 250 or more seats, hotels with an on-site food facility and 100 or more beds, large venues, and large events. The 2022 Belmont Electronic Annual Report identified seventeen generators that contributed to 3,883 total pounds of edible food having been recovered. To meet our edible food recover provisions, the Office of Sustainability has also developed a website for commercial edible food generators, food recovery organizations, and food recovery services to help food-generator businesses to comply with the ordinance. The Office of Sustainability has also provided technical assistance to affected food facilities to help them ease into complying with the County model Disposable Food Ware ordinance.

Education and Outreach Belmont Public Works staff proposed a Public Awareness Campaign for SB 1383 and created a time frame in which to educate the community on the necessity for SB 1383 and the mandatory implementation measures through different communication methods.

With portions of the grant funding received from CalRecycle in 2022, the City brought on an additional



part-time staff member, in June, whose title is SB 1383 Compliance Coordinator. Staff responsibilities have been to develop educational outreach material and track compliance activity. On August 1, at the National Night Out event, the coordinator spoke with community members at various neighborhoods about composting the provided educational material on the regulation.

Staff requested Recology reports of all property address accounts that have not subscribed to their compost collection services. These records show that there are currently a total of 174 accounts that are not subscribed to green bin composting services. Of those, accounts total of 116 are residential and 58 are commercial accounts.

Since identifying these non-complaint accounts, a mailer was sent out on July 30, 2023, to notify Belmont residents and businesses of the need to comply with SB 1383 provisions and provides educational resources. The mailer included a link for recipients to respond and provide feedback that they have acquired compost services. This allowed us to track the mailers effectiveness and efforts of the receivers to comply. Follow up phone calls and site visits are to occur in the coming months. Residential accounts have also received a bill insert in their August Recology bill to motivate them to properly sort compost material to keep the green waste stream clean and to encourage those without a green bin to request one. This motivational message was also added to the end of July City Manager's E-Newsletter, for the general public, which was sent to over 3,500 subscribers.

Procurement Requirements Belmont is in contract with the San Mateo Resource Conservation District Compost Broker Program to act as our direct service provider procuring and applying high-quality compost to local San Mateo farms and ranches. The compost helps them build soil heath, insulate carbon, and increase the soil's water holding capacity. The City of Belmont receives 3.320 percent of the procurement credits associated with the procurement from this program. The purpose of this pilot project is to help cities with reaching their procurement targets as set forth by CalRecycle. These targets are based on jurisdiction population estimates. As of January 1, 2021, Belmont's population was 26,470, which established the procurement target to be 2,118 Tons of organic waste.

The tonnage reported in Belmont's 2022 Electronic Annual Report Summary was 96.10. This short fall is a result of the winter rains between October 2022 and March 2023, which prevented less spreading of compost to occur. While, the city's procurement target was not met, efforts through this program did spread 1,679 tons of compost at 12 San Mateo County farms and ranches. The program is identifying additional partnership opportunities with the county's agricultural communities to support our long-term SB 1383 compliance. It assesses innovative compost procurement and application funding strategies that Belmont and all San Mateo County cities are pursuing to fund long term.

Updates to the City's Purchasing Policy were adopted by Council on July 25th. The Purchasing Policy provides guidelines for meeting requirements as set forth in Article V: Purchasing Control System of the Belmont Municipal Code. In that policy are environmentally responsible practices that provide city staff parameters for the purchase of office supplies at city facilities.

Capacity Planning Food Recovery Services and Food Recovery Organizations operating in Belmont provide information and consultation upon request, regarding existing or proposed new or expanded



capacity that could be accessed by Belmont and its Tier One and Tier Two Edible Food generators. The South Bayside Waste Management Authority works with the County of San Mateo to estimate existing Organics processing and Edible Food recovery capacities available in Belmont. The City is continuing to collaborate with the County to meet any needed increase in capacity of organic waste. Gathering this information has helped with reporting the number of food recovery services and organizations located in Belmont and the total pounds of edible food recovered by food recovery organization and services.

Contamination Monitoring Audits are continuing to be conducted by South Bayside Management Authority. Most recently, in early August, RethinkWaste and SCS Engineer team members along with Belmont’s SB 1383 Compliance Coordinator conducted annual contamination monitoring in Belmont. These audits were performed in commercial and residential areas of Belmont. Prior to these audits, residents were provided with a bin monitoring notice to inform them of upcoming inspections. To keep organic waste stream clean, the RethinkWaste team checked for proper sorting of compost materials of all three containers and taking pictures for contamination purpose. Route review cart tags were left on bins explaining what materials or contamination was discovered, and tips for proper sorting. If no contamination was found, a good job tag was left. In the residential area, contaminants found in the wrong bin were food scraps in the garbage bins and plastic film in the recycling bins. A total of 78 Belmont addresses were reviewed.

In addition to the main 6 elements outlined above, the City is required to implement an enforcement mechanism and provide annual reports to CalRecycle regarding city-wide compliance. Enforcement of SB 1383 will take place on January 1, 2024. This will be accomplished with the help RethinkWaste and South Bay Waste Management Authority contract work and in house code enforcement, likely using Police Department and Public Work staff resources.

Alternatives

- 1. Take No Actions
- 2. Refer back to staff for more information

Attachments

- A. Draft of Resolution

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed

If awarded, the \$75,000 grant revenue and expenditure appropriation will be included as part of the FY 2023-24 Mid-Year Review. The grant award will continue to support SB 1383 compliance activities, such as educational outreach, inspections, and enforcement, and may also be used to extend the time period of the part-time SB 1383 Coordinator position to implement the program.

<u>Source:</u>	<u>Purpose:</u>	<u>Public Outreach:</u>
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Staff

| Discretionary Action

| Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANT PROGRAMS FOR WHICH THE CITY OF BELMONT IS ELIGIBLE

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and,

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and,

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

WHEREAS, The CalRecycle SB 1383 Second Cycle Grant Funding Award will be used to continue the City of Belmont's current programs of community outreach and education, ongoing inspections and upcoming mandatory enforcement starting in January 2024;

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

SECTION 1. authorizes the submittal of application(s) to CalRecycle for all grants for which the City of Belmont is eligible

SECTION 2. that the City Manager, or his/her designee is hereby authorized and empowered to execute in the name of the City of Belmont all grant documents, including but not limited to, applications, agreements, amendments, and requests for payment, necessary to secure grant funds and implement the approved grant project; and

SECTION 3. that these authorizations are effective for five (5) years from the date of adoption of this resolution.

* * *

ADOPTED September 26, 2023 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