

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



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REVISED CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, September 12, 2023

7:00 PM

City Council Chambers

City Hall, One Twin Pines Lane, Belmont, California

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. Recognition of District 52 Little League Majors Superbowl Championship**

- B. Proclamation Designating September as Suicide Prevention Month**
- C. Proclamation Designating September 2023 as National Recovery Month**
- D. Proclamation Designating September 15 to October 15, 2023 as National Hispanic Heritage Month**
- E. Proclamation National Preparedness Month**

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. Approval of Minutes

Recommendation: Consider modifications and approve minutes

Attachment(s):

[City Council meeting July 25, 2023](#)

[BFPD meeting July 25, 2023](#)

B. Introduction of Minimum Wage Ordinance Amendments

Recommendation: Introduce an Ordinance to amend Belmont City Code Chapter 32 “Minimum Wage” to add a catch-up provision, round the minimum wage to the nearest five cents, and provide flexibility to the annual publishing timeline

Attachment(s):

[Staff Report](#)

[Draft Ordinance](#)

[Redlined City Code](#)

C. Manor Building Roof Replacement

Recommendation: Adopt a resolution authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$220,000 including a 10% construction contingency for the 2023 Manor Roof Replacement Project, City Contract Number 2023-629

Attachment(s):

[Staff Report](#)

[Resolution](#)

D. Kimley-Horn Architectural and Engineering Services Agreement Amendment

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute an amendment to the contract with Kimley-Horn and Associates, Inc., for additional services to include traffic engineering support and construction assistance for the relocation of two

electrical cabinets for an additional amount of \$17,280, bringing the total contract cost to a not-to-exceed amount of \$272,780

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Kimley-Horn Proposal](#)

E. City Vehicle Purchases for Fiscal Year 2023-24

Recommendation: Adopt a resolution authorizing the City Manager to execute a contract for the acquisition of three Police vehicles and associated equipment for a total amount not to exceed \$175,000

Attachment(s):

[Staff Report](#)

[Resolution](#)

[Vehicles - Attachment B](#)

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 Senior Permit Tech and Teacher's Aide](#)

[Senior Permit Tech Job Description](#)

[Resolution](#)

[Teacher's Aide Job Description](#)

[Resolution](#)

[Master Pay Schedule](#)

8. PUBLIC HEARINGS

A. Issuance of Tax-Exempt Revenue Bonds by the California Statewide Communities Development Authority for Belmont Family Apartments at 803 Belmont Avenue

Recommendation: 1. Conduct the public hearing under the requirements of the Tax Equity and Fiscal Responsibility Act (“TEFRA”) and the Internal Revenue Code of 1986 and 2. Adopt a resolution approving the issuance of revenue bonds by the California Statewide Communities Development Authority (CSCDA) for multifamily housing at the Belmont Family Apartments (803 Belmont Avenue)

Attachment(s):

[TEFRA Staff Report](#)

[TEFRA Hearing-Resolution](#)

[TEFRA Hearing-Notice](#)

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. Review Solid Waste Rate Application and Revise Maximum Rates for Collection Services for 2024

Recommendation:

Adopt a resolution stating the City of Belmont’s intent to revise the maximum rates that may be charged for solid waste, recyclable materials, and organic materials collection services effective January 1, 2024, and set a Public Hearing date for November 14, 2023

Attachment(s):

[Staff Report](#)

[Attachment A - Resolution](#)

[Attachment B - Recology Rate Application and Analysis](#)

[Attachment C - HDR Analysis](#)

B. Approval of Resolution Authorizing South Bayside Waste Management Authority to Acquire Real Property Located at 1245 San Carlos Avenue, Unit E, San Carlos, CA

Recommendation: Staff recommends that the Council consider the request by South Bayside Waste Management Authority’s (SBWMA) for the purchase of 1245 San Carlos Avenue, Suite E, San Carlos, California, to be utilized as the administrative offices for SBWMA

Attachment(s):

[Approval of SBWMA to Acquire Real Property in San Carlos Staff Report](#)

[Approval of SBWMA to Acquire Real Property in San Carlos Resolution](#)

[Attachment A Property Brochure](#)

[Attachment B Zoning Clearance](#)

[Attachment C HFH Cost Analysis](#)

C. Designation of Voting Delegate and Alternate for League of California Cities Annual Conference September 20-22, 2023

Recommendation: Staff recommends that the City Council, by motion, name a voting delegate and alternate for the upcoming League of California Cities (Cal Cities) Annual Conference, and give direction to the voting delegate regarding the resolution that will be considered at the Conference Business Meeting.

Attachment(s):

[Staff Report](#)

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.

A. Discussion of City Council Compensation Review

Attachment(s):

[Councilmember Compensation](#)

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.

MINUTES OF THE CITY OF BELMONT CITY COUNCIL AND BELMONT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING
City Council Chambers City Hall, One Twin Pines Lane, Belmont, California

TUESDAY, JULY 25, 2023

CALL TO ORDER: 6:00 PM

ROLL CALL

COUNCILMEMBERS PRESENT: Pang-Maganaris, McCune, Hurt, Mates
COUNCILMEMBERS ABSENT: Latimerlo

ITEMS OF BUSINESS

CLOSED SESSION

Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation under Government Code Section 54956(d)(2): one case

Letter threatening litigation dated June 22, 2023, from Greenfire Law, PC on behalf of Deniz Bolbol, Joseph P. Cuvillo and Friends of Waterdog Open Space

Adjournment at this time being 6:20 pm

Jozi Plut, City Clerk

STUDY SESSION (6:20 p.m.)

ATTENDED BY

COUNCILMEMBERS PRESENT: Pang-Maganaris, McCune, Hurt, Mates
COUNCILMEMBERS ABSENT: Latimerlo (arrived late)

Commercial Cannabis Overlay General Plan/Zoning Amendments – South El Camino Real

Community Development Director de Melo provided a background on Commercial Cannabis in Belmont, noting that the Council had the item before them at several meeting in 2021 and 2022. He requested the Council consider the information presented and provide direction to staff regarding facilitating potential Commercial Cannabis Overlay General Plan and Zoning Amendments for certain properties along South El Camino Real.

At this time being 6:25 p.m. Councilmember Latimerlo joined the dais.

Public Comment

Michael Olson commented in support of cannabis retail.

Terri Cook, Belmont resident commented in support of cannabis retail in Belmont.

Anon, commented in support of cannabis with modification to the zoning allowances.

Council deliberation ensued, Council concurred to move with staff recommendation of allowing a maximum of two commercial retail cannabis use permits and maximum of two distribution use permits and proceed with the General Plan and Zoning Amendments.

ADJOURNMENT at this time being 7:00 p.m.

Jozi Plut, City Clerk

REGULAR MEETING

CALL TO ORDR: 7:00 pm

ROLL CALL

COUNCILMEMBERS PRESENT: Latimerlo, Pang-Maganaris, McCune, Hurt, Mates

COUNCILMEMBERS ABSENT: None

PLEDGE OF ALLEGIANCE

Led by Police Chief Stenquist and Fire Chief Thrasher

REPORT FROM CLOSED SESSION

No reportable action was made in the closed session.

SPECIAL PRESENTATIONS

Check Presentation For Funding of Upgrade of the City's 911 Communications System

Assemblymember Papan presented a check to the City in the amount of 100,000 dollars.

Council thanked her for her efforts to secure the funding.

Silicon Valley Clean Water (SVCW) Update Presentation

Finance Director Castaneda explained that Belmont is a member agency of the SVCW and noted that Belmont's portion of the Capital Improvement Plan is 9.45% of the cost. She further explained that the City has a dedicated funding source to support the costs by establishing a waste water treatment facility charge to which there have not been increases to the charge since 2011.

General Manager Teresa Herrera and Staff members Kim Hackett, Authority Engineer and Matt Anderson, Chief Financial Officer/Assistant Manager provided an update on the engineering and construction of the Reginal Environmental Sewer Conveyance Upgrade (RESCU) system and funding the treatment plant projects.

San Mateo Consolidated Fire Update

Fire Chief Thrasher provided an update an organizational update on the San Mateo Consolidated Fire Department consisting of the Cities of Belmont, Foster City and City of San Mateo.

Deputy Fire Chief Marshall provided an update and recommendations for residential fire safety in Belmont including creating defensible space. He commented on the wildland and open space projects conducted in the City. He noted that the department is considering changes to the fire ordinance in regard to dead trees and other minor changes.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Giuliano Carlini commented on the items addressed on the special agenda.

COUNCILMEMBER ANNOUNCEMENTS

Mayor Mates announced the passing of San Mateo County Consolidated Fire Mike Ramsey. She commented on funding received for the Carlmont Crossing Guard. She announced that Council will not be meeting in August. She provided comments on events and projects happening in Belmont. And she read a list of National Night Locations for August 1st.

CONSENT BUSINESS

Approval of Minutes

Approve minutes of City Council Meeting July 11, 2023 and BFPD Meeting July 11, 2023

Approve Monthly Financial Reports - May

Resolution 2023-060 authorizing the City Manager to execute an amended service agreement with Eye P Solutions, Inc. to provide installation, configuration, and troubleshooting of outdoor and indoor WIFI access points at the Sports Complex, Corporation Yard, Quanset Hut, and Barrett Community Center in the amount of \$71,000, for a total not-to-exceed amount for this service agreement up to \$321,765.98

Resolutions 2023-061 authorizing the City Manager to amend a services agreement with 4 Leaf, Inc. to provide building inspection services on an as-needed bases

Resolution 2023-062 authorizing the City Attorney to procure legal services from Shute Mihaly & Weinberger LLP

Resolution 2023-063 amending the City of Belmont Financial Policies Pertaining to Practices of the Purchasing Control System to meet current Senate Bill (SB) 1383 requirements and authorize city staff to make ministerial changes to the policy to keep pace with program requirements

ACTION: By motion made by Councilmember Hurt and seconded by Councilmember McCune the Consent Business was unanimously approved by roll call vote (5-0).

PUBLIC HEARINGS (none)

GENERAL BUSINESS

Response to Grand Jury Report on Accessory Dwelling Units (ADU's)

Community Development Director de Melo outlined the City's response to the San Mateo County Civil Grand Jury Report dated June 12, 2023 entitled, "Accessory Dwelling Units: Affordable Housing's Panacea or Prevarication". He noted that City staff collaborated with the 21 Elements group on best practice for housing planning and policy to draft the response. He noted that staff agrees with certain Grand Jury findings and recommendations although in some cases data is lacking to confirm or refute assertions.

Council Discussion ensued.

ACTION: By Council unanimously approved Staff's response letter to the Grand Jury Report.

BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

Councilmembers reported on their assignments.

Councilmember McCune noted that SBWMA will begin inspections of trash, recycle and compost bins in in response to SB1383 short lived climate pollutants.

Verbal report from City Manager

None.

MATTERS OF INTEREST/CLARIFICATION

ADJOURNMENT at this time being 8:20 p.m. in memory of San Mateo Consolidated Fire Fighter Mike Ramsey.

**Submitted by,
Jozi Plut, City Clerk**

MEETING MINUTES OF CITY OF BELMONT CITY COUNCIL AND BELMONT FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING
City Council Chambers, City Hall, One Twin Pines Lane, Belmont, California

TUESDAY, JULY 25, 2023

CALL TO ORDER: 7:00 PM

ROLL CALL

COUNCILMEMBERS PRESENT: Latimerlo, Pang-Maganaris, McCune, Hurt, Mates
COUNCILMEMBERS ABSENT:

CONSENT BUSINESS

Meeting Minutes of BFPD July 11, 2023

ACTION: By motion made by Councilmember Hurt and seconded by Councilmember McCune the Consent Business was unanimously approved by roll call vote (5-0).

ADJOURNMENT at this time being 8:20 p.m. in memory of San Mateo Consolidated Fire Fighter Mike Ramsey.

Jozi Plut, District Secretary



STAFF REPORT

Meeting Date: September 12, 2023
Agency: City of Belmont
Staff Contact: Kathy Kleinbaum, Assistant City Manager, kkleinbaum@belmont.gov; Karen Clark, Management Analyst, kclark@belmont.gov
Agenda Title: Introduction of Minimum Wage Ordinance Amendments
Agenda Action: Ordinance

Recommendation

Introduce an Ordinance to amend Belmont City Code Chapter 32 “Minimum Wage” to add a catch-up provision, round the minimum wage to the nearest five cents, and provide flexibility to the annual publishing timeline.

Strategic Focus Area

Economic Development and Housing

Background

In November 2017, the Belmont City Council adopted an ordinance incrementally increasing its local minimum wage to \$15.90 per hour by 2021. Every year after 2021, the minimum wage has continued to increase annually by the lesser of 3.5 percent or a percentage amount equal to the prior year’s increase, if any, in the regional Consumer Price Index (CPI). This percentage cap aims to strike a balance between helping working households achieve economic security and preventing small businesses from weathering larger increases on a given year. As of January 1, 2023, all Belmont employers must pay each employee who performs at least two hours of work per week a minimum of \$16.75 per hour.

Per ordinance, the City is responsible for notifying businesses of the new wage annually and investigating potential violations, with follow-up enforcement as needed. The following schedule is maintained.

- October 1: Publish bulletin announcing new wage
- November 1: Publish official workplace posting notice
- January 1: Annual increase goes into effect

Analysis

Upon observing the City’s minimum wage ordinance in action and reviewing similar ordinances enacted by neighboring jurisdictions, staff now recommends the following ordinance amendments.

Add a catch-up provision. With this change, beginning on January 1, 2022, and each January thereafter, when the Consumer Price Index (CPI) exceeds the 3.5 percent cap, the percentage amount in excess of the cap shall be applied to the following year’s CPI increase, up to the 3.5 percent cap. Excess amounts shall be carried over from year to year until the actual CPI and the cap-adjusted CPI are equivalent. The



catch-up provision will allow business owners to ease into the current inflationary climate while still ensuring their employees do not see an erosion of wages over time.

For example, if actual CPI were 7% in year one, 2% in year two, and 1.5% in year three, the cap-adjusted CPI for the purpose of calculating the minimum wage would be 3.5% in year one, 3.5% in year two, and 3.5% in year three. The following year, the minimum wage would return to the actual CPI, provided it was below 3.5%.

For context, in 2022, a catch-up provision was adopted as an amendment to the City of San Mateo’s minimum wage ordinance. Since CPI for the prior year was 5.7%, enacting a catch-up provision for Belmont effective 2022 ensures its wage remains the same as its largest neighboring city. Currently, San Mateo and Belmont both have a minimum wage of \$16.75 per hour with a CPI cap of 3.5%. In San Mateo County, the Redwood City’s minimum wage is currently higher (at \$17 per hour), due to a higher CPI cap (set at 5%, also with a catch-up provision).

Round each wage adjustment to the nearest five cents. This practice been built into minimum wage ordinances enacted by other local jurisdictions including the Cities of San Mateo and Redwood City.

Modify annual noticing deadlines. Staff recommends allowing the bulletin announcing the new wage and the official posting notice to be published “during” October and “during” November of each year, respectively. The previous deadline of the first of each month sometimes created an administrative burden due to the quick turnaround required following the mid- to late-September release of the regional August-to-August CPI.

This ordinance amendment requires two readings and will take effect and be enforced at a minimum 30 days after its adoption at the second reading. If approved, the second reading will take place at the City Council meeting on September 26, 2023.

Alternatives

1. Take no action; Ordinance would remain as-is.
2. Provide alternative direction to staff regarding the proposed changes.

Attachments

- A. Draft Ordinance
- B. Redlined City Code

Fiscal Impact

- No Fiscal Impact
- Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT AMENDING BELMONT CITY CODE CHAPTER 32 REGARDING MINIMUM WAGE

WHEREAS, in November 2017, the Belmont City Council adopted a local minimum wage ordinance incrementally increasing its local minimum wage to \$15.90 per hour by 2021 and every year thereafter by the lesser of 3.5 percent or a percentage amount equal to the prior year's increase, if any, in the regional Consumer Price Index (CPI); and,

WHEREAS, the City is responsible for notifying businesses of the new wage annually and investigating potential violations, with follow-up enforcement as needed; and,

WHEREAS, upon observing the City's minimum wage ordinance in action and reviewing similar ordinances enacted by neighboring jurisdictions, staff now recommends ordinance amendments; and,

WHEREAS, catch-up provisions have been included in the minimum wage ordinances of other jurisdictions and would allow the actual CPI and to catch up to the adjusted CPI over time, while still preventing businesses from weathering larger increases on a given year; and,

WHEREAS, the act of rounding the adjusted wage to the nearest five cents has been built into the ordinances of other jurisdictions as well as state law; and

WHEREAS, current noticing deadlines sometimes created an administrative burden due to the quick turnaround required following the mid- to late-September release of the August-to-August regional CPI.

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

SECTION 1. BCC SECTION 32-3 AMENDED

Belmont City Code Section 32-3 is amended in part as follows:

Sec. 32-3 – Hourly rate.

The City Minimum Wage is:

- (a) Beginning July 1, 2018, an hourly rate of \$12.50;
- (b) Beginning January 1, 2019, an hourly rate of \$13.50;
- (c) Beginning January 1, 2020, an hourly rate of \$15.00;
- (d) Beginning January 1, 2021, an hourly rate of \$15.90; and
- (e) Beginning on January 1, 2022, and each January thereafter, the prior year hourly rate will be increased by the lesser of 3.5 percent or a percentage amount equal to the prior year's increase, if any, in the Consumer Price Index (CPI) for San Francisco-Oakland-San Jose as

determined by the United States Department of Labor. The change is calculated by using the August to August change in the CPI to calculate the annual increase, if any. The hourly rate is not decreased by a decrease in the CPI.

(f) Beginning on January 1, 2022, and each January thereafter, when the CPI exceeds the 3.5 percent cap, the percentage amount in excess of the cap will be applied to the following year's CPI increase, up to the 3.5 percent cap. Excess amounts will be carried over from year to year until the actual CPI and the cap-adjusted CPI are equivalent. Additionally, the amount of the minimum wage increase will be rounded to the nearest five cents (\$.05).

SECTION 2. BCC SECTION 32-5 AMENDEDED

Belmont City Code Section 32-5 is amended in part as follows:

Sec. 32-5 – Implementation.

(a) During October of each year, the City Manager will publish and make available to Employers a bulletin announcing the adjusted Minimum Wage rate, to take effect January 1 of the following year. During November of each year, the City Manager publish and make available to Employers a notice suitable for posting by Employers in the workplace informing Employees of the Minimum Wage rate and of their rights under this Chapter.

(b) The City Manager may promulgate regulations for the implementation and enforcement of this Chapter, including procedures for the fair, efficient and cost-effective implementation of this Chapter, for informing Employees of their rights under this Chapter, for monitoring Employer compliance with this Chapter, and for providing administrative hearings or determining whether an Employer has violated the requirements of this Chapter.

SECTION 3. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision will not affect the validity of the remaining portions of this ordinance. The City Council of the City of Belmont hereby declares that it would have passed this Ordinance and each section or subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. EFFECTIVE DATE

This Ordinance takes effect and will be enforced 30 days after its adoption.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on September 12, 2023 and adopted the ordinance at a regular meeting held on September 26, 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

CHAPTER 32 - MINIMUM WAGE

Sec. 32-3 – Hourly rate.

The City Minimum Wage is:

- (a) Beginning July 1, 2018, an hourly rate of \$12.50;
- (b) Beginning January 1, 2019, an hourly rate of \$13.50;
- (c) Beginning January 1, 2020, an hourly rate of \$15.00;
- (d) Beginning January 1, 2021, an hourly rate of \$15.90; and

(e) Beginning on January 1, 2022, and each January thereafter, the prior year hourly rate will be increased by the lesser of 3.5 percent or a percentage amount equal to the prior year's increase, if any, in the Consumer Price Index (CPI) for San Francisco-Oakland-San Jose as determined by the United States Department of Labor. The change is calculated by using the August to August change in the CPI to calculate the annual increase, if any. The hourly rate is not decreased by a decrease in the CPI.

(f) Beginning on January 1, 2022, and each January thereafter, when the CPI exceeds the 3.5 percent cap, the percentage amount in excess of the cap will be applied to the following year's CPI increase, up to the 3.5 percent cap. Excess amounts will be carried over from year to year until the actual CPI and the cap-adjusted CPI are equivalent. Additionally, the amount of the minimum wage increase will be rounded to the nearest five cents (\$.05).

Sec. 32-5 – Implementation.

~~(a) By April of 2018, the City Manager shall publish and make available to Employers a bulletin announcing the adjusted Minimum Wage rate, to take effect July 1, 2018. By May 1, 2018, the City Manager shall publish and make available to Employers a notice suitable for posting in the workplace informing Employees of the Minimum Wage rate and of their rights under this Chapter.~~

~~(ba) Beginning October 1, 2018 and each year thereafter~~During October of each year, the City Manager ~~shall will~~ publish and make available to Employers a bulletin announcing the adjusted Minimum Wage rate, to take effect January 1 of the following year. ~~Beginning November 1, 2018 and each year thereafter~~During November of each year, the City Manager publish and make available to Employers a notice suitable for posting by Employers in the workplace informing Employees of the Minimum Wage rate and of their rights under this Chapter.

~~(be)~~ The City Manager may promulgate regulations for the implementation and enforcement of this Chapter, including procedures for the fair, efficient and cost-effective implementation of this Chapter, for informing Employees of their rights under this Chapter, for monitoring Employer compliance with this Chapter, and for providing administrative hearings or determining whether an Employer has violated the requirements of this Chapter.



STAFF REPORT

Meeting Date: September 12, 2023
Agency: City of Belmont
Staff Contact: Brigitte Shearer, Parks and Recreation Director, bshearer@belmont.gov, 650-595-7488
Agenda Title: Authorization to execute a contract for the Manor Building Roof Replacement Project CCN 2023-629
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a contract with the lowest responsible bidder for an amount not to exceed \$220,000 including a 10% construction contingency for the 2023 Manor Roof Replacement Project, City Contract Number 2023-629.

Strategic Focus Area

Infrastructure and Mobility

Background

The Manor Building, located at 20 Twin Pines Lane, was constructed in 1908. The current roof, comprised of multiple different roofing materials, is at the end of its useful life. During rainstorms of recent years, and especially in January 2023, multiple roof patches have been necessary to repair minor leaks and water infiltrations. A recent assessment of the existing condition of the roof confirmed that roof repair was not a viable option, and that the entire roof needs replacement to prevent interior damage to this historically significant building.

The roof materials include shingles, and tar and gravel, and two types of tile. The shingles and tiles will be replaced with in-kind materials. The tar and gravel sections of roof will be replaced with modified bituminous membrane roofing system similar to what has been installed at the Twin Pines Senior and Community Center and City Hall roofs. This material has better weather resistance than traditional asphalt roofing.

On June 13, 2023, City Council approved the FY 2023-24 budget, which included the Manor Building roof replacement as a Capital Improvement Project.

Analysis

The Manor Roof Replacement RFP was posted on August 23, 2023, subject to Council approval of this project. A mandatory pre-bid conference was held on September 6, 2023. Bid opening will occur on September 18, 2023, subject to Council approval.

The action before the City Council authorizes award of a Construction Agreement with the lowest



responsible bidder for an amount not to exceed \$220,000 including a 10% construction contingency for a for the Manor Roof Replacement Project (CCN 2023-629).

Alternatives

1. Take No Action
2. With direction, report matter back to staff

Attachments

- A. Resolution

Fiscal Impact

No Fiscal Impact

Funding Source Confirmed: \$220,000 (\$200,000 contract + 20,000 contingency) has been budgeted in the CIP Manor Roof Replacement Project# 8111 (Account 399-4-802-8111-9030).

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT TO EXECUTE A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$200,000 AND A TEN PERCENT CONSTRUCTION CONTINGENCY FOR THE 2023 MANOR ROOF REPLACEMENT PROJECT, CITY CONTRACT NUMBER 2023-629

WHEREAS, on August 24, 2023, the City advertised for an invitation for sealed bids for the replacement of the Manor Building roof; and,

WHEREAS, this CIP project was included in the FY2024 budget and can be funded from City’s CIP account 399-4-802-8111-9030; and,

WHEREAS, the total estimate for the roof replacement is \$200,000 plus a 10% construction contingency for unforeseen conditions for a total project amount not to exceed of \$220,000.

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

SECTION 1. The City Council a) approves awarding the contract to the lowest responsible bidder for an amount not to exceed \$200,000 b) approves a 10% construction contingency of \$20,000 for unforeseen conditions for a total project amount not to exceed \$220,000 and c) authorizes the City Manager to execute a contract for Manor Roof Replacement, City Contract Number 2023-629.

* * *

ADOPTED September 12, 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



STAFF REPORT

Meeting Date: September 12, 2023
Agency: City of Belmont
Staff Contact: Elizabeth Wada, Public Works, (650) 595-7468, ewada@belmont.gov
Agenda Title: Kimley-Horn Architectural and Engineering Services Agreement Amendment
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute an amendment to the contract with Kimley-Horn and Associates, Inc., for additional services to include traffic engineering support and construction assistance for the relocation of two electrical cabinets for an additional amount of \$17,280, bringing the total contract cost to a not-to-exceed amount of \$272,780.

Strategic Focus Area

Infrastructure and Mobility

Background

On January 26, 2022, the City entered into an Architectural and Engineering Services Agreement with Kimley-Horn and Associates, Inc., for the design and implementation of the Ralston Avenue Adaptive Signal Control Technology (ASCT) System Project in the amount of \$255,500 for 12 signal-controlled intersections along Ralston Avenue, from Christian Drive to Hiller Avenue, as well as designed the relocation of two electrical cabinets (Belmont Canyon Road and Cipriani Boulevard) for safer access to the cabinets for operations and maintenance staff. Kimley-Horn developed plans, specifications, and an engineer's estimate (PS&E) for the Ralston Avenue Adaptive Signal Control project. The project included installing new cabinets and conduit and reinstalling and reconnecting existing video detection and fiber equipment into the new cabinet at the intersections of Ralston Avenue and Belmont Canyon Road and Ralston Avenue and Cipriani Boulevard. The Ralston Ave ASCT Project was funded by the Transportation Fund for Clean Air (TFCA) through an agreement with C/CAG and the City.

As a separate project, on April 28, 2023, the City posted the Notice of Intent to award to Bear Electrical Solutions Inc. the contract to relocate the two cabinets.

Analysis

As a part of the relocation project, the City now requires additional traffic engineering and construction support services, PG&E coordination and construction assistance for the remainder of the project for the relocation of the two cabinets. This support services were not initially included in the original scope of work with the consultant.

The new scope of services include:



- Review of contractor submittals
- Responding to Requests for Information (RFIs)
- Attending up to two (2) field meeting
- Preparing final as-built drawings with one set of redlines to be provided by the Contractor

The proposed budget for the new scope of services is not to exceed \$17,280. Upon authorization of the amendment, the total agreement cost, including the original scope of service will be \$272,780.

Alternatives

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

Attachments

- A. Resolution
- B. Kimley-Horn’s Proposal

Fiscal Impact

No Fiscal Impact

Funding Source Confirmed: There are sufficient funds in the Traffic Signal Improvement Project #3231 in the Capital Improvement Projects Fund (Account No. 399-3-730-3231-9030).

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 CITY MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR ADDITIONAL SERVICES TO INCLUDE TRAFFIC ENGINEERING SUPPORT AND CONSTRUCTION ASSISTANCE FOR THE RELOCATION OF TWO ELECTRICAL CABINETS FOR AN ADDITIONAL AMOUNT OF \$17,280, BRINGING THE TOTAL CONTRACT COST TO A NOT-TO-EXCEED AMOUNT OF \$272,780.

WHEREAS, on January 26, 2022, the City entered into an Architectural and Engineering Services Agreement with Kimley-Horn and Associates, Inc., for the Ralston Avenue Adaptive Signal Control Technology (ASCT) System Project in the amount of \$255,500; and,

WHEREAS, the City requires traffic engineering support services and construction assistance for the relocation of the two cabinets; and,

WHEREAS, funds in the amount of \$17,280 will be drawn from Traffic Signal Improvement Project #3231 in the Capital Improvement Projects Fund (Account No. 399-3-730-3231-9030).

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 contract with Kimley-Horn and Associates, Inc., for additional services to include traffic engineering support and construction assistance for the relocation of two electrical cabinets for an additional amount of \$17,280, bringing total contract cost to a not-to-exceed amount of \$272,780.

* * *

ADOPTED September 12, 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 24, 2023

Ms. Elizabeth Wada, PE
Associate Civil Engineer
City of Belmont Public Works
1 Twin Pines Lane
Belmont, CA 94002

RE: *Ralston Avenue Adaptive Signal Control Technology System in the City of Belmont – Additional Services for Additional Traffic Engineering Support Services and Construction Assistance*

Dear Elizabeth:

Kimley-Horn worked with the City of Belmont (City) to develop plans, specifications, and an engineer's estimate (PS&E) for the Ralston Avenue Adaptive Signal Control project. The project includes installing new cabinets and conduit and reinstalling and reconnecting existing video detection and fiber equipment into the new cabinet at the intersections of Ralston Avenue and Belmont Canyon Road and Ralston Avenue and Cipriani Boulevard. The final plans have been completed and submitted and the City is requesting additional services for additional traffic engineering support services, PG&E coordination, construction assistance for the remainder of the project.

Kimley-Horn will coordinate with PG&E on the requirements at both intersections. Currently, our understanding of the needs are to connect the new service cabinet at Ralston Avenue and Belmont Canyon Road to the existing service point and to power the new controller cabinet from the existing service at Ralston Avenue and Cipriani Boulevard. Kimley-Horn can revise the traffic signal plans should plan changes arise from conversations with PG&E. One plan set revision for review and submittal to the City is assumed. Kimley-Horn assumes that once construction begins, the Contractor will assume responsibility for coordination with PG&E during construction.

Kimley-Horn can provide construction assistance during the construction phase of this project. Construction support services will consist of the following:

- Review contractor submittals
- Respond to RFI's
- Attend up to two (2) field meeting to answer questions
- Prepare as-builts drawings with one set of redlines to be provided by the Contractor

This amendment assumes up to 80 hours of additional work to provide additional traffic engineering and construction support services. The following summarizes the estimated not to exceed budget for the services outlined:

Total Additional Fee	
4 hours for Professional III @280 /hr	\$1,120
52 hours for Professional II @ 230/hr	\$11,960
24 hours Analyst II @ 175/hr	\$4,200
Total Request	\$17,280

If additional support is needed above the estimated 80 hours, Kimley-Horn will provide additional support based upon our then current billing rates, only upon written approval of the City. Fees will be invoiced monthly based upon the actual services completed as of the invoice date. Payment will be due and payable within 25 days of invoice date.

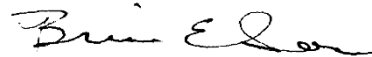
Please contact me if you have any questions or need further clarification on our request.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



Clara Ho, P.E.
Project Manager



Brian E. Sowers, P.E.
Principal-In-Charge



STAFF REPORT

Meeting Date: September 12, 2023
Agency: City of Belmont
Staff Contact: Rico Acquisti, Public Works Department, Fleet Management, racquisti@belmont.gov
Agenda Title: City Vehicle Purchases for Fiscal Year 2023-24
Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to execute a contract for the acquisition of three Police vehicles and associated equipment for a total amount not to exceed \$175,000.

Strategic Focus Area

Infrastructure and Mobility

Background

The City of Belmont currently has an inventory of 100 pieces of equipment, which includes vehicles, off-road equipment, and emergency generators. Fleet Management is responsible for the maintenance and replacement of all vehicles in the fleet. By using various procurement methods, it will be advantageous for the City to acquire and outfit these vehicles in a more cost-effective manner.

The three vehicles scheduled for replacement in FY 202324 are listed in Attachment B. Vehicle #107 (PD Crime Control, Ford Police Interceptor Utility Vehicle), Vehicle #128 (PD Administration, Ford Fusion) and Vehicle #151 (PD Traffic Control, Harley Davidson Police Motorcycle). Vehicle's #107 and #128 were scheduled for replacement in prior years and deferred until FY 2023-24 as a short-term cost savings measure. Fleet Management evaluated each of these vehicles and determined they meet the replacement requirements and are not serviceable in the long term.

Analysis

The three vehicles scheduled for replacement (#107, #128, and #151) were evaluated and have reached the end of their useful operational life. The evaluation is based on mileage, condition, parts availability, and maintenance cost. Police vehicle #107, a 2016 Ford Police Interceptor Utility Vehicle has acquired over 116,000 miles and has experienced several break downs causing out of service conditions. Vehicle replacement has been deferred since FY 2020-21. Police vehicle #128, a 2010 Ford Fusion has acquired over 78,000 miles and has experienced engine reliability issues causing out of service conditions. Replacement has been deferred since FY 2017-18. Police vehicle #151, a 2012 Harley Davidson Police Motorcycle has acquired over 27,000 miles and has required several transmission repairs causing out of service conditions.

Fleet Management collaborates with each department to develop specifications for the new vehicles that



meet their operational needs, improves fuel efficiency, and reduces greenhouse gas emissions. As part of the process, the City evaluates new vehicles that provide the best available net reduction in vehicle fleet emissions, considering life cycle, economic, and environmental impacts (e.g., by purchasing more efficient or alternative fuel vehicles based on available technology).

Procurement

Vehicle #107 will be assigned to the Police Department Crime Control Division. The replacement vehicle will be a 2024 model year Ford Police Interceptor Utility Hybrid Vehicle. Vehicle #128 will be assigned to the Police Department Administration Division. The replacement vehicle will be a 2024 model year Toyota Camry Hybrid Super Ultra-Low Emission Vehicle. The hybrid powertrain allows the vehicle to operate on electric power while driving or at the scene of an incident which results in reduced GHG emissions, better fuel efficiency, lower fuel costs, and increases the number of alternative fuel vehicles in the fleet.

Vehicle #151 will be assigned to the Police Department Traffic Control Division. The replacement vehicle will be a 2023 Harley Davidson Electra Glide Police Motorcycle with improved fuel efficiency and rider safety enhancements. The Harley Davidson is preferred due to its ride comfort and overall performance related to Belmont's topography.

These vehicles will be purchased using various methods for procurement. Where applicable, staff will use the formal bid process to solicit competitive quotes or a co-operative purchasing contract from Sourcewell or the Houston-Galveston Area Council (HGAC).

Contracting agencies such as Sourcewell and HGAC provide procurement services to education and government entities throughout the country. These agencies offer a multitude of cooperatively contracted products, equipment, and service opportunities, and 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 Belmont has successfully used these in the past to purchase vehicles.

The existing vehicles will be removed from service and may be used as a trade in towards the purchase of a new asset or sent to auction for disposal once the replacement vehicles are placed into service.

Approval of the resolution will authorize the procurement of three new City vehicles and associated equipment from the lowest responsible bidder for a total amount not to exceed \$175,000. Funds for the replacement of existing vehicles are set aside throughout the useful life of the vehicles. As such, funds for the purchase of these vehicles are available in the Fleet and Equipment Management Fund and have been included in the adopted FY 2023-24 budget.



Alternatives

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

Attachments

- A. Resolution
- B. Replacement Vehicle List

Fiscal Impact

- No Fiscal Impact
- Funding Source Confirmed: FY 2023-24 budget – 573-1-740-9041/Vehicles

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING THE ACQUISITION OF THREE CITY VEHICLES AND
ASSOCIATED EQUIPMENT FOR A TOTAL AMOUNT NOT TO EXCEED \$175,000**

WHEREAS, Police vehicles #107, #128, and #151, were evaluated and determined they had reached the end of their useful life; and,

WHEREAS, funding for the purchase of these vehicles and associated equipment is allocated in the Council approved FY 2024 budget account 573-1-740-9041/Vehicles.

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 to purchase three new City vehicles and associated equipment from the lowest responsible bidder(s) for a total amount not to exceed \$175,000.

* * *

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

REPLACEMENT VEHICLES LIST

FY 2023-24

VEHICLE NUMBER	YEAR	MAKE & MODEL	ESTIMATED COST
POLICE			
107	2024	FORD POLICE INTERCEPTOR UTILITY HYBRID	\$80,000
128	2024	TOYOTA CAMRY/HYBRID	\$50,000
151	2023	HARLEY DAVIDSON POLICE MOTORCYCLE	\$45,000



Meeting Date: September 12, 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. The classification ensures that systems development proceeds in a logical, integrated fashion to meet the needs of the City and its operating departments and oversees the City's inventory of its capital investment in information technology tools.

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 the classifications of Senior Permit Technician and Teacher’s Aide; and approve the revised Master Pay Schedule to include Senior Permit Technician, effective September 17, 2023

Attachments

- A. Proposed Senior Permit Technician Position Description
- B. 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



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 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 (Permit Technician and ; 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 12, 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

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 (Permit Technician and ; 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 12, 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

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted September 12, 2023



Monthly Pay Rates

<i>Position</i>	<i>Effective Date</i>	<i>Labor Group</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
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 12, 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 Maintenance Worker I	7/1/2023	AFSCME	\$ 5,184.11	\$ 5,443.31	\$ 5,715.48	\$ 6,001.25	\$ 6,301.31	
Parks Maintenance Worker II	7/1/2023	AFSCME	\$ 5,738.48	\$ 6,025.40	\$ 6,326.67	\$ 6,643.00	\$ 6,975.15	
Parks Manager	1/8/2023	MMCEA	\$ 10,167.75	\$ 10,676.16	\$ 11,209.99	\$ 11,770.46	\$ 12,358.99	\$ 12,976.95
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 12, 2023



Monthly Pay Rates

<i>Position</i>	<i>Effective Date</i>	<i>Labor Group</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
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 Maintenance	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 12, 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 12, 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

City of Belmont Master Pay Schedule - Calendar Year 2023

Adopted September 12, 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 12, 2023
Agency: City of Belmont
Staff Contact: Azalea Renfield, Economic Development and Housing Manager,
arenfield@belmont.gov
Agenda Title: Issuance of Tax-Exempt Revenue Bonds by the California Statewide Communities
Development Authority for Belmont Family Apartments at 803 Belmont Avenue
Agenda Action: Resolution

Recommendation

1. Conduct the public hearing under the requirements of the Tax Equity and Fiscal Responsibility Act (“TEFRA”) and the Internal Revenue Code of 1986.
2. Adopt a resolution approving the issuance of revenue bonds by the California Statewide Communities Development Authority (CSCDA) for multifamily housing at the Belmont Family Apartments (803 Belmont Avenue).

Strategic Focus Area

Economic Development and Housing

Background

The California Statewide Communities Development Authority (CSCDA) was created in 1988, under California’s Joint Exercise of Powers Act, to provide California’s local governments with an effective tool for the timely financing of community-based public benefit projects. CSCDA was created by and for local governments in California and is sponsored by the California State Association of Counties (“CSAC”) and the League of California Cities (“Cal Cities”). Currently, more than 530 cities, counties, and special districts have become Program Participants in CSCDA, including the City of Belmont – which serves as their conduit issuer and provides access to an efficient mechanism to finance locally-approved projects.

To date, CSCDA has issued more than \$70 billion in tax-exempt bonds to help local governments build community infrastructure, provide affordable housing, create jobs, and make access available to quality healthcare and education, serving as an important resource to our local government.

Belmont Family Apartments in partnership with ROEM Corporation (the "Borrower") has requested that CSCDA issue and sell revenue bonds in the maximum principal amount of \$85,000,000, for the purpose of making a loan to the Borrower, to enable the Borrower to finance or refinance the costs of the acquisition, construction and development of a multifamily rental housing project located at 803 Belmont Avenue, Belmont, California (the "Project").



In order for all, or a portion of, the Bonds to qualify as tax-exempt bonds, the City of Belmont must conduct a public hearing pursuant to the Tax Equity and Fiscal Responsibility Act (the “TEFRA Hearing”), providing members of the community an opportunity to comment on the use of tax-exempt bonds for the financing of the Project.

Public Notice of this TEFRA Hearing was published September 5, 2023, in a general circulation newspaper and posted at City Hall.

Analysis

The Bonds to be issued by the CSCDA for the Project will be the sole responsibility of the Borrower, and the City will have no financial, legal, or moral obligation, liability, or responsibility for the Project or the repayment of the Bonds for the financing of the Project. All financing documents with respect to the issuance of the Bonds will contain clear disclaimers that the Bonds are not obligations of the City or the State of California but are to be paid for solely from funds provided by the Borrower.

Pursuant to Section 147 (f) of the Internal Revenue Code of 1986 (the "Code"), prior to their issuance, private activity bonds are required to be approved by the "applicable elected representative" of the governmental units on whose behalf such bonds are expected to be issued and by a governmental unit having jurisdiction over the entire area in which any facility financed by such bonds is to be located, after a public hearing held following reasonable public notice.

Through its conduit issuance activities, the CSCDA issuance fees are shared with both Cal Cities and CSAC which provide benefits to all city and county members.

As a condition of receiving tax-exempt bond financing, the subject multi-family project must restrict a minimum of 20% of the units to households earning less than 50% Area Median Income (AMI), and at least 55% of the units must earn less than 80% AMI. Approval of the Resolution (Attachment A) will facilitate the provision of more affordable housing, which is a strategic objective of the City and consistent with the goals and policies of the General Plan Housing Element. Staff recommends that the Council adopt the attached resolution.

Alternatives

1. Take no action; the requested project financing could not proceed, and the project would not be converted to affordable housing.

Attachments

- A. Public Notice
- B. Resolution

Fiscal Impact

- No Fiscal Impact
- Funding Source Confirmed:



Source:

Staff

Purpose:

Statutory/Contractual Requirement

Public Outreach:

Other*

* A Notice of Public Hearing was published by CSCDA on 9/5/2023.

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE ISSUANCE BY THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY OF MULTIFAMILY HOUSING REVENUE BONDS FOR THE BELMONT FAMILY APARTMENTS AT 803 BELMONT AVENUE

WHEREAS, the California Statewide Communities Development Authority (the "Authority") is authorized under California Government Code Section 6500 et seq. and the terms of an Amended and Restated Joint Exercise of Powers Agreement, dated as of June 1, 1988 (the "Agreement"), among certain local agencies throughout the State of California, including the City of Belmont (the "City"), to issue revenue bonds in accordance with Chapter 7 of Part 5 of Division 31 of the California Health and Safety Code for the purpose of financing multifamily rental housing projects; and,

WHEREAS, Belmont Family Apartments, L.P. or a partnership of which ROEM Corporation (the "Developer") or a related person to the Developer is the general partner, has requested that the Authority adopt a plan of financing providing for the issuance of exempt facility bonds for a qualified residential rental project pursuant to Section 142(a)(7) of the Internal Revenue Code of 1986 (the "Code") in one or more series issued from time to time, including bonds issued to refund such exempt facility bonds in one or more series from time to time, and at no time to exceed \$85,000,000 in outstanding aggregate principal amount (the "Bonds"), to finance or refinance the acquisition, construction and development of a multifamily rental housing project located at 803 Belmont Avenue, Belmont, California (the "Project"); and,

WHEREAS, pursuant to Section 147(f) of the Code, prior to their issuance, private activity bonds are required to be approved by the "applicable elected representative" of the governmental units on whose behalf such bonds are expected to be issued and by a governmental unit having jurisdiction over the entire area in which any facility financed by such bonds is to be located, after a public hearing held following reasonable public notice; and,

WHEREAS, the members of this City Council (this "City Council") are the applicable elected representatives of the City; and,

WHEREAS, there has been published, at least 7 days prior to the date hereof, in a newspaper of general circulation within the City, a notice that a public hearing regarding the Bonds would be held on a date specified in such notice; and,

WHEREAS, such public hearing was conducted on such date, at which time an opportunity was provided to interested parties to present arguments both for and against the issuance of the Bonds; and,

WHEREAS, the Authority is also requesting that the City Council approve the issuance of any refunding bonds hereafter issued by the Authority for the purpose of refinancing the Bonds which financed the Project (the "Refunding Bonds"), but only in such cases where federal tax laws would not require additional consideration or approval by the City Council; and,

WHEREAS, it is intended that this resolution shall constitute the approval of the issuance of the Bonds required by Section 147(f) of the Code and Section 9 of the Agreement.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council hereby approves the issuance of the Bonds and the Refunding Bonds by the Authority. It is the purpose and intent of the City Council that this resolution constitute approval of the Bonds for the purposes of Section 147(f) of the Code and Section 9 of the Agreement.

SECTION 3. The officers of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents that they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution and the financing approved hereby.

SECTION 4. This resolution shall take effect immediately upon its passage.

* * *

ADOPTED September 12, 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



**NOTICE OF PUBLIC HEARING
REGARDING ISSUANCE OF
EXEMPT FACILITY BONDS FOR
BELMONT FAMILY APARTMENTS AT 803 BELMONT AVENUE**

NOTICE IS HEREBY GIVEN that, at 7:00 p.m., or as soon thereafter as the matter can be heard, on September 12, 2023, at the City Council Chambers, One Twin Pines Lane, Belmont, California, the City Council of the City of Belmont (the "City") will conduct a public hearing as required by Section 147(f) of the Internal Revenue Code of 1986 (the "Code"), at which hearing it will hear and consider information concerning a proposed plan of financing providing for the issuance by the California Statewide Communities Development Authority of exempt facility bonds for a qualified residential rental project pursuant to Section 142(a)(7) of the Code in one or more series issued from time to time, including bonds issued to refund such exempt facility bonds in one or more series from time to time, and at no time to exceed \$85,000,000 in outstanding aggregate principal amount, to finance or refinance the acquisition, construction and development of a multifamily rental housing project located at 803 Belmont Avenue, Belmont, California, 94002. The facilities are to be owned by Belmont Family Apartments, L.P. (the "Borrower") or a partnership of which ROEM Corporation (the "Developer") or a related person to the Developer is the general partner (the "Project").

WATCHING/ATTENDING THE MEETING: 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, and [streamed live on Zoom](#). The public may also attend the meeting in the City Council 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 oral comments by joining the City Council meeting via Zoom: For web, visit <https://belmont-gov.zoom.us/> select "Join" and enter **Meeting ID 95745673035**. Use the [Raise Hand feature](#) to request to speak for a particular agenda item. You may rename your profile if you wish to remain anonymous.

For dial-in comments, call *67 1-669-900-6833 (*your phone number will appear on the live broadcast if *67 is not dialed prior to the phone number*), enter **Meeting ID 95745673035**, and press *9 to request to speak. All public comments are subject to a 3-minute time limit unless otherwise determined by the Mayor. If you wish to submit written public comment, you may send an email to cclerk@belmont.gov before the Council considers the item. Please indicate the agenda item topic or agenda item number you wish to comment on in your email's subject line. Any public comment regarding agenda items that are received from the publication of the agenda through the meeting date will be made part of the meeting record but will not be read during the Council meeting. Those wishing to comment on the proposed financing or refinancing and the nature and location of the Project may also submit written comments, which must be received by the City prior to the hearing. Written comments should be sent to City of Belmont at One Twin Pines Lane, Belmont, California 94002 Attention: City Clerk.

CITY CLERK
CITY OF BELMONT
Dated: August 31, 2023



STAFF REPORT

Meeting Date: September 12, 2023
Agency: City of Belmont
Staff Contact: Peter Brown, Public Works Dept., (650) 595-7459, pbrown@belmont.gov
Alberto Espinoza, Public Works Dept., (650) 595-7465, aespinoza@belmont.gov
Agenda Title: Review Solid Waste Rate Application and Revise Maximum Rates for Collection Services for 2024
Agenda Action: Resolution

Recommendation

Adopt a resolution stating the City of Belmont's intent to revise the maximum rates that may be charged for solid waste, recyclable materials, and organic materials collection services effective January 1, 2024, and set a Public Hearing date for November 14, 2023.

Strategic Focus Area

Fiscal and Organizational Sustainability

Background

On August 28, 2018, the Council authorized the City Manager to finalize and execute an Amended and Restated Franchise Agreement (Agreement) with Recology of San Mateo County (Recology) for recyclable materials, organic materials, and solid waste collection from January 1, 2021 to December 31, 2035. The Agreement provides for an annual review of the maximum rates that Recology may charge Belmont residential and commercial customers for regular and unscheduled services. Each year, Recology proposes, City staff analyzes, and the City Council adopts solid waste rates that do not exceed Recology's maximum rates.

On July 31, 2023, Recology provided the City their 2024 rate application and detailed worksheet outlining their calculation of the maximum rates. In August, as part of the City's review process, the City retained the services of HDR, Inc. (HDR) to confirm that the rates proposed by Recology were calculated in accordance with the Agreement and associated amendments. After meeting with Recology staff, it was agreed that a slightly modified rate application letter (Attachment B) would be issued to clarify and reduce some components of the rate application. HDR and city staff have reviewed and confirmed that the rate adjustment application and the accompanying maximum rate schedules submitted by Recology seeking an 11.02% increase in 2024 over 2023 rates meets the terms of the Agreement.

This report is the first step in the City's process to approve the maximum rates that may be charged for solid waste, recyclable materials, and organic materials collection services. In November, the City will hold a public hearing following the procedures of Proposition 218 to adopt the calendar year 2024 solid waste rates.



Analysis

Recology is proposing total contractor compensation of \$9,740,247 for 2024. The percentage change between the 2024 total target revenue of \$9,740,247 and the 2023 target revenue of \$8,773,496 results in the adjustment multiplier rate of 11.02%, which is consistent with methodology of the Agreement. The adjustment multiplier rate of 11.02% is the proposed 2024 rate increase to the residential and commercial carts and bins and it accounts for CPI cost increases such as labor costs, fuel, general expenses, SB 1383 program implementation, depreciation, interests, incentives and disincentives, direct costs components, and agency payments from April 2020 to April 2023. The proposed 11.02% rate increase is considerably higher than last year and is mostly attributed to a new contract being in place to operate the Shoreway Environmental Center and an increase in the tipping fees of 25%, which makes up most of the disposal cost component charged as a pass-through cost by RethinkWaste.

RethinkWaste, also known as the South Bayside Waste Management Authority (SBWMA), is a joint powers authority formed by eleven local government jurisdictions (City of Belmont, City of Burlingame, City of East Palo Alto, City of Foster City, Town of Hillsborough, City of Menlo Park, City of Redwood City, City of San Carlos, City of San Mateo, the County of San Mateo and the West Bay Sanitary District) in San Mateo County, California. RethinkWaste owns and manages the Shoreway Environmental Center in San Carlos which receives all the recyclables, green waste and garbage collected from the Member Agencies.



Tip Fees are the basis for setting the Shoreway Pass-Through expenses that become part of the Total Collection expense and Revenue Requirement for each Member Agency upon which it sets its solid waste Rates. The tipping fees increases is set by the agency and is a result of market conditions such as environmental programs and mandates, cost of recycling, disposal, solid waste operations, and staffing.

The 2024 projected/proposed per ton tipping fees were approved by the SBWMA Board at its June 2023 Board Meeting at an increase of 25% over the previous year (2023) Tipping fees are typically projected in June to be used in calculating the following year's Revenue Requirement by Member Agency. The 25% increase is mainly due to the increased Shoreway operating cost in 2024. The Shoreway operating cost will increase in 2024 due to a new Shoreway Operating Agreement commencing on January 1, 2024.



The table below illustrates the percentage increases of the most impactful cost increases within the 25% tipping fee increase.

Cost Category	% Increase
Shoreway Operations Agreement	19%
Disposal & Processing	3%
San Carlos Host Fee	1%
Remaining Budget (Admin, Other Shoreway Operations)	2%
Total	25%

The 2024 tipping fee increase is driven by the new Operating Agreement with South Bay Industries (SBI) commencing on January 1, 2024. The increased compensation to SBI in 2024 has been projected to increase ratepayer rates by 8 to 10% since the SBWMA received the Operating Agreement RFP responses in the fall of 2023.

Table 1 is a summary of the changes in total target revenue from 2023 to 2024.

Table 1				
Summary of Changes in Total Target Revenue from 2023 to 2024				
Cost Component	2023 Target Revenue	2024 Target Revenue	\$ Difference	% Difference
Base Contractor Compensation				
Direct Labor Related	\$2,311,915	\$2,382,648	\$70,734	3.06%
Direct Fuel Costs	335,161	287,249	(47,912)	-14.30%
General Expense Direct & Indirect	1,320,315	1,393,783	73,468	5.56%
Depreciation	281,317	281,317	0	0.00%
Profit	445,997	456,105	10,108	2.27%
Interest	<u>73,679</u>	<u>73,679</u>	<u>0</u>	<u>0.00%</u>
Total Base Compensation	\$4,768,384	\$4,874,782	\$106,398	2.23%
Performance (Inc.) / Dis.	(5,459)	(6,147)	(688)	12.60%
Total Pass Thru Costs				
Disposal Projected Cost (i)	\$1,745,620	\$2,241,715	\$496,095	28.42%
Disposal Actual Prior Year Cost (ii)	1,772,859	1,843,054	70,195	3.96%
Disposal Prior Projected Cost (iii)	(1,789,017)	(1,745,620)	43,397	-2.43%
Agency Payments	<u>2,281,109</u>	<u>2,535,464</u>	<u>251,355</u>	<u>11.02%</u>
Total Pass Thru Costs	\$4,010,571	\$4,871,613	\$861,042	21.47%
Plus Disincentive Payable 2021	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Target Revenue	\$8,773,496	\$9,740,247	\$966,751	11.02%



Table 2 shows the present monthly rates, the proposed monthly rates with the 11.02% rate increase, and the monthly change (for illustrative purposes) for residential customers.

Table 2
Summary of the Present, Proposed, and Monthly Change

RESIDENTIAL CARTS				
Schedule	Schedule Description	Present Monthly 2023 Rate	Proposed Maximum 2024 Rate	\$/Month Change
R20G	Residential Waste - 20 Gallons	\$36.22	\$40.21	\$3.99
R32G	Residential Waste - 32 Gallons	\$43.21	\$47.97	\$4.76
R64G	Residential Waste - 64 Gallons	\$85.06	\$94.43	\$9.37
R96G	Residential Waste - 96 Gallons	\$127.59	\$141.65	\$14.06

Commercial customers have similar service to residential customers, but they have the option to adjust the number of pickups per week. In 2024, it is estimated that the commercial rates (Schedule L) will increase by 11.02% for all cart sizes. Table 3 is a summary of the calculated maximum commercial solid waste rates by cart size. Some minor rounding of the rates may occur for purposes of ease of administration.

Table 3
Summary of Calculated Maximum Commercial Solid Waste Rates (By Gallon Cart Size; Regularly Scheduled - \$/Month)

COMMERCIAL CARTS					
		Cart Size (in Gallons)			
		20	32	64	96
# of Pickups Per Week	1	\$51.30	\$56.96	\$110.15	\$159.21
	2	105.54	117.27	222.27	326.13
	3	157.13	174.56	337.25	494.92
	4	215.72	239.68	453.46	669.47
	5	272.93	303.23	576.40	846.39
	6	341.50	379.43	702.41	1,065.43
	7	416.00	462.21	822.28	1,242.98



COMMERCIAL CARTS ORGANICS

		Cart Size (in Gallons)		
		32	64	96
# of Pickups Per Week	1	\$39.90	\$77.13	\$111.45
	2	82.09	155.59	228.28
	3	122.19	236.06	346.44
	4	167.80	317.44	468.62
	5	212.27	403.49	592.47
	6	265.63	491.65	745.79
	7	323.57	575.59	870.09

Some commercial customers have larger bins which range in size from 1 yard to 6 yards. Commercial waste customers also have the option of different levels of service and can select the number of pick-ups per week. Table 4 is a summary of the calculated maximum commercial solid waste rates for 2024 for the larger bin sizes. It is estimated that the rates (Schedule L) will increase by 11.02% for all bin sizes.

Table 4
Summary of Calculated Maximum Commercial Solid Waste Rates (By Bin Size in Yards; Regularly Scheduled - \$/Month)

COMMERCIAL BINS						
		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$267.16	\$537.40	\$810.49	\$1,106.39	\$1,701.55
	2	543.92	1,083.62	1,630.75	2,231.90	3,451.00
	3	825.42	1,635.00	2,455.83	3,357.44	5,187.44
	4	1,110.21	2,190.39	3,283.37	4,495.78	6,909.10
	5	1,397.29	2,753.63	4,113.77	5,638.92	8,655.30
	6	1,743.88	3,250.82	4,993.93	6,829.48	10,463.49
	7	2,057.57	3,850.04	5,880.24	8,044.96	12,255.20



COMMERCIAL BINS ORGANICS						
Bin Size (in Cubic Yards)						
		1	2	3	4	6
# of Pickups Per Week	1	\$187.02	\$376.19	\$567.33	\$774.48	\$1,191.09
	2	380.73	758.52	1,141.56	1,562.33	2,415.71
	3	577.78	1,144.51	1,719.09	2,350.20	3,631.19
	4	777.15	1,533.26	2,298.36	3,147.05	4,836.38
	5	978.11	1,927.51	2,879.63	3,947.23	6,058.72
	6	1,220.73	2,275.57	3,495.76	4,780.68	7,324.43
	7	1,440.31	2,695.03	4,116.17	5,631.48	8,578.64

GARBAGE COMPACTORS	
Commercial Waste 3 Yard Compactor	\$1,946.19
Solid Waste Compactor Rate Per Yard	\$149.73

The monthly fee above includes the following:
 Recycling container at customer's requested size

Additional Services

Recology also provides several services that are not considered regularly scheduled services. Those miscellaneous charges are itemized in Exhibit A, Attachment Q of the attached Resolution. In summary, an overall rate increases of 4.19% is being proposed.

Proposition 218

The City is committed to promoting public participation in City activities. Towards this end, it has been the City’s practice to notice and conduct protest hearing proceedings with respect to solid waste maximum rates in the manner set forth in Article XIII D, Section 6(a) of the California Constitution and Section 53755 of the Government Code. That process requires that a notice be mailed to solid waste customers not less than forty-five days prior to any public hearing affecting any rate.

Customers and property owners have the right to submit written protests against the proposed charges and may do so by mail or in person to the City Clerk no later than the conclusion of the public hearing. If written protests against the charges are presented by owners of a majority of the affected parcels, the City Council may not impose the charges.

The attached resolution authorizes the initiation of the Proposition 218 process based on the maximum rates in accordance with the Guidelines for the Submission and Tabulation of Protests in Exhibit B, and sets a public hearing for November 14, 2023.



Alternatives

1. Take no action.
2. Adjust rates differently while meeting the requirements of the Agreement.

Attachments

- A. Resolution
- B. Recology 2024 Rate Application
- C. HDR Inc. Report – Solid Waste Rate Analysis

Fiscal Impact

- No Fiscal Impact
- Funding Source Confirmed: The recommended rate increases will cover the solid waste program's revenue requirements.

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 STATING ITS INTENT TO ADJUST THE MAXIMUM RATES THAT MAY BE CHARGED FOR SOLID WASTE, RECYCLABLE MATERIALS, AND ORGANIC MATERIALS COLLECTION SERVICES EFFECTIVE JANUARY 1, 2024 AND SETTING A PUBLIC HEARING

WHEREAS, solid waste, recyclable materials, and organic materials collection services are provided in the City of Belmont by Recology San Mateo County (Recology) pursuant to a franchise agreement with the City; and,

WHEREAS, the franchise agreement with Recology provides for an annual review of the maximum rates that Recology may charge Belmont residential and commercial customers; and,

WHEREAS, Recology provided the City a letter and detailed worksheet outlining their calculation of the maximum rates for Rate Year 2024 which include a proposed 11.02% increase; and,

WHEREAS, the City is contractually obligated to set maximum rates and desires to conduct a proceeding to adjust the schedule of charges as itemized in Exhibit A.

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

SECTION 1. Proposes rate revisions and methodology generally described in Exhibits “A” and “B” to this Resolution, which are incorporated herein by reference.

SECTION 2. On November 14, 2023, at 7:00 PM or as soon thereafter as may be practicable in the City Council Chambers located at One Twin Pines Lane, Belmont, CA, or online via Zoom (<https://belmont-gov.zoom.us>), the City Council will hold a public hearing in accordance with the procedures in California Constitution Article XIID with respect to the proposed rates. At this hearing, all interested persons will be permitted to present oral and written testimony with respect to the proposed rates and methodology.

SECTION 3. Direct staff to give notice of the hearing in the manner required by law.

SECTION 4. The City will accept and tabulate protests against the proposed rate revision following the procedures set forth in Exhibit “B” to this Resolution, which is incorporated herein by reference.

* * *

ADOPTED September 12, 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

Attachment L
Maximum Rate Schedule
Effective January 1, 2024 to December 31, 2024
Monthly Rate

	RESIDENTIAL CARTS			
	Cart Size (in Gallons)			
	20	32	64	96
1 Pickup Per Week	\$40.21	\$47.97	\$94.43	\$141.65

Residential customers are billed based on their Garbage Cart size.

The monthly rate above includes the following:

- One (1) Garbage Cart provided to customer
- Curbside Household Hazardous Waste Collection
- One (1) 64-Gallon Recycling Cart and (1) 96-Gallon Yard Waste Cart

Attachment L
Maximum Rate Schedule
Effective January 1, 2024 to December 31, 2024
Monthly Rate

COMMERCIAL CARTS

		Cart Size (in Gallons)			
		20	32	64	96
# of Pickups Per Week	1	\$51.30	\$56.96	\$110.15	\$159.21
	2	105.54	117.27	222.27	326.13
	3	157.13	174.56	337.25	494.92
	4	215.72	239.68	453.46	669.47
	5	272.93	303.23	576.40	846.39
	6	341.50	379.43	702.41	1,065.43
	7	416.00	462.21	822.28	1,242.98

The monthly rate above includes the following:

- One (1) Garbage Cart
- Recycling Cart

COMMERCIAL CARTS ORGANICS

		Cart Size (in Gallons)		
		32	64	96
# of Pickups Per Week	1	\$39.90	\$77.13	\$111.45
	2	82.09	155.59	228.28
	3	122.19	236.06	346.44
	4	167.80	317.44	468.62
	5	212.27	403.49	592.47
	6	265.63	491.65	745.79
	7	323.57	575.59	870.09

Not Organics containers are charged at seventy percent (70%) of the similar Garbage commercial cart rate above container size and service levels for Garbage, representing a thirty percent (30%) discount

**Attachment L
Maximum Rate Schedule
Effective January 1, 2024 to December 31, 2024
Monthly Rate**

COMMERCIAL BINS

		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$267.16	\$537.40	\$810.49	\$1,106.39	\$1,701.55
	2	543.92	1,083.62	1,630.75	2,231.90	3,451.00
	3	825.42	1,635.00	2,455.83	3,357.44	5,187.44
	4	1,110.21	2,190.39	3,283.37	4,495.78	6,909.10
	5	1,397.29	2,753.63	4,113.77	5,638.92	8,655.30
	6	1,743.88	3,250.82	4,993.93	6,829.48	10,463.49
	7	2,057.57	3,850.04	5,880.24	8,044.96	12,255.20

The monthly rate above includes the following:

One (1) Garbage Bin

Recycling container at customer's requested size

COMMERCIAL BINS ORGANICS

		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$187.02	\$376.19	\$567.33	\$774.48	\$1,191.09
	2	380.73	758.52	1,141.56	1,562.33	2,415.71
	3	577.78	1,144.51	1,719.09	2,350.20	3,631.19
	4	777.15	1,533.26	2,298.36	3,147.05	4,836.38
	5	978.11	1,927.51	2,879.63	3,947.23	6,058.72
	6	1,220.73	2,275.57	3,495.76	4,780.68	7,324.43
	7	1,440.31	2,695.03	4,116.17	5,631.48	8,578.64

Not Organics containers are charged at seventy percent (70%) of the similar garbage container size above and service level for garbage, representing a thirty percent (30%) discount

Attachment L
Maximum Rate Schedule
Effective January 1, 2024 to December 31, 2024
Monthly Rate

GARBAGE COMPACTORS

Commercial Waste 3 Yard Compactor	\$1,946.19
Solid Waste Compactor Rate Per Yard	\$149.73

The monthly fee above includes the following:
Recycling container at customer's requested size

Technical Appendix B – Attachment Q

Additional Services

The following table specifies Maximum Allowable Rates for Additional Services. These Maximum Rates shall be adjusted annually in accordance with Article 11. The following Attachment Q rates are the proposed 2024 rates.

Schedule Q Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
1	Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Maximum Rate in the table at the end of this Attachment	See Maximum Rate in the table at the end of this Attachment
2	Long Distance Service for MFD, Mixed Use, and Commercial Accounts (Note: only applicable to Containers with wheels)	Section 5.02.B, 5.02.C; 8.02 B	A - No more than 10% of base monthly Maximum Rate of the Collection Rate for each Container requiring Long Distance Service B - 25% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service	A - Distance greater than 50 feet and less than or equal to 100 feet B - Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
3	Container Relocation Service	Section 5.02.B and 8.02.B	A - 12% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service B - 27% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service	A - Distance greater than 50 feet and less than or equal to 100 feet B - Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.
4	On-Call, Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	Section 5.02.A, 5.02.B, and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week.	Per Collection event per Container for Collection requested by Customer

Schedule Q
Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
5	Return Trip (SFD, MFD, Mixed Use, or Commercial)	Sections 5.02.A, B, C; 5.03.A, B, C; 5.04.A, B, C	\$20.16 for SFD \$20.16 for Commercial, Mixed Use, and MFD	Per Collection event (i.e. request to return and provide Collection service after the Customer failed to properly set out their Container(s) for regularly scheduled Collection)
6	Additional Targeted Recyclable Materials or Organic Materials Cart Service for SFD	Sections 5.03.A and 5.04.A	\$1.32 per Recycling Cart \$4.01 per Organic Materials Cart	Per Cart month (any Cart size). Six month minimum charge required. Includes one-time Cart delivery upon start of service and removal of Cart when service is discontinued by Customer.
7	Additional On-Call Bulky Item Collection	Sections 5.05, 5.06	\$109.61	Per Bulky Item Collection event (in addition to the events provided at no charge to Customer pursuant to Section 5.12)
8	Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of base monthly Solid Waste Rate for the size of Container Collected once per week plus Return Trip Fee if applicable	Per Collection event for Container with Contamination Level greater than the maximum level pursuant to Table 1 in Section 6.02.B
9	Lock Service (Key Service)	Section 8.02.B	A - \$11.42 per usage B - \$12.76 per usage	Monthly cost: A-Residential Customers B-Commercial Customers
10	Lock Purchase	Section 8.02.B	\$22.85 per lock	Per lock

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
11	Overage Service	Section 8.02.G	100% of the base monthly Solid Waste Collection Rate	Per Collection event (after the first two events)
12	Overage Bags Cost	Section 8.02.G	50% of the base monthly Solid Waste Collection Rate or \$10.74 minimum	Per bag
13	Container Cleaning Service	Section 8.05.D	A - \$67.20 B - \$114.24	A - per Cart B - per Bin or Drop-Box Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D.
14	Dirty Cart Replacement (Exchange) Service	Section 8.05.D	A - \$87.36 B - \$100.80 C - \$114.24	A - per 32 gallon Cart B - per 64 gallon Cart C - per 96 gallon Cart Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D.
15	Additional Confidential Document Destruction Service Event	Section 5.07	\$1,612.72	Per event

Schedule Q
Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
16	Additional Compost Material Delivery	Section 5.11	A - \$167.98 per delivery B - \$335.99 per delivery	A - "one-way" only delivery by Contractor where Contractor delivers to and unloads compost at an Agency-approved location B- "Round-trip" delivery by Contractor where Contractor delivers compost in a Drop Box to an Agency-approved location and returns at a later time or date to pick up the Drop Box and any remaining compost (charge includes the delivery of and later pick-up of the Drop Box)
17	Community Drop-Off Events	Section 5.13	\$27,416.46 per event or day	Per event or day targeting 5,000 households. Does not include disposal or public education expenses.
No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
18	Collection for Agency-Sponsored and Non-Agency sponsored Community Events	Section 5.08	A - \$4,031.82 B - \$6,719.71 C - \$10,079.58	A - One day event with a projected 2,500 or fewer attendees B - One (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C - One (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

Schedule Q
Additional Services (Continued)

Backyard Collection Service Charge for Single Family Dwellings (Section 5.02.A)				
1 Curb**	One (1) Solid Waste Cart	Two (2) Solid Waste Carts	Three (3) Solid Waste Carts	Four (4) Solid Waste Carts
Distance <= 50 feet	\$24.17	\$38.58	\$77.21	\$115.79
50 < Distance <= 100 feet	28.23	42.64	81.23	119.84
100 < Distance <= 150 feet	32.24	46.66	85.24	123.86
150 < Distance <= 200 feet	36.29	50.70	89.28	127.91
200 < Distance <= 250 feet	40.31	54.72	93.33	131.94
250 < Distance <= 300 feet	44.35	58.75	97.36	135.95
300 < Distance <= 350 feet	48.39	62.78	101.40	139.98
Each additional 50 foot increment over 350 feet	Amount equal the difference between the Charge for 250 to 300 feet and 300 to 350 feet			
<p>* Backyard Collection Service Charges are charges added to the base monthly Rate for Single-Family Collection service, and cover the provision of Backyard Collection Service for all Customer's Solid Waste, Recyclable Materials, and Organic Materials Carts.</p>				
<p>** Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Cart, if there is no curb.</p>				



July 31, 2023

Mr. Peter Brown
Director of Public Works
City of Belmont
One Twin Pines Lane, Suite 320
Belmont, CA 94002

Re: Rate Year 2024 Rate Application

Dear Mr. Brown:

Enclosed is our Rate Year 2024 Rate Application, Calculation of Actual Disposal Expense (April 2022 through March 2023), Calculation of Projected Disposal Costs (April 2023 – March 2024), Performance Incentive/Disincentive schedule, Attachment L for 2024, CPI index data from the Bureau of Labor Statistics, support schedules for the SB 1383 costs and Attachment Q schedules for 2024.

In accordance with Article 11 of the Franchise Agreement for Recyclable Materials, Organic Materials and Solid Waste Collection Services, we applied the following methodology to our calculations:

- **Wages for CBAs Component** – Multiplied the Wage Component of \$1,310,584 by the CPI-W-Wages Index for April 2023 (333.478) and divided that by the CPI-W-Wages Index for April 2020 (290.304). The calculated Wages for CBAs Component for Rate Year 2024 is \$1,505,494.
- **Benefits for CBAs Component** – Multiplied the Benefits Component of \$608,287 by the CPI-W-Medical Index for April 2023 (583.268) and divided that by the CPI-W-Medical Index for April 2020 (548.136). The calculated Benefits for CBAs Component for Rate Year 2024 is \$647,274.
- **Payroll Taxes Component** – Multiplied the Wages for CBAs Component of \$1,505,494 by the effective payroll tax rate of 8.1%. The calculated Payroll Taxes Component for Rate Year 2024 is \$121,945.
- **Workers Compensation Insurance Component** – Multiplied the Workers Compensation Insurance Component of \$93,961 by the CPI-W-Wages Index for April 2023 (333.478) and divided that by the CPI-W-Wages Index for April 2020 (290.304). The calculated Workers Compensation Insurance Component for Rate Year 2024 is \$107,935.

- **Direct Fuel Component** - Multiplied the Direct Fuel Component of \$169,992 by CPI-U-Motor Fuel Index for April 2023 (354.844) and divided that by the CPI-U-Motor Fuel Index for April 2020 (209.994). The calculated Direct Fuel Component for Rate Year 2024 is \$287,249.
- **General Expenses Direct Component** – Multiplied the General Expenses Direct Component of \$191,163 by the CPI-U-General Index for April 2023 (338.496) and divided that by the CPI-U-General Index for April 2020 (298.074). The calculated General Expenses Direct Component for Rate Year 2024 is \$217,087.
- **General Expenses Indirect Component** – Multiplied the General Expenses Indirect Component of \$1,020,220 by the CPI-U-General Index for April 2023 (338.496) and divided that by the CPI-U-General Index for April 2020 (298.074). The calculated General Expenses Indirect Component for Rate Year 2024 is \$1,158,573.

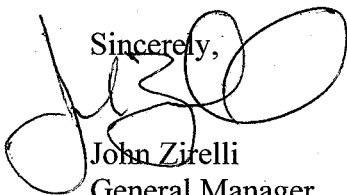
Additionally, the SBWMA approved personnel cost to provide necessary services under SB 1383 are included as a separate line, without application of the CPI-U-General Index. Belmont's proportionate share of the approved total cost is \$18,124.

- **Disposal Costs Component** – The Disposal Costs Component equals (i) Contractor's reasonable good faith projection of Disposal Costs for the period from April 1 of the Current Year through March 31 of the Adjustment Year (\$2,241,715), *plus* (ii) Contractor's actual Disposal Costs for the period from April 1 of the Prior Year through March 31 of the Current Year (\$1,843,054), *minus* (iii) Contractor's previous projection of Disposal Costs for the period described in clause (ii) (\$1,745,620). The calculation of projected disposal costs used in (i) assumed volumes delivered to the Designated Disposal Site using actual volumes delivered during the quarter April 1, 2023 through June 30, 2023, then duplicating those volumes for the next three quarters. The disposal rates are the anticipated rates for 2023 and 2024 at the Designated Disposal Site. The total Disposal Component equals \$2,339,148 ($\$2,241,715 + \$1,843,054 - \$1,745,620$).
- **Performance-Based Component** – Incentives and disincentives were reviewed by RRS consultants and are included in the rate year 2024 compensation application. Incentives total \$0 and disincentives total \$ 6,147 for a combined disincentive amount of \$6,147.

Based on the calculations described above, the Total Target Revenue increase for Rate Year 2024 is 11.02%. The Rate Year 2024 Rate Application includes a calculation of the Potential Cap Carry Forward of \$ zero. The Attachment L for 2024 is calculated at 11.02%.

If you have any questions, or need any additional information, please call me at (650) 595-3900.

Sincerely,



John Zirelli
General Manager

Recology San Mateo County

Recology San Mateo County
City of Belmont
Refuse Rate Index Calculation

Cost Description	Basis for Adjustment	SBWMA- Adjusted 2021 Values	SBWMA Approved SB 1383 Costs	SBWMA- Adjusted 2021 Plus SB 1383	April 2020 CPI Index	April 2023 CPI Index	Adjusted 2024 Rate Year Compensation
Direct Labor Related							
Wages for CBA's	CPI-W: CWURS49BSA0	1,310,584		1,310,584	290.304	333.478	1,505,494
Benefits for CBA's	CPI-W-Medical: CUURS49BSAM	608,287		608,287	548.136	583.268	647,274
Payroll Taxes	Effective Rate: 8.1%	109,005		109,005	na	na	121,945
Workers Compensation	CPI-W: CWURS49BSA0	93,961		93,961	290.304	333.478	107,935
Direct Fuel Costs	CPI-U-Motor Fuel: CUURS49BSE	169,992		169,992	209.994	354.844	287,249
General Expenses Direct	CPI-U: CUURS49BSA0	191,163		191,163	298.074	338.496	217,087
General Expenses Indirect	CPI-U: CUURS49BSA0	1,020,220		1,020,220	298.074	338.496	1,158,573
SBWMA Approved SB 1383 Costs	CPI-U: CUURS49BSA0	-	18,124	18,124	na	na	18,124
General Expenses Depreciation	Fixed	281,317		281,317	na	na	281,317
Profit Calculation	Operating Ratio of 90.5%	397,271		397,271	na	na	456,105
Interest	Fixed	73,679		73,679	na	na	73,679
Performance Incentives	Based on Annual Report	-		-	na	na	-
Performance Disincentives	Based on Annual Report	-		-	na	na	(6,147)
Base Contractor's Compensation		4,255,478	18,124	4,273,602			4,868,635
Disposal Cost Component (i)	Projected Next Rate Year	1,732,663					2,241,715
Disposal Cost Component (ii)	Actual Prior Year						1,843,054
Disposal Cost Component (iii)	Less Projected Prior Year						(1,745,620)
Agency Payments		2,051,120					2,532,464
Total Contractor Compensation		8,039,261		8,057,385			9,740,247

Note: The SB 1383 cost of \$18,124 is added to base costs starting in year 2024 and will be subject to CPI-U adjustment beginning in year rate 2025.

	2024
Total Contractor Compensation	9,740,247
Cap Carry Forward 11.11	-
Total Target Revenue	<u>9,740,247</u>
2023 Target Revenue	8,773,496
Adjustment Multiplier	11.02%

5% Cap Calculation 11.11	
Adjusted Contractor's Compensation 2024	4,874,782
Adjusted Contractor's Compensation 2023	<u>4,768,384</u>
difference	106,398
5 % of Adjusted Contractor's Compensation 2023	<u>238,419</u>
Potential Cap Carry Forward	0

Recology San Mateo County
City of Belmont
Actual Disposal Calculation (Apr 2022 - Mar 2023)
Rate Year 2024

BELMONT CITY VEHICLES

	Solid Waste	Green/Org	Food	Bulky Items	Solid Waste	Green/Org	Dirt	C&D	Concrete	Water Heater Appliances
APR	581.16	383.67	43.48	1.39	33.82	4.15	0.00	0.00	0.00	0.00
MAY	602.14	350.61	46.82	3.18	49.58	3.56	5.10	0.00	8.89	0.00
JUN	626.36	377.36	45.81	2.70	24.57	6.57	0.00	0.00	0.00	0.00
JUL	559.58	362.18	44.35	2.06	49.06	4.88	0.00	0.00	11.70	0.00
AUG	629.29	393.05	49.62	2.38	54.53	15.49	34.48	0.00	10.24	0.00
SEP	592.42	357.31	49.56	1.65	47.69	5.09	28.06	0.00	6.31	0.00
OCT	574.86	335.25	47.27	1.86	45.21	0.00	8.92	0.00	24.71	0.00
NOV	605.37	380.73	46.22	2.73	47.41	2.06	72.76	0.00	9.96	0.00
DEC	638.20	424.66	47.12	4.08	43.58	5.31	0.00	0.00	0.00	1.00
subtotal Apr - Dec 2022	5409.38	3364.82	420.25	22.03	395.45	47.11	149.32	0.00	71.81	1.00
JAN	640.04	480.08	55.63	0.00	59.43	2.04	44.15	0.00	0.00	0.00
FEB	564.60	304.69	48.75	2.93	51.65	6.51	20.85	0.00	0.00	0.00
MAR	660.11	460.01	52.82	2.18	55.53	28.35	39.83	0.00	0.00	0.00
subtotal Jan - Mar 2023	1864.75	1244.78	157.20	5.11	166.61	36.90	104.83	0.00	0.00	0.00
SBWMA Total	7274.13	4609.60	577.45	27.14	562.06	84.01	254.15	0.00	71.81	1.00
Rate Apr 2022 - Dec 2022	\$130.00	\$143.00	\$144.00	\$130.00	\$130.00	\$143.00	\$115.00	\$130.00	\$115.00	\$18.00
Rate Jan 2023 - Mar 2023	\$139.00	\$150.00	\$150.00	\$139.00	\$139.00	\$150.00	\$121.00	\$130.00	\$121.00	\$18.00
Per Item Cost	\$962,419.65	\$667,886.26	\$84,096.00	\$3,574.19	\$74,567.29	\$12,271.73	\$29,856.23	\$0.00	\$8,258.15	\$18.00
Total Disposal	\$1,843,053.50									

Recology San Mateo County
City of Belmont
Projected Disposal Calculation (Apr 2023 - Mar 2024)
Rate Year 2024

					BELMONT CITY VEHICLES					
	Solid Waste	Green/Org	Food	Bulky Items	Solid Waste	Green/Org	Dirt	C&D	Concrete	Each Refrigerator
APR (Actual)	573.85	410.71	43.55	3.22	39.37	16.81	8.44	0.00	0.00	1.00
MAY (Actual)	662.89	473.47	48.71	2.55	36.58	2.00	15.84	0.00	42.36	0.00
JUN (Actual)	640.01	424.99	57.36	2.16	30.99	2.67	146.21	0.00	21.85	0.00
JUL	573.85	410.71	43.55	3.22	39.37	16.81	8.44	0.00	0.00	1.00
AUG	662.89	473.47	48.71	2.55	36.58	2.00	15.84	0.00	42.36	0.00
SEP	640.01	424.99	57.36	2.16	30.99	2.67	146.21	0.00	21.85	0.00
OCT	573.85	410.71	43.55	3.22	39.37	16.81	8.44	0.00	0.00	1.00
NOV	662.89	473.47	48.71	2.55	36.58	2.00	15.84	0.00	42.36	0.00
DEC	640.01	424.99	57.36	2.16	30.99	2.67	146.21	0.00	21.85	0.00
subtotal Apr - Dec	5,630.25	3,927.51	448.86	23.79	320.82	64.44	511.47	0.00	192.63	3.00
JAN	573.85	410.71	43.55	3.22	39.37	16.81	8.44	0.00	0.00	1.00
FEB	662.89	473.47	48.71	2.55	36.58	2.00	15.84	0.00	42.36	0.00
MAR	640.01	424.99	57.36	2.16	30.99	2.67	146.21	0.00	21.85	0.00
subtotal Jan - Mar	1,876.75	1,309.17	149.62	7.93	106.94	21.48	170.49	0.00	64.21	1.00
SBWMA Total	7,507.00	5,236.68	598.48	31.72	427.76	85.92	681.96	0.00	256.84	4.00
Rates Apr 2023 - Dec 2023	\$139.00	\$150.00	\$150.00	\$139.00	\$139.00	\$150.00	\$121.00	\$130.00	\$121.00	\$53.00
Rates Jan 2024 - Mar 2024	\$173.75	\$187.50	\$187.50	\$173.75	\$173.75	\$187.50	\$153.75	\$177.50	\$153.75	\$53.00
Per Item Cost	\$ 1,108,690.06	\$ 834,595.88	\$ 95,382.75	\$ 4,684.65	\$ 63,174.81	\$ 13,693.50	\$ 88,100.71	\$ -	\$ 33,180.52	\$ 212.00
Total Disposal	\$ 2,241,714.87									

Recology San Mateo County
 Incentives and Disincentives
 Year 2022

Performance Incentive/Disincentive Payments 2022					
	Performance Incentives and Disincentives				
Member Agency	SFD and Commercial Missed P/U Events	Average Speed of Answer	90 Second Max Hold Time	Diversion	Maximum Incentives and Disincentives¹
Belmont	\$1,580	\$7,005	\$4,125	(\$4,030)	\$6,147
Burlingame	\$2,039	\$15,421	\$9,080	(\$8,872)	\$12,093
East Palo Alto	\$714	\$11,516	\$6,781	(\$6,625)	\$8,221
Foster City	\$1,121	\$9,845	\$5,797	(\$5,664)	\$7,540
Hillsborough	\$408	\$2,647	\$1,559	(\$1,523)	\$2,134
Menlo Park	\$867	\$14,332	\$8,439	(\$8,245)	\$10,210
North Fair Oaks	\$153	\$5,535	\$3,259	(\$3,184)	\$3,762
Redwood City	\$1,835	\$32,737	\$19,276	(\$18,834)	\$23,179
San Carlos	\$1,988	\$11,787	\$6,940	(\$6,781)	\$9,673
San Mateo	\$5,760	\$37,120	\$21,857	(\$21,356)	\$29,961
County Franchised Area	\$510	\$3,785	\$2,229	(\$2,177)	\$2,977
WBSD	\$51	\$1,652	\$972	(\$950)	\$1,128
Total	\$17,025	\$153,379	\$90,314	(\$88,242)	\$117,025
Negative number in parenthesis denotes Incentive payment due to Recology.					
¹ In accordance with Attachment I, the maximum annual incentive or disincentive, except for Single-Family and Commercial Missed Pick-up Events is \$100,000 or (\$100,000).					

**Recology San Mateo County
City of Belmont
Attachment L
Rate Year 2024**

Adjustment Multiplier 11.02%

RESIDENTIAL RATES

R20G	RES WASTE 20G	40.21
R32G	RES WASTE 32 GAL	47.97
R64G	RES WASTE 64 GAL	94.43
R96G	RES WASTE 96 GAL	141.65

COMMERCIAL/MULTI FAMILY RATES

		Times Per Week						
		1	2	3	4	5	6	7
C1YG	COMML WASTE 1 YD	267.16	543.92	825.42	1,110.21	1,397.29	1,743.88	2,057.57
C1YO	COMML ORGANICS 1 YD	187.02	380.73	577.78	777.15	978.11	1,220.73	1,440.31
C15CG	COMML WASTE 1.5 YD COMPACTOR	973.28	1,946.58	2,919.86	3,893.11	4,866.40	5,839.66	6,812.94
C15CO	COMML ORGANICS 1.5 YD COMPACTOR	681.30	1,362.58	2,043.88	2,725.17	3,406.47	4,087.76	4,769.05
C20G	COMML WASTE 20 GALLON	51.30	105.54	157.13	215.72	272.93	341.50	416.00
C2YG1	COMML WASTE 2 YD	537.40	1,083.62	1,635.00	2,190.39	2,753.63	3,250.82	3,850.04
C2YO	COMML ORGANICS 2 YD	376.19	758.52	1,144.51	1,533.26	1,927.51	2,275.57	2,695.03
C32G	COMML WASTE 32 GALLON	56.96	117.27	174.56	239.68	303.23	379.43	462.21
C32O	COMML ORGANICS 32 GAL	39.90	82.09	122.19	167.80	212.27	265.63	323.57
C3CG	COMML WASTE 3 YD COMPACTOR	1,946.19	0.00	0.00	0.00	0.00	0.00	0.00
C3YG	COMML WASTE 3 YD	810.49	1,630.75	2,455.83	3,283.37	4,113.77	4,993.93	5,880.24
C3YO	COMML ORGANICS 3 YD	567.33	1,141.56	1,719.09	2,298.36	2,879.63	3,495.76	4,116.17
C4YG1	COMML WASTE 4 YD	1,106.39	2,231.90	3,357.44	4,495.78	5,638.92	6,829.48	8,044.96
C4YO	COMML ORGANICS 4 YD	774.48	1,562.33	2,350.20	3,147.05	3,947.23	4,780.68	5,631.48
C64G	COMML WASTE 64 GALLON	110.15	222.27	337.25	453.46	576.40	702.41	822.28
C64O	COMML ORGANICS 64 GAL	77.13	155.59	236.06	317.44	403.49	491.65	575.59
C6YG1	COMML WASTE 6 YD	1,701.55	3,451.00	5,187.44	6,909.10	8,655.30	10,463.49	12,255.20
C6YO	COMML ORGANICS 6 YD	1,191.09	2,415.71	3,631.19	4,836.38	6,058.72	7,324.43	8,578.64
C96G	COMML WASTE 96 GALLON	159.21	326.13	494.92	669.47	846.39	1,065.43	1,242.98
C96O	COMML ORGANICS 96 GAL	111.45	228.28	346.44	468.62	592.47	745.79	870.09

SOLID WASTE COMPACTOR RATE PER YARD	149.73
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CPI for Urban Wage Earners and Clerical Workers (CPI-W)
Original Data Value

Series Id: CWURS49BSA0

Not Seasonally Adjusted

Series All items in San Francisco-Oakland-Hayward, CA, urban wage
 Title: earners and clerical workers, not seasonally adjusted
 Area: San Francisco-Oakland-Hayward, CA
 Item: All items
 Base: 1982-84=100
 Period:
 Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013		240.262		241.764		243.052		242.903		243.711		242.602	242.125	241.141	243.109
2014		245.148		247.932		250.085		249.877		250.508		247.680	248.326	247.097	249.555
2015		249.809		252.875		254.736		256.060		256.107		255.492	253.910	252.041	255.780
2016		257.141		259.386		261.017		262.326		264.026		263.222	260.830	258.715	262.946
2017		265.569		268.896		269.508		269.827		271.272		271.342	268.990	267.426	270.555
2018		275.699		278.039		280.219		281.536		283.183		283.278	279.572	277.035	282.110
2019		284.758		288.266		288.581		288.514		291.707		289.456	288.192	286.615	289.770
2020		292.010		290.304		292.420		293.062		294.442		295.687	292.601	291.297	293.906
2021		297.170		302.294		304.971		307.423		309.656		312.019	304.602	300.275	308.928
2022		316.463		322.021		328.137		325.932		329.331		326.465	323.900	320.408	327.391
2023		331.875		333.478		335.725								332.718	

CPI for All Urban Consumers (CPI-U)
Original Data Value

Series Id: CUURS49BSAM

Not Seasonally Adjusted

Series Medical care in San Francisco-Oakland-Hayward, CA, all
 Title: urban consumers, not seasonally adjusted
 Area: San Francisco-Oakland-Hayward, CA
 Item: Medical care
 Base: 1982-84=100
 Period:
 Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013		416.539		412.620		425.278		425.098		426.542		431.700	421.983	416.722	427.243
2014		440.573		448.951											
2016								486.042		486.894		488.508			486.068
2017		485.741		491.228		493.123		489.826		493.957		493.055	490.720	489.198	492.241
2018		500.434		504.092		511.465		508.677		510.198		539.595	508.623	502.138	515.108
2019		519.339		537.178		538.854				551.902		554.645	541.173	532.698	549.647
2020		545.970		548.136		549.438		548.733		549.432		545.016	548.802	549.120	548.484
2021		555.065		555.675		551.518		550.215		556.119		561.352	553.445	552.681	554.209
2022		567.774		573.254		583.038		591.731		587.405			580.306	571.613	588.998
2023				583.268		586.550								586.600	

CPI for All Urban Consumers (CPI-U)

Original Data Value

Series Id: CUURS49BSETB

Not Seasonally Adjusted

Series Motor fuel in San Francisco-Oakland-Hayward, CA, all urban

Title: consumers, not seasonally adjusted

Area: San Francisco-Oakland-Hayward, CA

Item: Motor fuel

Base 1982-84=100

Period:

Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	274.605	306.602	309.846	300.682	306.012	303.270	301.401	291.569	299.931	284.084	273.022	270.990	293.501	300.170	286.833
2014	273.919	279.844	297.341	313.061	315.401	312.578	308.499	297.489	287.115	268.189	242.194	216.165	284.316	298.691	269.942
2015	193.209	209.050	250.324	240.323	269.479	253.019	257.434	247.551	223.945	208.973	202.552	196.642	229.375	235.901	222.850
2016	195.010	178.296	191.074	202.420	208.843	213.139	209.663	197.818	204.532	207.138	200.994	200.151	200.757	198.130	203.383
2017	208.379	212.552	223.591	224.219	229.642	227.099	218.805	221.035	233.253	227.464	236.297	232.445	224.565	220.914	228.217
2018	239.938	248.958	254.538	264.816	276.100	277.231	275.852	273.651	274.578	284.833	278.051	264.929	267.790	260.264	275.316
2019	255.355	251.375	259.552	290.028	297.662	280.364	272.104	263.865	268.181	300.258	286.954	261.728	273.952	272.389	275.515
2020	254.945	251.171	235.263	209.994	208.040	220.382	229.239	236.785	239.082	236.633	236.201	237.489	232.935	229.966	235.905
2021	246.145	253.600	277.844	289.079	301.702	310.278	315.657	322.785	321.903	330.112	343.726	342.260	304.591	279.775	329.407
2022	340.187	343.538	408.338	414.030	435.497	464.377	428.878	391.441	401.663	435.974	383.334	325.704	397.747	400.995	394.499
2023	323.764	340.659	354.292	354.844	349.579	350.034									345.529

CPI for All Urban Consumers (CPI-U)

Original Data Value

Series Id: CUURS49BSA0

Not Seasonally Adjusted

Series All items in San Francisco-Oakland-Hayward, CA, all urban

Title: consumers, not seasonally adjusted

Area: San Francisco-Oakland-Hayward, CA

Item: All items

Base 1982-84=100

Period:

Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013		242.677		244.675		245.935		246.072		246.617		245.711	245.023	243.894	246.152
2014		248.615		251.495		253.317		253.354		254.503		252.273	251.985	250.507	253.463
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723	260.421
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306	276.542
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666	288.435
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150	296.859
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109	301.059
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724	312.718
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408	330.711
2023		337.173		338.496		340.056									337.689

Recology San Mateo County
Rate Year 2024 Compensation
Summary

	RY 2023 Total General & Administrative Costs for MFD & Commercial	Allocation %	397,553 RY 2024 SB 1383 Costs
Belmont	179,802	4.56%	18,124
Burlingame	478,026	12.12%	48,183
East Palo Alto	236,610	6.00%	23,849
Foster City	216,130	5.48%	21,786
Hillsborough	5,771	0.15%	580
Menlo Park	477,191	12.10%	48,096
Redwood City	764,515	19.38%	77,058
San Carlos	394,702	10.01%	39,783
San Mateo	973,054	24.67%	98,076
N. Fair Oaks	140,001	3.55%	14,113
West Bay Sanitary District	19,361	0.49%	1,952
County Franchised Area	59,061	1.50%	5,951
Totals	3,944,224	100.00%	397,553

Note: RY 2024 cost are added to base costs.

CONTRACTOR'S TOTAL COST PROJECTIONS

Annual Cost of Operations	2023	2024	2025
Direct Labor-Related Costs			
Wages for CBAs	-	-	-
Benefits for CBAs	-	-	-
Payroll Taxes	-	-	-
Workers Compensation Insurance	-	-	-
Total Direct Labor Related-Costs	-	-	-
Direct Fuel Costs	-	-	-
Other Direct Costs	-	-	-
Depreciation			
- Collection Vehicles	-	-	-
- Containers	-	-	-
Total Depreciation	-	-	-
Allocated Indirect Costs			
General and Administrative	95,797	397,553	411,988
Operations	-	-	-
Vehicle Maintenance	-	-	-
Container Maintenance	-	-	-
Total Allocated Indirect Costs	95,797	397,553	411,988
Total Allocated Indirect Depreciation Costs	-	-	-
Annual Implementation Cost Amortization	-	-	-
Total Annual Cost of Operations	95,797	397,553	411,988
Profit	10,056	41,732	43,247
Operating Ratio	90.5%	90.5%	90.5%
Total Operating Costs	105,853	439,285	455,236
Contractor Pass-Through Costs			
Interest Expense	-	-	-
Interest Expense on Implementation Cost	-	-	-
Contract Changes to Specific Agencies	-	-	-
Total Contractor Pass-Through Costs	-	-	-
BASE CONTRACTOR'S COMPENSATION	105,853	439,285	455,236
Other Adjustments			
Incentive / Disincentives	-	-	-
Total Other Adjustments	-	-	-
TOTAL CONTRACTOR'S COMPENSATION	105,853	439,285	455,236
Prior Year's Surplus/Shortfall to/from Recology			
Revenue Reconciliation (Surplus)/Shortfall	-	-	-
Interest on (Surplus)/Shortfall	-	-	-
Sub-Total	-	-	-
TOTAL BALANCE TO CONTRACTOR	105,853	439,285	455,236

Recology San Mateo County

SB1383 Cost Projections

Payroll Calculations

Description	Units/Yr	BU#	Acct#	2023 Totals	2024 Totals	2025 Totals
M-F Workdays /Mo.				260	262	261
Holidays Worked (Union)				9.00	9.00	9.00
Holidays Taken (Union)				3.00	3.00	3.00
Holidays Taken (Non Union)				9.00	9.00	9.48
Union H&W \$/Mo						
Union RSP \$/Mo						
Non-Union H&W \$/Mo						
Union Pension \$/Hr (Admin)						
<u>G&A Union Admin Labor (Waste Zero Reporting):</u>						
Additional Headcount						
Hours Per Employee Per Day						
Hourly Rate						
Regular	2,080	7300810	6030	\$ 18,023.20	\$ 75,903.52	\$ 78,731.99
Overtime	-	7300810	6040	\$ -	\$ -	\$ -
Holiday Worked	72	7300810	6060	\$ 1,039.80	\$ 3,910.58	\$ 4,072.35
Holiday Taken	24	7300810	6061	\$ 831.84	\$ 1,305.96	\$ 1,357.44
Sick Cashout	-	7300810	6050	\$ -	\$ -	\$ -
Vacation Cashout	-	7300810	6070	\$ -	\$ -	\$ -
Other	-	7300810	6080	\$ -	\$ -	\$ -
Payroll Expense:				\$ 19,894.84	\$ 81,120.06	\$ 84,161.78
Payroll Taxes @ 8.0%		7300810	6130	\$ 1,591.59	\$ 6,489.59	\$ 6,732.94
Union Pension /Mo.		7300810	6150	\$ 2,469.88	\$ 10,158.67	\$ 10,642.27
Non Union 401K @		7300810	6170	\$ -	\$ -	\$ -
Health & Welfare /Mo.		7300810	6181	\$ 9,545.43	\$ 39,010.08	\$ 39,985.32
Workers Comp @ 7.5%		7300810	6270	\$ 1,492.12	\$ 6,084.00	\$ 6,312.13
Fringe Benefits:				\$ 15,099.02	\$ 61,742.34	\$ 63,672.66
Total G&A Union Admin Payroll & Related:				\$ 34,993.86	\$ 142,862.40	\$ 147,834.44
<u>G&A Non-Union Admin Labor (Waste Zero Reps):</u>						
Additional Headcount						
Hours Per Employee Per Day						
Hourly Rate						
Regular	2,080	7300810	6030	\$ 37,500.00	\$157,955.79	\$ 164,433.76
Overtime	-	7300810	6040	\$ -	\$ -	\$ -
Holiday Worked	-	7300810	6060	\$ -	\$ -	\$ -
Holiday Taken	-	7300810	6061	\$ -	\$ -	\$ -
Sick Cashout	-	7300810	6050	\$ -	\$ -	\$ -
Vacation Cashout	-	7300810	6070	\$ -	\$ -	\$ -
Other- Bonus	-	7300810	6080	\$ 3,750.00	\$ 15,795.58	\$ 16,443.38
Payroll Expense:				\$ 41,250.00	\$ 173,751.37	\$ 180,877.14
Payroll Taxes @ 8.0%		7300810	6130	\$ 3,299.99	\$ 13,900.10	\$ 14,470.20
Union Pension /Mo.		7300810	6150	\$ -	\$ -	\$ -
Non Union 401K @ 3.0%		7300810	6170	\$ 1,237.51	\$ 5,212.53	\$ 5,426.31
Health & Welfare /Mo.		7300810	6181	\$ 9,366.99	\$ 38,498.28	\$ 39,557.04
Mileage 30/Day/\$0.655		7300810	7870	\$ 2,554.50	\$ 10,296.60	\$ 10,257.30
Workers Comp @ 7.5%		7300810	6270	\$ 3,093.76	\$ 13,031.36	\$ 13,565.78
Fringe Benefits:				\$ 19,552.75	\$ 80,938.87	\$ 83,276.63
Total G&A Non-Union Admin Payroll & Related:				\$ 60,802.75	\$ 254,690.24	\$ 264,153.77
Grand-Total Payroll Expense:				\$ 61,144.84	\$ 254,871.43	\$ 265,038.92
Grand-Total Fringe Benefits:				\$ 34,651.77	\$ 142,681.21	\$ 146,949.29
Grand-Total Payroll & Related:				\$ 95,796.61	\$ 397,552.64	\$ 411,988.21

ATTACHMENT Q SCHEDULE OF CONTRACTOR'S MAXIMUM RATES FOR ADDITIONAL SERVICES

For Rate Years Eleven (2021) through the remaining Rate Years in the Term, the Maximum Rate for additional services specified in Attachment Q shall be adjusted annually in accordance with Section 11.05. For Rate Year 2024, the current effective Maximum Rates are multiplied by the April 2023 CPI-U-General value of 338.496 and divided by the April 2022 CPI-U-General value of 324.878.

The Maximum Rate for additional services for Rate Year Ten (2020) shall be the Maximum Rates for Rate Year Ten (2020) as determined under the 2009 Franchise Agreement. These amounts will be adjusted as provided in Section 11.05 of this Agreement to determine the Maximum Rates for Rate Year Eleven (2021).

Two additional services are included in this Attachment Q there were not in Attachment Q of the 2009 Franchise Agreement. The two new services are Container Relocation Service and Agency-Specific Reporting for Abandoned Waste Collections. Maximum Rates for these services are presented in the table below.

Charges for Additional Services may not exceed the Maximum Rates approved by the City for the respective Rate Year.

	Service	Reference	Agency-Approved Maximum Rate	Description
Additional Services for Customers				
1	Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Maximum Rate in the table at the end of this Attachment	See Maximum Rate in the table at the end of this Attachment
2	Long Distance Service for MFD, Mixed Use, and Commercial Accounts (Note: only applicable to Containers with wheels)	Sections 5.02.B, 5.02.C; and 8.02.B	A – No more than 10% of base monthly Maximum Rate of the Collection Rate for each Container requiring Long Distance Service B – 25% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service	A – Distance greater than 50 feet and less than or equal to 100 feet B – Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.

ATTACHMENT Q
SCHEDULE OF CONTRACTOR'S MAXIMUM RATES
FOR ADDITIONAL SERVICES

	Service	Reference	Agency-Approved Maximum Rate	Description
3	Container Relocation Service	Sections 5.02B and 8.02B	A – 12% of base monthly rate of the Collection Rate for each Container requiring Container Relocation Service B – 27% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service	A – Distance greater than 50 feet and less than or equal to 100 feet B – Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.
4	On-Call Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	Sections 5.02.A, 5.02.B, and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week	Per Collection event per Container for Collection requested by Customer
5	Return Trip (SFD, MFD, Mixed Use, or Commercial)	Sections 5.02.A, B, C; 5.03.A, B, C; 5.04.A, B, C	\$20.16 for SFD \$20.16 for Commercial, Mixed Use, and MFD	Per Collection event (i.e., request to return and provide Collection service after the Customer failed to properly set out their Container(s) for regularly scheduled Collection)
6	Additional Targeted Recyclable Materials or Organic Materials Cart Service for SFD	Sections 5.03.A and 5.04.A	\$1.32 per Recycling Cart \$4.01 per Organic Materials Cart	Per Cart per month (any Cart size). Six month minimum charge required. Includes one-time Cart delivery upon start of service and removal of Cart when service is discontinued by Customer.
7	Additional On-Call Bulky Item Collection	Sections 5.05, 5.06	\$109.61	Per Bulky Item Collection event (in addition to the events provided at no charge to Customer pursuant to Section 5.12)

ATTACHMENT Q
SCHEDULE OF CONTRACTOR'S MAXIMUM RATES
FOR ADDITIONAL SERVICES

	Service	Reference	Agency-Approved Maximum Rate	Description
8	Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of the base monthly Solid Waste Rate for the size of Container Collected once per week plus Return Trip Fee if applicable	Per Collection event for Container with Contamination Level greater than the maximum level pursuant to Table 1 in Section 6.02.B
9	Lock Service (Key Service)	Section 8.02.B	A – \$11.42 per usage B – \$12.76 per usage	Monthly cost: A – Residential Customers B – Commercial Customers
10	Lock Purchase	Section 8.02.B	\$22.85 per lock	Per lock
11	Overage Service	Section 8.02.G	100% of the base monthly Solid Waste Collection Rate	Per Collection event (after the first two events)
12	Overage Bags Cost	Section 8.02.G	50% of the base monthly Solid Waste Collection Rate or \$10.74 minimum	Per bag
13	Container Cleaning Service	Section 8.05.D	A – \$67.20 B – \$114.24	A – per Cart B – per Bin or Drop-Box Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D

ATTACHMENT Q
SCHEDULE OF CONTRACTOR’S MAXIMUM RATES
FOR ADDITIONAL SERVICES

	Service	Reference	Agency-Approved Maximum Rate	Description
14	Dirty Cart Replacement (Exchange) Service	Section 8.05.D	A – \$87.36 B – \$100.80 C – \$114.24	A – per 32 gallon Cart B – per 64 gallon Cart C – per 96 gallon Cart Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D
Additional Services for Agency				
15	Additional Confidential Document Destruction Service Event	Section 5.07	\$1,612.72	Per event
16	Additional Compost Material Delivery	Section 5.11	A – \$167.98 per delivery B – \$335.99 per delivery	A – “one-way” only delivery by Contractor where Contractor delivers to and unloads compost at an Agency-approved location B – “Round-trip” delivery by Contractor where Contractor delivers compost in a Drop Box to an Agency-approved location and returns at a later time or date to pick up the Drop Box and any remaining compost (charge includes the delivery of and later pick-up of the Drop Box)
17	Community Drop-Off Events	Section 5.13	\$27,416.46 per event or day	Per event or day targeting 5,000 households. Does not include disposal or public education expenses.
18	Collection for Agency-Sponsored and Non-Agency sponsored Community Events	Section 5.08	A – \$4,031.82 B – \$6,719.71 C – \$10,079.58	A – One day event with a projected 2,500 or fewer attendees B – One (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C – One (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

ATTACHMENT Q
SCHEDULE OF CONTRACTOR'S MAXIMUM RATES
FOR ADDITIONAL SERVICES

Backyard Collection Service Charge for Single-Family Dwellings* (Section 5.02.A)				
Distance from Curb**	Backyard Charge for Customers with One (1) Solid Waste Cart	Backyard Charge for Customers with Two (2) Solid Waste Carts	Backyard Charge for Customers with Three (3) Solid Waste Carts	Backyard Charge for Customers with Four (4) Solid Waste Carts
Distance <= 50 feet	\$24.17	\$38.58	\$77.21	\$115.79
50 < Distance <= 100 feet	\$28.23	\$42.64	\$81.23	\$119.84
100 < Distance <= 150 feet	\$32.24	\$46.66	\$85.24	\$123.86
150 < Distance <= 200 feet	\$36.29	\$50.70	\$89.28	\$127.91
200 < Distance <= 250 feet	\$40.31	\$54.72	\$93.33	\$131.94
250 < Distance <= 300 feet	\$44.35	\$58.75	\$97.36	\$135.95
300 < Distance <= 350 feet	\$48.39	\$62.78	\$101.40	\$139.98
Each additional 50 foot increment over 350 feet	Amount equals the difference between the Charge for 250 to 300 feet and 300 to 350 feet			

* Backyard Collection Service Charges are charges added to the base monthly Rate for Single-Family Collection service, and cover the provision of Backyard Collection Service for all of Customer's Solid Waste, Recyclable Materials, and Organic Materials Carts.

** Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Cart, if there is no curb.



Draft Report



Review of the 2024 Solid Waste Rates

*City of Belmont
September 2023*





September 8, 2023

Mr. Peter Brown
Public Works Director
City of Belmont
One Twin Pines Lane Suite 385
Belmont, California 94002

Subject: Review of the 2024 Solid Waste Rates Final Report

Dear Mr. Brown:

HDR Engineering, Inc. (HDR) was retained by the City of Belmont (City) to provide professional and technical rate services as they relate to the City's solid waste utility. The City is a member of the South Bayside Waste Management Authority (SBWMA) and has a franchise agreement with Recology of San Mateo County (Recology) for solid waste collection services, including the collection of recycling and organic materials. Through the franchise agreement, the annual compensation for Recology's services is contractually determined. Recology has provided to the City their calculation of the maximum rates for both regularly scheduled services, and additional services, for Rate Year 2024, based on their July 31st rate year 2024 application letter. The franchise agreement calls for the City to adopt solid waste retail rates, but not at a level which exceeds the Contractor's "Maximum Rates for Regularly Scheduled Services".

HDR and the City have reviewed Recology's calculations and this report summarizes our findings, conclusions, and recommendations. This report and HDR's technical review were developed utilizing the City's and Recology's accounting, operating, and management records. HDR has relied upon this information to conduct our limited review, which provides the basis for our findings, conclusions, and recommendations contained in this report.

We appreciate the assistance provided by City staff, management, and City Council. More importantly, we appreciate the opportunity to work with City on this project.

Sincerely yours,
HDR Engineering, Inc.

Shawn Koorn
Associate Vice President



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Technical Appendix A – Attachment L Rates – Regularly Scheduled Rates

Technical Appendix B – Attachment Q Rates – Additional Services

Introduction

The City of Belmont (City) is a member of the South Bayside Waste Management Authority (SBWMA). On August 28, 2018, the City finalized an Amended and Restated Franchise Agreement (Agreement) with Recology of San Mateo County (Recology) for solid waste collection services, including the collection of recycling and organic materials. The Agreement is for the 15-year period of 2021 to 2035. Through the Agreement (i.e., 7.01.A.5, 11.01.A, 11.06), the annual compensation for Recology’s collection and recycling services is contractually determined. At the same time, the Agreement calls for the City to adopt solid waste rates, but not at a level which exceeds the Contractor’s “Maximum Rates for Regularly Scheduled and Additional Services”. Ultimately, Recology bills the City’s customers for the solid waste services at the rates established and formally adopted by the Belmont City Council.

As a part of the overall rate setting process, Recology’s data and information is reviewed by an outside party prior to its use within the calculation of the City’s maximum rates. Once that data and information is confirmed, Recology calculates the “maximum rates for regularly scheduled and additional services” and provides a copy of those calculations to the City for their review and acceptance. This review and rate setting process is similar to the reviews that HDR has provided to the City annually since 2013. The City has requested that HDR conduct a formal review of Recology’s solid waste rate calculations for rate year 2024.

The Agreement contains specific language and exhibits related to the development of the maximum rates for a given year for both regularly scheduled services (Schedule L) and additional services (Schedule Q). Rate year 2021, the first year of the current Agreement, serves as the base year for adjusting rates in future years. HDR has reviewed the applicable portions of the Agreement as they pertain to the 2023 rate year¹. From our understanding of the current Agreement and the rate setting requirements, HDR reviewed Recology’s submittal for the 2024 rate year. This study discusses the review undertaken by HDR for the 2024 rate year.

Limitations of HDR’s Review

HDR has provided a limited review of Recology’s maximum rate calculations for the 2023 rate year. As noted above, the data and information used by Recology to calculate the City’s maximum rates were independently reviewed by another outside firm. Given the outside review of Recology’s data and information, HDR and the City have assumed that the data and information input into Recology’s rate calculations are reasonable and appropriate. As part of the review, HDR did cross-check and verify the inputs into Recology’s model from the database of previously reviewed basic input data and information.

¹ HDR assisted the City in negotiating a current franchise agreement with Recology and is very familiar with the requirements of the current agreement as it relates to rate setting (Article 11).

Within HDR’s review, four key items have been reviewed and verified. These included:

- A review of Recology’s methodology for compliance with our understanding of the required methodology specific for the 2024 rate year based on the current Agreement
- A review of the data inputs and information used within the methodology to confirm that the costs and any other adjustments comply with the methodology for regularly scheduled services (Schedule L) for rate year 2024 as required in the current Agreement
- A review of the data inputs and methodology used to adjust additional services (Schedule Q) for the 2024 rate year to confirm the use of the appropriate cost index, as specified in the current Agreement
- Confirmation/verification of the calculations (formulas) within the methodology as they apply to the 2024 rate year based on the current Agreement

Overview of the Agreement

The Agreement with Recology is intended to continue to provide the Belmont community with high-quality waste collection, waste reduction, recycling, and composting programs. In order to maximize the quality of services and waste-diversion potential, the City granted to Recology an exclusive right to provide these services within the City. In order to balance that exclusive right to provide these solid waste services against the costs/rates associated with that program, the parties needed to develop an approach or methodology that fairly compensated (and limited) the charges that Recology could charge the City’s customers. To address this requirement, Article 11 of the Agreement contains specific language, and a methodology, for annually establishing the maximum rates for the up-coming calendar year for both regularly scheduled (Schedule L) and additional services (Schedule Q).

The Agreement provides for an orderly process and approach to establish rates for the City and compensation for Recology. The review being undertaken by the City and HDR is a part of that orderly process, and the City is performing its due diligence to verify and confirm that the maximum rates calculated by Recology are in accordance with the Agreement. The agreement stipulates this as follows:

Article 11, “The Contractor’s Compensation, Pass-Through Costs and Rates” determines the annual compensation for Recology’s collection and recycling services. This calculation of annual compensation sets the Contractor’s “Maximum Rates for Regularly Scheduled Services” (Attachment L) and “Additional Services” (Attachment Q). Within the franchise agreement, Attachment L is established in 11.04 of Article 11, Annual Adjustment of Maximum Rates for Schedule Services. Attachment Q is established in 11.05 of Article 11, Annual Adjustment of Maximum Rates for Additional Services.

The review being undertaken by the City and HDR is a part of that orderly process, and the City is performing its due diligence to verify and confirm that the maximum rates calculated by Recology are in accordance with the Agreement.

Regularly Scheduled Service (Attachment L) – Review of Recology’s Calculated Maximum

On July 31, 2023, Recology provided to the City a letter outlining their calculation of the rates for rate year 2024. The City retained HDR Engineering, Inc. (HDR) to provide the rate review of the proposed 2024 rates as has been performed annually since 2013, which was to confirm that the overall methodology is in conformance with the current Agreement. In addition, HDR also verified or confirmed that the proper cost data appeared to be used within the analysis, and that the mathematical calculations are correct. In providing this review, HDR also attempted to independently calculate the rate index used for Schedule Q rates (e.g., consumer price index (CPI-U General)). This report details the City’s process to revise the maximum rates that may be charged for solid waste, recyclable materials, and organic materials collection services for rate year 2024.

The rates that Recology charges its customers include Recology (contractor) compensation, SBWMA costs to operate the Shoreway transfer facility, waste disposal costs, franchise fees, and other related charges. Article 11 of the Agreement provides the framework or methodology for the determination of the maximum rate for the upcoming year. In very simple terms, the Agreement calls for Recology to annually take the existing maximum rate that is in effect and multiply each rate by an “adjustment multiplier”. The adjustment multiplier is essentially a cost index to develop Total Target Revenue for the rate year.

The rate adjustment multiplier is composed of three elements; the 2024 Base Contractor’s Compensation based on CPI cost adjustments, the 2023 Performance Incentive/Disincentive adjustment, and the 2024 pass through costs which comprise both disposal and agency payments. In addition is a fourth element this year which is the reversal of the prior year disincentive for 2021. For 2024, these elements are a total rate index adjustment of 11.02% as shown in Table ES – 1.

Table ES – 1 Summary of 2024 Rate Adjustment to 2023 Rates				
Cost Component	2023 Target Revenue	2024 Target Revenue	\$ Difference	% Adjustment to 2023 Rates
Total Base Compensation	\$4,768,384	\$4,874,782	\$106,398	2.23%
Performance (Inc.) / Dis.	(5,459)	(\$6,147)	(688)	12.60%
Pass Thru Costs	4,010,571	4,871,613	861,041	21.47%
Plus Disincentive Payable 2022	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Target Revenue	\$8,773,496	\$9,740,247	\$966,751	11.02%

In the review of Recology’s Total Target Revenue for the 2024 rate year, HDR concluded that the total target revenue used the appropriate data and information for the time period and the calculations within the methodology were correct. As a result of our review, HDR concluded that based upon the current Agreement, the City’s maximum solid waste rates for 2023 should be

increased by 11.02% for rate year 2024 proposed rates. Provided in this report is a more detailed discussion of each of the elements of the calculation of the 2024 maximum rate calculation and the basis for HDR’s summary conclusion.

Presented below in Table ES – 2 are the present monthly residential rate and the proposed residential rates for 2024.

Table ES – 2 Summary of the Present and Proposed Residential Solid Waste Rates (Regularly Scheduled - \$/Month)				
Schedule	Schedule Description	Present Monthly Rate	Proposed 2024 Rates	\$/Month Change
R20G	Residential Waste - 20 Gallons	\$36.22	\$40.21	\$3.99
R32G	Residential Waste - 32 Gallons	43.21	47.97	4.76
R64G	Residential Waste - 64 Gallons	85.06	94.43	9.37
R96G	Residential Waste - 96 Gallons	127.59	141.65	14.06

In addition to the above residential rates for regularly scheduled service, the City and Recology have a number of other rate schedules for regularly scheduled solid waste services. These include the following:

- Commercial Waste Carts (20 gallons to 96 gallons)
- Commercial Waste Bins (1 yard to 6 yards; 1 day to 7 days per week pickup)
- Commercial Organics (1 yard to 6 yards; 1 day to 7 days per week pickup)
- Commercial Organics Carts (20 gallons to 96 gallons; 1 day to 7 days per week pickup)
- Commercial Waste 3 Yard Compactor
- Solid Waste Compactor (per yard)

Each of these commercial rate schedules were increased by the overall 11.02% rate increase. A more detailed discussion of these other regularly scheduled services can be found in Section 4 of the report and also within the Technical Appendices as Attachment L rate schedules.

Additional Services (Attachment Q) – Review of Recology’s Calculated Maximum

In addition to the regularly scheduled rates, there are also rates for “additional services”. The rates for additional services are contained in Attachment Q of the Agreement and are annually updated in accordance with the Agreement. Attachment Q is established in 11.05 of Article 11, Annual Adjustment of Maximum Rates for Additional Services.

The Maximum Rate set forth in Attachment Q is adjusted annually by multiplying the then effective April CPI-U General for the year in which rates are set and divided by the April CPI-U from the year prior to the year in which rates are set. For example, the April CPI-U-General is 338.496 for 2023 and the April CPI-U-General for 2022 is 324.878. Therefore, each Maximum

Rate is multiplied by the April CPI-U-General for 2023 and divided by the April CPI-U-General for 2022. This resulted in an overall rate increase of 4.19% (338.496 / 324.878) for Attachment Q rates effective in 2024 for the additional services.

A more detailed discussion of these additional services can be found in Section 4 of the report and also within the Technical Appendices as Attachment Q rate schedules.

Summary Conclusions and Recommendations

Based on the limited review undertaken, it was the conclusion of HDR that the maximum rates, as calculated by Recology, were in conformance with the City's current Agreement. In reaching this conclusion, HDR has relied upon the data and information as supplied by the City and Recology. Given that conclusion, HDR would recommend that the City revise the residential and commercial rates based on the proposed rates provided in Table ES – 1. Finally, the additional services (Attachment Q), as calculated by Recology and as reviewed within this report, should also be adopted for 2024 based on the CPI increase of 4.19%.

City Council Review

The results of the study will be presented to the City of Belmont City Council on September 12, 2023. This reflected the proposed 11.02% rate adjustment for 2024 rates for the scheduled services, Schedule L, and a 4.19% rate adjustment for additional services, Schedule Q. If accepted by the City Council, the proposed rates will be presented at a public hearing on November 14, 2023.

Summary of the Review of Solid Waste Rates

This completes the summary review and analysis for the City's solid waste rates. A full and complete discussion of the review of Recology's solid waste rates can be found in the following sections of this report.

1 Introduction and Overview of the Report

1.1 Introduction

The City of Belmont (City) is a member of the South Bayside Waste Management Authority (SBWMA). In 2018, the signed an Agreement with Recology of San Mateo County (Recology) for solid waste collection services, including the collection of recycling and organic materials. Through the Agreement (i.e., 7.01.A.5, 11.01.A, 11.06), the annual compensation for Recology’s collection and recycling services is contractually determined. At the same time, the Agreement calls for the City to adopt solid waste rates, but not at a level which exceeds the Contractor’s “Maximum Rates for Regularly Scheduled or Unscheduled Services”. Ultimately, Recology bills the City’s customers for the solid waste services at the rates established by the City of Belmont City Council.

The 2018 Agreement is for a 15-year term, for rate years 2021 through 2035. This solid waste rate review represents the third year under the current Agreement. While the current Agreement is similar to the 2010 agreement, there are certain differences. Both franchise agreements contain specific language and exhibits related to the development of the maximum rates for a given year.

The general approach for rate adjustments (2022 – 2035) is based on changes in specific cost indices for the primary cost categories outlined by Recology for the base contractor’s compensation. For example, in 2024 the costs, will be adjusted by the change in the specific cost indices from 2021 to 2023. These cost indices include CPI-U, CPI-U-Motor Fuel, CPI-W, etc. The agreement has outlined each of the specific cost indices that will be used in escalating the base costs for future year rate adjustments. The total target revenues for rate year 2024 will be compared to the total target revenues in the prior year rate year 2023. This comparison will result in the rate multiplier to be applied to the 2023 rates to establish the proposed 2024 rates.

1.2 Limitations of HDR’s Review

It is important to understand that HDR has provided a limited review of Recology’s maximum rate calculations for the 2024 rate year. The data and information used by Recology to calculate the City’s maximum rates were reviewed by another outside firm. HDR did not provide a review of this basic input data as a part of this review. Therefore, HDR and the City have assumed that the data and information input into Recology’s rate calculations are reasonable and appropriate. Having said that, HDR did a limited cross-check to verify the inputs into Recology’s model, from the database of previously reviewed basic input data and information.

Within HDR’s review, the three key items reviewed were the overall methodology, compliance to the agreed upon methodology, and verification of the data inputs. First, the overall methodology is generally well-laid out within Article 11 of the current Agreement. Given that, HDR reviewed Recology’s methodology for compliance with our understanding of the required methodology for the 2024 rate year. At the same time, HDR also reviewed the data inputs and information used within the methodology as applied to the 2023 rate year. While the data and information were previously reviewed, the selection and use of the appropriate costs and

adjustment factors must comply with the methodology. Finally, HDR confirmed/verified the calculations (formulas) used within the methodology as applied to the 2024 rate year were accurate. As a part of HDR’s review, these three aspects of Recology’s rate filing were reviewed and verified.

1.3 Organization of the Report

This report is organized in a manner that reflects the general approach used by HDR to review Recology’s maximum rates for “Regularly Scheduled” and “Additional Services”. The next section of this report provides a brief overview of the relevant portions of the Agreement. Section 3 then provides a discussion and overview of the technical review undertaken by HDR of the Recology rate calculations. From that review, HDR was then able to review and verify the proposed maximum rates for Regularly Scheduled and Additional Services. The proposed maximum rates are discussed and shown in Section 4. Finally, Section 5 provides a summary of HDR’s findings, conclusions, and recommendations from this study.

2 Overview of the Agreement

2.1 Introduction

An important starting point for reviewing the City’s solid waste rates is to gain an understanding of the current Agreement which is an extension of the original 2010 franchise agreement. This section of the report is intended to provide a brief overview of the relevant portions of the City’s current Agreement with Recology to help the reader better understand the basis for this review of the rates.

The review and discussion contained herein is not intended to be comprehensive in nature, nor provide any legal interpretation or opinion regarding the relevant portions of this Agreement as it relates to this study.

2.2 Overview of the Agreement

As noted, the agreement was extended in 2018 for an additional 15-year term for rate years 2021 through 2035. The Agreement is very similar to the 2010 franchise agreement but does contain some relevant changes to Article 11 which determines Recology’s compensation and the City’s solid waste rates. Similar to the 2010 agreement, for 2021 and beyond, Recology’s annual compensation for collection and recycling services is outlined in the Agreement and contractually determined. The Agreement calls for the City to establish and adopt their own solid waste rates, but not at a level which exceeds the Contractor’s “Maximum Rates for Regularly Scheduled Services” referred to as Attachment L and “Maximum Rates for Additional Services”, referred to as Attachment Q². The Agreement between the parties contains specific language and exhibits related to the development of the maximum rates for a given year for both Attachments L and Q.

...and the City is performing its due diligence to verify and confirm that the maximum rates calculated by Recology are in accordance with the Agreement for the 2024 rate year.

The Agreement provides for an orderly process and approach to establish rates for the City and compensation for Recology. The review being undertaken by the City and HDR is a part of that orderly process, and the City is performing its due diligence to verify and confirm that the maximum rates calculated by Recology are in accordance with the Agreement for the 2024 rate year.

More specific to the Agreement, Article 11 – “The Contractor’s Compensation, Pass-Through Costs and Rates” provides the analytical framework for determining the annual compensation for Recology’s collection and recycling services. This calculation of annual compensation sets the Contractor’s “Maximum Rates for Regularly Scheduled Services” known as Attachment L and “Additional Services” known as Attachment Q. Attachment L is established in 11.04 of Article 11, Annual Adjustment of Maximum Rates for Schedule Services. Attachment Q is established in 11.05 of Article 11, Annual Adjustment of Maximum Rates for Additional Services.

² Under the 2010 franchise agreement, Regularly Scheduled services were referred to as Attachment R and Additional Services was referred to as Schedule Q.

2.3 Regularly Scheduled Services (Attachment L)

As noted above, Article 11 of the Agreement provides the analytical framework or methodology for the determination of the maximum rates for the upcoming year. In very simple terms, the Agreement calls for Recology to annually take the existing maximum rate that is in effect and multiply each rate by an “adjustment multiplier”. The adjustment multiplier is essentially a “cost index” based on CPI value adjustments to arrive at the Total Target Revenue for the rate year. The Total Target Revenue for the current year is divided by the prior year Total Target Revenue per 11.04.A. as follows:

“...Beginning with the adjustment for Rate Year 2022, each Maximum Rate set forth in Attachment L shall be adjusted annually by multiplying the then-effective Maximum Rate by the Adjustment Multiplier. The Adjustment Multiplier used to calculate the Maximum Rates that will be effective in a given Rate Year (the “Adjustment Year”) shall be calculated by dividing Total Target Revenue for the Adjustment Year (calculated pursuant to Table 2 below) by Total Target Revenue for the Rate Year prior to the Adjustment Year (the “Current Year”).”³

However, for only Rate Year 2022 the “prior” year will be the 2021 adjusted Total Target Revenue of \$7,888,920 as follows in 11.04A.

“...For purposes of determining Maximum Rates for Rate Year 2022, Total Target Revenue for Rate Year 2021 shall be the same as Total Contractor’s Compensation for that year (i.e. \$7,888,920).”⁴

Going forward in rate year 2023 to 2035 the adjustment multiplier will be the current year Total Target Revenue divided by the prior year Total Target Revenue. In rate year 2024 the Total Target Revenue for 2024 rate year will be divided by the prior 2023 Total Target Revenue.

The franchise agreement provides the cost index for the various components to calculate Total Target Revenue. The Total Target Revenue is stated in total dollars. For example, the Total Target Revenue for 2023 is \$8,773,496. Going forward, for each year the cost index is calculated by adding together the various component costs which are composed of the following cost elements:

- Direct Labor (Wages for CBA’s, Benefits for CBA’s, Payroll Taxes, Worker’s Compensation)
- Direct Fuel Costs
- General Expenses Direct and Indirect
- General Expenses Depreciation
- Profit Calculation
- Interest
- Performance Incentives/Performance Disincentives
- Pass Through Costs
 - Disposal Costs (i) Projected Next Year, (ii) Actual Prior Year, (iii) less Prior Projected Year)

³ Franchise Agreement, Section 11.04(A), Adjustment Multiplier for Regularly Scheduled Services, p. 99.

⁴ Franchise Agreement, Section 11.04(A), Adjustment Multiplier for Regularly Scheduled Services, p. 99.

- Agency Payments

The general approach for future year rate adjustments is based on changes in specific cost indices for the primary cost categories outlined by Recology for the base contractor's compensation. For example, in 2024 the costs will be adjusted by the change in the specific cost indices from 2023 to 2024. These cost indices include CPI-U, CPI-U-Motor Fuel, CPI-W, etc. The current Agreement outlines each of the specific cost indices that will be used in escalating the base costs (adjusted 2021 Total Target Revenue) for future year rate adjustments. For rate year 2024, the 2024 Total Target Revenue of \$9,740,248 is compared to the 2023 Total Target Revenue of \$8,773,496.

Finally, the disposal costs are calculated separately from base contractor's compensation. The current franchise agreement uses a similar approach to establishing the annual adjustments to the disposal costs. Essentially, all increases or changes in disposal costs are passed through as direct rate adjustments to the customer.

2.4 Additional Services (Attachment Q)

The rates for additional services are addressed in the current franchise agreement and are annually updated in accordance with the Agreement. Rates for Additional Services are discussed and established in 11.05 of Article 11, Annual Adjustment of Maximum Rates for Additional Services.

11.05 – Annual Adjustment of Maximum Rates for Additional Services

A. The Maximum Rates for Rate Year 2021 for the additional services described in Attachment Q shall be the charges for those services determined under the SBWMA-wide methodology, adjusted as necessary to pass through the Franchise Fee and any other Agency fees under this Agreement. Beginning with the adjustment for Rate Year 2022, each Maximum Rate set forth in Attachment Q shall be adjusted annually by multiplying the then-effective Maximum Rate by April CPI-U-General for the year in which the calculation is made and dividing the result by April CPI-U-General for the year prior to the year in which the calculation is made. For example, to calculate the Maximum Rates set forth in Attachment Q effective in 2025, each such Maximum Rate effective in 2024 shall be multiplied by CPI-U-General for April 2024 and divided by CPI-U-General for April 2023.

The adjustment to Schedule Q is based upon a cost-indexing approach and a CPI for general inflation is used. For example, assume the April 2025 CPI-U-General is 300.000 and the April 2024 CPI-U-General is 295.000. This would result in an adjustment to the Additional Services rates of 1.7%. ($300.000 / 295.000 = 1.017$ or 1.7%).

2.5 Summary

This section of the report has provided a brief overview of the relevant portions of the current Agreement with Recology. While this overview of the Agreement has been necessarily abbreviated, it does provide a good understanding of the basic framework or methodology used to calculate the maximum rates for Regularly Scheduled Services and Additional Services.

3 Review of Recology’s Calculated Maximum Rates for Regularly Scheduled Services

3.1 Introduction

As a part of the Agreement, Recology calculates the maximum rates for the up-coming calendar year. The calculated maximum rates are formula driven, and as noted in the prior section of the report, there is relatively clear language and numeric examples of the rate process. The purpose of this section of the report is to provide an overview of Recology’s rate filing to the City for the 2024 rate year, along with HDR’s technical review of that filing. Article 11.04 specifically outlines the establishment of maximum rates for 2024 and after for regularly scheduled services.

3.2 Overview of Recology’s 2023 Rate Application

On July 31, 2023, Recology provided to the City a letter and the detailed worksheets outlining their calculation of the maximum rates for rate year 2024. The rate application letter indicated a maximum increase adjustment of 11.02%. HDR reviewed that calculation and determined based upon the information provided that it appears to agree with the current Agreement.

For 2024, the adjustment multiplier is based on CPI cost adjustment by component. HDR conducted a review of Recology’s calculations and determined, based on the information provided, that it appears to be in compliance with the Agreement. Provided below in Table 3 – 1 is an overview of Recology’s Total Target Revenue calculation for rate year 2024.

Table 3 – 1
Overview of Recology’s Total Target Revenue Calculation Rate Year 2024

Cost Component	Adj. 2021 Target Revenue	April 2020 CPI Index	April 2023 CPI Index	Change 2020 to 2023	2024 Target Revenue
Direct Labor Related					
Wages for CBA’a	\$1,310,584	290.304	333.478	1.149	\$1,505,494
Benefits for CBA’s	608,287	548.136	583.268	1.064	647,274
Payroll Taxes	109,005	N/A	N/A		121,945
Workers Compensation	93,961	290.304	333.478	1.149	107,935
Direct Fuel Costs	169,992	209.994	354.844	1.690	287,249
General Expense Direct & Indirect	1,211,383	298.074	338.496	1.136	1,375,659
SB 1383 (2024)					18,124
Depreciation	281,317	N/A	N/A		281,317
Profit	397,271	N/A	N/A		456,105
Interest	73,679	N/A	N/A		73,679
Performance Inc./Disincentives	<u>0</u>	N/A	N/A		<u>(6,147)</u>
Base Contractor’s Compensation	\$4,255,479				\$4,868,635
Agency Components					
Disposal Projected Cost (i)					2,241,715
Disposal Actual Prior Year Cost (ii)					1,843,054
Disposal Prior Projected Cost (iii)					<u>(1,745,620)</u>
Disposal Cost Component					\$4,871,613
Total Target Revenue					\$9,740,247

- (i) The Contractor’s projected costs for April 1 of that calendar year through March 31 of the following year plus
- (ii) The Contractors’ actual costs April 1 of the year prior through March 31 of the calendar year minus
- (iii) The contractor’s previous projection.

As noted above, the City retained HDR to review the Recology calculations (Table 3 - 1) to confirm that the proper data appeared to be used within the analysis, and that the mathematical calculations were correct for the 2024 rate year. While Table 3 - 1 appears rather simple and straight-forward, the calculations are, in some cases, much more complex with other detailed worksheets behind them.

Provided below is a more detailed discussion of the analytical steps taken to review the Recology calculations and the results of our review.

3.3 Overview of General Approach Used to Review Costs

As noted in Section 2, an important starting point for reviewing Recology’s compensation is understanding the Agreement. HDR reviewed the documents, then independently reviewed the rate year 2024 maximum rate calculations. HDR developed spreadsheets to review and attempt to duplicate the Recology calculations for 2024. In this way, HDR could review the data sources

used and verify their appropriateness, while at the same time, verifying the formulas used within the calculations.

3.4 Summary Conclusions of HDR’s Review of the Maximum Rate Calculations

Based on HDR’s review of Recology’s 2024 rate application, HDR concluded that the costs contained in Table 3 - 1 used appropriate cost data and information for the time period and the calculations within the methodology were correct. As a result of our independent review HDR concluded that based upon the existing Agreement, the maximum rates should be calculated based on the increase in rates of 11.02%.

3.5 HDR’s Detailed Review of the Total Target Revenue Calculations

As previously discussed, the focus of HDR’s review was on the calculations used to establish the Total Target Revenue for rate year 2024 or the “Maximum Rates for Regularly Scheduled Services”. Article 11 of the Agreement form the basis for the calculations. As shown in Table 3 - 1, there is one primary calculation component to the maximum rate calculation, the CPI value adjustment.

3.5.1 CPI Value Adjustment

The general approach for future year rate adjustments (2023 – 2035) is based on changes in specific cost indices for the primary cost categories outlined by Recology for the base contractor’s compensation. For example, in 2024, the 2021 adjusted base target revenue will be adjusted by the change in the specific cost indices from 2020 to 2023. These cost indices include CPI-U, CPI-U-Motor Fuel, CPI-W, etc. The current Agreement outlines each of the specific cost indices that will be used in escalating the base adjusted target revenue for future year rate adjustments. For Rate Year 2024, and thereafter, the specific cost indices will compare for the current year index to the 2020 index and the 2021 adjusted Total Target Revenue. In simplified terms, general operating costs are adjusted annually by the use of a CPI value. The CPI value index is segregated into nine main components. They are as follows:

- **Direct Labor** - The direct labor includes wages for CBA’s, benefits for CBA’s, payroll taxes, and worker’s compensation. Wages for CBA’s, benefits for CBA’s, and worker’s compensation for base year 2021 is multiplied by the difference between the 2020 base year CPI for that component and the current year (2023) CPI for that component. In very simplified terms, the agreement uses the wages for CBAs at the start of the agreement of 2021 and then simply adjusts wages for CBAs by a CPI amount based on 2020 CPI and the current year CPI. Payroll tax is a formula based on the wage’s times 14.9%.
- **Direct Fuel** – The fuel for base year 2021 is multiplied by the difference between the 2020 average price per gallon and the average price per gallon of fuel for the twelve month period ending March 31 of the Calendar Year.
- **General Expense Direct and Indirect** – The general expense base for 2021 is multiplied by the difference between the 2020 base year Consumer Price Index and the current year Consumer Price Index.
- **Depreciation Vehicles, Containers, Indirect** – The vehicle depreciation remains fixed at \$196,818 for rate year 2022-2026. Values for rate years 2027-2035 shall be determined

as part of the SBWMA-wide rate application for rate year 2027. The container depreciation remains fixed at \$77,090 for rate years 2022-2035 unless additional containers are purchased. The indirect remains fixed at \$7,409 for rate years 2022-2035.

- **Profit Calculation** – The profit is calculated by taking the sum of direct labor, direct fuel, general expenses direct and indirect, and the depreciation vehicles, containers and indirect for the current rate year, divide by 0.905, and subtract from the result the sum of direct labor, direct fuel, general expenses direct and indirect, and the depreciation vehicles, containers and indirect for the current rate year components for the rate year. This calculation represents application of the 90.5% operating ratio to Contractor’s calculated total annual cost of operations.
- **Disposal Costs** – (i) The Contractor’s projected costs for April 1 of that calendar year through March 31 of the following year plus (ii) the Contractors’ actual costs April 1 of the year prior through March 31 of the calendar year minus (iii) the contractor’s previous projection.
- **Interest** – The value remains fixed at \$73,679 for rate years 2022-2035 unless additional vehicles or containers are purchased.
- **Performance-Based** – Is the sum of incentives and disincentives the year immediately preceding the Calendar Year of the Cost Index. The determination of incentives and disincentives is independently determined by another outside party.
- **Agency Payment** – The anticipated amount of total Agency payments as detailed in Article 11 (direct labor, direct fuel, general expenses direct and indirect, depreciation, profit, interest, performance incentives & disincentives, and disposal costs, divided by $(1 - 0.26)$ then multiplying the result by 0.26.

For each of the above components, HDR reviewed the source data and information used within Recology’s calculations. As a part of Recology’s packet of information, the source data used by Recology was attached to the application letter. While much of the cost data and information had previously been audited by another outside independent consultant, in those cases where other key assumptions to the analysis were needed (e.g., CPI index), HDR attempted to independently review them.

Based on the changes from the 2023 Total Target Revenue to the 2024 Total Target Revenue the costs increased by \$966,752 or 11.02% overall ($\$9,740,247 - \$8,773,496 = \$966,751$ or $\$966,751 / \$8,773,496 = 11.02\%$). The majority of the components are based on specific cost indexes and/or formulas as explained previously. Disposal costs are based on projections and actuals and are made of three components the (i) Contractor’s projected costs, (ii) the Contractors’ actual costs of the year prior, and the (iii) Contractor’s previous projection. Provided below in Table 3 – 2 is a summary of the changes in target revenue compared from 2023 to 2024.

Table 3 – 2
Summary of Changes in Total Target Revenue from 2023 to 2024

Cost Component	2023 Target Revenue	2024 Target Revenue	\$ Difference	% Difference
Base Contractor Compensation				
Direct Labor Related	\$2,311,915	\$2,382,648	\$70,734	3.06%
Direct Fuel Costs	335,161	287,249	(47,912)	-14.30%
General Expense Direct & Indirect	1,320,315	1,393,783	73,468	5.56%
Depreciation	281,317	281,317	0	0.00%
Profit	445,997	456,105	10,108	2.27%
Interest	<u>73,679</u>	<u>73,679</u>	<u>0</u>	<u>0.00%</u>
Total Base Compensation	\$4,768,384	\$4,874,782	\$106,398	2.23%
Performance (Inc.) / Dis.	(5,459)	(6,147)	(688)	12.60%
Total Pass Thru Costs				
Disposal Projected Cost (i)	\$1,745,620	\$2,241,715	\$496,095	28.42%
Disposal Actual Prior Year Cost (ii)	1,772,859	1,843,054	70,195	3.96%
Disposal Prior Projected Cost (iii)	(1,789,017)	(1,745,620)	43,397	-2.43%
Agency Payments	<u>2,281,109</u>	<u>2,535,464</u>	<u>251,355</u>	<u>11.02%</u>
Total Pass Thru Costs	\$4,010,571	\$4,871,613	\$861,042	21.47%
Plus Disincentive Payable 2021	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Target Revenue	\$8,773,496	\$9,740,247	\$966,751	11.02%

In a more simplified or summarized manner, The rate adjustment multiplier is composed of three elements; the 2024 CPI cost adjustments, the 2023 Incentive/Disincentive adjustment, and the 2024 pass through costs which comprise both disposal and agency payment. Table 3 - 3 summarizes this adjustment by component.

Table 3 – 3
Summary of 2024 Rate Adjustment to 2023 Rates

Cost Component	2023 Target Revenue	2024 Target Revenue	\$ Difference	% Adjustment to 2023 Rates
Total Base Compensation	\$4,768,384	\$4,874,782	\$106,398	2.23%
Performance (Inc.)/Dis.	(5,459)	(\$6,147)	(688)	12.60%
Pass Thru Costs	4,010,571	4,871,613	861,041	21.47%
Plus Disincentive Payable 2022	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Target Revenue	\$8,773,496	\$9,740,247	\$966,751	11.02%

3.6 Conclusions Regarding the Calculation of the Maximum Rate

Based on the review of the Recology rate calculation, HDR concluded that the calculation as provided by Recology appears appropriate and in keeping with the current Agreement. In reaching this conclusion, HDR reviewed and verified the data inputs into the calculation, while also confirming the overall methodology and calculations. Based upon our conclusions, the calculated Maximum Rate Index for 2024 is an increase of 11.02% in overall rates for regularly scheduled services.

4 Review of the Proposed 2024 Solid Waste Rates

4.1 Introduction

In the previous section of this report, the cost basis for the City’s 2024 solid waste rates was reviewed and provides the basis for determining the City’s maximum rates for rate year 2024. This section of the report will review the maximum solid waste rates for Regularly Scheduled Services (Attachment L) and Additional Services (Attachment Q).

4.2 Residential Regularly Scheduled Service (Attachment L)

From the review of the rate index multiplier, it was concluded that the analysis developed by Recology appears to comply with the City’s Agreement. The overall adjustment to revenues derived from rates for 2024 is a 11.02% increase in the existing rates. In developing the calculated maximum rates, Recology provided a schedule of the rates. HDR reviewed the calculated maximum rates to confirm that they use the appropriate multiplier. Presented below is a discussion of the present solid waste rates and the proposed 2024 rates for residential and commercial customers. Provided below in Table 4 – 1 are the proposed 2024 Residential rates for Schedule L (regularly scheduled services).

**Table 4 – 1
Summary of the Present and Proposed Residential Solid Waste Rates
(Regularly Scheduled - \$/Month)**

Schedule	Schedule Description	Present Monthly Rate	Proposed 2024 Rates	\$/Month Change
R20G	Residential Waste - 20 Gallons	\$36.22	\$40.21	\$3.99
R32G	Residential Waste - 32 Gallons	43.21	47.97	4.76
R64G	Residential Waste - 64 Gallons	85.06	94.43	9.37
R96G	Residential Waste - 96 Gallons	127.59	141.65	14.06

4.3 Commercial Carts Regularly Scheduled Service (Attachment L)

Some commercial waste customers have similar service to the residential customers in that they have cart sizes that range from 20 gallons to 96 gallons. However, a difference between the residential and commercial service is the number of pick-ups per week. A commercial customer may choose their level of service (number of pick-ups per week). Presented in Table 4 – 2 is a summary of the current commercial rates and the calculated maximum rate for 2024. The maximum calculated rate assumes a 11.02% increase from the present rates. Some minor rounding of the rates may occur for purposes of ease of administration.

Table 4 – 2
Summary of the Present and Calculated Max. Commercial Solid Waste Rates
(By Gallon Cart Size; Regularly Scheduled - \$/Month)

Schedule	Collection – Times Per Week						
	1	2	3	4	5	6	7
C20G Commercial Waste – 20 Gallon							
Present 2023 Monthly Rate	\$46.21	\$95.06	\$141.53	\$194.31	\$245.84	\$307.60	\$374.71
Calculated Maximum 2024 Rate	\$51.30	\$105.54	\$157.13	\$215.72	\$272.93	\$341.50	\$416.00
\$/Month Change	\$5.09	\$10.48	\$15.60	\$21.41	\$27.09	\$33.90	\$41.29
C32G Commercial Waste – 32 Gallon							
Present 2023 Monthly Rate	\$51.31	\$105.63	\$157.23	\$215.89	\$273.13	\$341.77	\$416.33
Calculated Maximum 2024 Rate	\$56.96	\$117.27	\$174.56	\$239.68	\$303.23	\$379.43	\$462.21
\$/Month Change	\$5.65	\$11.64	\$17.33	\$23.79	\$30.10	\$37.66	\$45.88
C64G Commercial Waste – 64 Gallon							
Present 2023 Monthly Rate	\$99.22	\$200.21	\$303.77	\$408.45	\$519.19	\$632.69	\$740.66
Calculated Maximum 2024 Rate	\$110.15	\$222.27	\$337.25	\$453.46	\$576.40	\$702.41	\$822.28
\$/Month Change	\$10.93	\$22.06	\$33.48	\$45.01	\$57.21	\$69.72	\$81.62
C96G Commercial Waste – 96 Gallon							
Present 2023 Monthly Rate	\$143.41	\$293.76	\$445.79	\$603.02	\$762.38	\$959.67	\$1,119.60
Calculated Maximum 2024 Rate	\$159.21	\$326.13	\$494.92	\$669.47	\$846.39	\$1,065.43	\$1,242.98
\$/Month Change	\$15.80	\$32.37	\$49.13	\$66.45	\$84.01	\$105.76	\$123.38

As can be seen, the rates have maintained the existing structure for commercial waste customers with carts.

4.4 Commercial Waste Bins Regularly Scheduled Service

Other commercial customers have larger bins which range in size from 1 yard to 6 yards. These commercial waste customers also have the option of different levels of service and can select the number of pick-ups per week. Presented in Table 4 – 3 is a summary of the current commercial waste bin rates and the calculated maximum rate for 2024. The maximum calculated rate assumes a 11.02% increase from the present rates. Some minor rounding of the rates may occur for purposes of ease of administration.

Table 4 – 3
Summary of the Present and Calculated Max. Commercial Solid Waste Rates
(By Yard Cart Size; Regularly Scheduled - \$/Month)

Schedule	Collection – Times Per Week						
	1	2	3	4	5	6	7
C1YG Commercial Waste - 1 Yard							
Present 2023 Monthly Rate	\$240.64	\$489.93	\$743.49	\$1,000.01	\$1,258.59	\$1,570.78	\$1,853.33
Calculated Maximum 2024 Rate	\$267.16	\$543.92	\$825.42	\$1,110.21	\$1,397.29	\$1,743.88	\$2,057.57
\$/Month Change	\$26.52	\$53.99	\$81.93	\$110.20	\$138.70	\$173.10	\$204.24
C2YG Commercial Waste - 2 Yard							
Present 2023 Monthly Rate	\$484.06	\$976.06	\$1,472.71	\$1,972.97	\$2,480.30	\$2,928.14	\$3,467.88
Calculated Maximum 2024 Rate	\$537.40	\$1,083.62	\$1,635.00	\$2,190.39	\$2,753.63	\$3,250.82	\$3,850.04
\$/Month Change	\$53.34	\$107.56	\$162.29	\$217.42	\$273.33	\$322.68	\$382.16
C2YG1 Commercial Waste - 2 Yard							
Present 2023 Monthly Rate	\$484.06	\$976.06	\$1,472.71	\$1,972.97	\$2,480.30	\$2,928.14	\$3,467.88
Calculated Maximum 2024 Rate	\$537.40	\$1,083.62	\$1,635.00	\$2,190.39	\$2,753.63	\$3,250.82	\$3,850.04
\$/Month Change	\$53.34	\$107.56	\$162.29	\$217.42	\$273.33	\$322.68	\$382.16
C3YG Commercial Waste - 3 Yard							
Present 2023 Monthly Rate	\$730.04	\$1,468.88	\$2,212.06	\$2,957.46	\$3,705.43	\$4,498.23	\$5,296.56
Calculated Maximum 2024 Rate	\$810.49	\$1,630.75	\$2,455.83	\$3,283.37	\$4,113.77	\$4,993.93	\$5,880.24
\$/Month Change	\$80.45	\$161.87	\$243.77	\$325.91	\$408.34	\$495.70	\$583.68
C4YG Commercial Waste - 4 Yard							
Present 2023 Monthly Rate	\$996.57	\$2,010.36	\$3,024.18	\$4,049.52	\$5,079.19	\$6,151.58	\$7,246.41
Calculated Maximum 2024 Rate	\$1,106.39	\$2,231.90	\$3,357.44	\$4,495.78	\$5,638.92	\$6,829.48	\$8,044.96
\$/Month Change	\$109.82	\$221.54	\$333.26	\$446.26	\$559.73	\$677.90	\$798.55
C6YG Commercial Waste - 6 Yard							
Present 2023 Monthly Rate	\$1,532.65	\$3,108.45	\$4,672.53	\$6,223.29	\$7,796.16	\$9,424.87	\$11,038.73
Calculated Maximum 2024 Rate	\$1,701.55	\$3,451.00	\$5,187.44	\$6,909.10	\$8,655.30	\$10,463.49	\$12,255.20
\$/Month Change	\$168.90	\$342.55	\$514.91	\$685.81	\$859.14	\$1,038.62	\$1,216.47

The commercial waste rates for customers with bins have maintained the existing rate structure and rate relationships.

4.5 Commercial Organics Bins Regularly Scheduled Service

The rate charged for commercial organics is tied to the commercial waste rate. Commercial organics rates are charged at 70% of the commercial waste rate, for a comparable size bin. Similar to the commercial waste bin customers, commercial organics customers have bins which range in size from 1 yard to 6 yards. Similar to the commercial waste customer, the commercial organics customers also have the option of different levels of service and can select the number of pick-ups per week. Presented in Table 4 – 4 is a summary of the current commercial organics bin rates and the calculated maximum rate for 2024. The maximum calculated rate assumes a 11.02% increase from the present rates. Some rounding of the rates may occur for purposes of ease of administration.

Table 4 – 4
Summary of the Present and Calculated Maximum Commercial Organics
(By Bin Size in Yards; Regularly Scheduled - \$/Month)

Schedule	Collection – Times Per Week						
	1	2	3	4	5	6	7
C1YO Commercial Waste - 1 Yard							
Present 2023 Monthly Rate	\$168.46	\$342.94	\$520.43	\$700.01	\$881.02	\$1,099.56	\$1,297.34
Calculated Maximum 2024 Rate	\$187.02	\$380.73	\$577.78	\$777.15	\$978.11	\$1,220.73	\$1,440.31
\$/Month Change	\$18.56	\$37.79	\$57.35	\$77.14	\$97.09	\$121.17	\$142.97
C2YO Commercial Waste - 2 Yard							
Present 2023 Monthly Rate	\$338.85	\$683.23	\$1,030.90	\$1,381.07	\$1,736.18	\$2,049.69	\$2,427.52
Calculated Maximum 2024 Rate	\$376.19	\$758.52	\$1,144.51	\$1,533.26	\$1,927.51	\$2,275.57	\$2,695.03
\$/Month Change	\$37.34	\$75.29	\$113.61	\$152.19	\$191.33	\$225.88	\$267.51
C3YO Commercial Waste - 3 Yard							
Present 2023 Monthly Rate	\$511.02	\$1,028.25	\$1,548.45	\$2,070.22	\$2,593.79	\$3,148.77	\$3,707.59
Calculated Maximum 2024 Rate	\$567.33	\$1,141.56	\$1,719.09	\$2,298.36	\$2,879.63	\$3,495.76	\$4,116.17
\$/Month Change	\$56.31	\$113.31	\$170.64	\$228.14	\$285.84	\$346.99	\$408.58
C4YO Commercial Waste - 4 Yard							
Present 2023 Monthly Rate	\$697.60	\$1,407.25	\$2,116.92	\$2,834.67	\$3,555.42	\$4,306.14	\$5,072.49
Calculated Maximum 2024 Rate	\$774.48	\$1,562.33	\$2,350.20	\$3,147.05	\$3,947.23	\$4,780.68	\$5,631.48
\$/Month Change	\$76.88	\$155.08	\$233.28	\$312.38	\$391.81	\$474.54	\$558.99
C6YO Commercial Waste - 6 Yard							
Present 2023 Monthly Rate	\$1,072.86	\$2,175.92	\$3,270.75	\$4,356.31	\$5,457.32	\$6,597.40	\$7,727.11
Calculated Maximum 2024 Rate	\$1,191.09	\$2,415.71	\$3,631.19	\$4,836.38	\$6,058.72	\$7,324.43	\$8,578.64
\$/Month Change	\$118.23	\$239.79	\$360.44	\$480.07	\$601.40	\$727.03	\$851.53

4.6 Commercial Organics Carts Regularly Scheduled Service

Commercial customers can also have the smaller gallon-sized carts for organic waste. Presented in Table 4 – 5 is a summary of the current commercial organics cart rates and the calculated maximum rate for 2024. The maximum calculated rate assumes a 11.02% increase from the present rates. Some minor rounding of the rates may occur for purposes of ease of administration.

Table 4 – 5
Summary of the Present and Calculated Maximum Commercial Organics
(By Gallon Cart Size; Regularly Scheduled - \$/Month)

Schedule	Collection – Times Per Week						
	1	2	3	4	5	6	7
C320 Commercial Organics – 32 Gallon							
Present 2023 Monthly Rate	\$35.94	\$73.94	\$110.06	\$151.14	\$191.20	\$239.26	\$291.45
Calculated Maximum 2024 Rate	\$39.90	\$82.09	\$122.19	\$167.80	\$212.27	\$265.63	\$323.57
\$/Month Change	\$3.96	\$8.15	\$12.13	\$16.66	\$21.07	\$26.37	\$32.12
C640 Commercial Organics – 64 Gallon							
Present 2023 Monthly Rate	\$69.47	\$140.15	\$212.63	\$285.93	\$363.44	\$442.85	\$518.46
Calculated Maximum 2024 Rate	\$77.13	\$155.59	\$236.06	\$317.44	\$403.49	\$491.65	\$575.59
\$/Month Change	\$7.66	\$15.44	\$23.43	\$31.51	\$40.05	\$48.80	\$57.13
C960 Commercial Organics – 96 Gallon							
Present 2023 Monthly Rate	\$100.39	\$205.62	\$312.05	\$422.10	\$533.66	\$671.76	\$783.72
Calculated Maximum 2024 Rate	\$111.45	\$228.28	\$346.44	\$468.62	\$592.47	\$745.79	\$870.09
\$/Month Change	\$11.06	\$22.66	\$34.39	\$46.52	\$58.81	\$74.03	\$86.37

The commercial organics cart rates have maintained the existing rate structure and rate relationships.

4.7 Other Miscellaneous Solid Waste Rates

The solid waste rates also include other solid waste rates for multi-family customers. The maximum calculated rate assumes a 11.02% increase from the present rates. Some minor rounding of the rates may occur for purposes of ease of administration. These rates are shown below in Table 4 – 6.

Table 4 – 6 Summary of the Present and Calculated Maximum Other Miscellaneous Solid Waste Rates (Regularly Scheduled - \$/Month)		
Schedule		Rate
C3CG	Commercial Waste 3 Yard Compactor	
	Present 2023 Monthly Rate	\$1,753.01
	Calculated Maximum 2024 Rate	\$1,946.19
	\$/Month Change	\$193.18
	Solid Waste Compactor Rate Per Yard	
	Present 2023 Monthly Rate	\$134.87
Calculated Maximum 2024 Rate	\$149.73	
	\$/Month Change	\$14.86

4.8 Rates for Additional Services (Attachment Q)

Recology also provides a number of services that are not considered “regularly scheduled” services and these particular services are not included as a part of the Attachment L rates discussed above. These services are considered “Additional Services” (i.e., Schedule Q) and as discussed in Section 2, they are adjusted using a cost index for general inflation.

The Maximum Rate set forth in Attachment Q is adjusted annually by multiplying the then effective April CPI-U General for the year in which rates are set and divided by the April CPI-U from the year prior to the year in which rates are set. For example, the April CPI-U-General is 338.496 for 2023 and the April CPI-U-General for 2022 is 324.878. Therefore, each Maximum Rate is multiplied by the April CPI-U-General for 2023 and divided by the April CPI-U-General for 2022. This resulted in an overall rate increase of 4.19% (338.496 / 324.878) for Attachment Q rates effective in 2024 for the additional services. Details of the Additional Service rates (Schedule Q) can be found in Technical Appendix B.

4.9 City Council Review

The results of the study will be presented to the City of Belmont City Council on September 12, 2023. This reflects the proposed 11.02% rate adjustment for 2024 rates for the scheduled services, Schedule L, and a 4.19% rate adjustment for additional services, Schedule Q. If accepted by the City Council, the proposed rates will be presented at a public hearing on November 14, 2023.

4.10 Summary

HDR reviewed the Recology rate calculation and concluded that the resulting maximum solid waste rates for both regularly scheduled services (Attachment L) and additional services (Attachment Q) for rate year 2024 were calculated in a manner which reflected the intent of the Agreement.

5 Summary of Solid Waste Rate Findings, Conclusions and Recommendations

5.1 Introduction

This report has reviewed the calculated Maximum Rate as developed by Recology. HDR used a systematic process to review the base-year costs, along with the resulting maximum rates for regularly scheduled service.

5.2 Summary Findings, Conclusions and Recommendations

HDR has confirmed that the rate adjustment application and the accompanying maximum rate schedules submitted by Recology meet the requirements of the Agreement. On September 12, 2023, HDR will present the proposed 2024 rates for Schedule L of 11.02% and unscheduled services, Schedule Q, of 4.19% to the City Council. If accepted by the City Council, the proposed rates will be presented at a public hearing on November 14, 2023.

5.3 Looking Ahead – Future Rate Adjustment to 2025

The 2025 rate adjustment will include CPI value adjustment components for the current year (2024 for rate year 2025) compared to the 2020 CPI value components and the adjusted 2021 target revenue. The multiplier will be based on the 2025 Total Target Revenue compared to the 2024 Total Target Revenue of \$9,740,248.

5.4 Summary

This completes the review conducted by HDR for the City of Belmont on the proposed 2024 Solid Waste rates. This report has met the City's requirement to conduct a due diligence on the proposed compensation to Recology and the resulting regularly scheduled and additional services solid waste rates.



Technical Appendix A – Attachment L

Regularly Scheduled Service

The following table specifies Maximum Allowable Rates for Regularly Scheduled Services. These Maximum Rates shall be adjusted annually in accordance with Article 11. The following Attachment L rates are the proposed 2024 rates.

Attachment L
Maximum Rate Schedule
Effective January 1, 2024 to December 31, 2024
Monthly Rate

	RESIDENTIAL CARTS			
	Cart Size (in Gallons)			
	20	32	64	96
1 Pickup Per Week	\$40.21	\$47.97	\$94.43	\$141.65

Residential customers are billed based on their Garbage Cart size.

The monthly rate above includes the following:

- One (1) Garbage Cart provided to customer
- Curbside Household Hazardous Waste Collection
- One (1) 64-Gallon Recycling Cart and (1) 96-Gallon Yard Waste Cart

Attachment L
Maximum Rate Schedule
Effective January 1, 2024 to December 31, 2024
Monthly Rate

COMMERCIAL CARTS					
		Cart Size (in Gallons)			
		20	32	64	96
# of Pickups Per Week	1	\$51.30	\$56.96	\$110.15	\$159.21
	2	105.54	117.27	222.27	326.13
	3	157.13	174.56	337.25	494.92
	4	215.72	239.68	453.46	669.47
	5	272.93	303.23	576.40	846.39
	6	341.50	379.43	702.41	1,065.43
	7	416.00	462.21	822.28	1,242.98

The monthly rate above includes the following:

- One (1) Garbage Cart
- Recycling Cart

COMMERCIAL CARTS ORGANICS				
		Cart Size (in Gallons)		
		32	64	96
# of Pickups Per Week	1	\$39.90	\$77.13	\$111.45
	2	82.09	155.59	228.28
	3	122.19	236.06	346.44
	4	167.80	317.44	468.62
	5	212.27	403.49	592.47
	6	265.63	491.65	745.79
	7	323.57	575.59	870.09

Not Organics containers are charged at seventy percent (70%) of the similar Garbage commercial cart rate above container size and service levels for Garbage, representing a thirty percent (30%) discount

**Attachment L
Maximum Rate Schedule
Effective January 1, 2024 to December 31, 2024
Monthly Rate**

COMMERCIAL BINS

		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$267.16	\$537.40	\$810.49	\$1,106.39	\$1,701.55
	2	543.92	1,083.62	1,630.75	2,231.90	3,451.00
	3	825.42	1,635.00	2,455.83	3,357.44	5,187.44
	4	1,110.21	2,190.39	3,283.37	4,495.78	6,909.10
	5	1,397.29	2,753.63	4,113.77	5,638.92	8,655.30
	6	1,743.88	3,250.82	4,993.93	6,829.48	10,463.49
	7	2,057.57	3,850.04	5,880.24	8,044.96	12,255.20

The monthly rate above includes the following:

One (1) Garbage Bin

Recycling container at customer's requested size

COMMERCIAL BINS ORGANICS

		Bin Size (in Cubic Yards)				
		1	2	3	4	6
# of Pickups Per Week	1	\$187.02	\$376.19	\$567.33	\$774.48	\$1,191.09
	2	380.73	758.52	1,141.56	1,562.33	2,415.71
	3	577.78	1,144.51	1,719.09	2,350.20	3,631.19
	4	777.15	1,533.26	2,298.36	3,147.05	4,836.38
	5	978.11	1,927.51	2,879.63	3,947.23	6,058.72
	6	1,220.73	2,275.57	3,495.76	4,780.68	7,324.43
	7	1,440.31	2,695.03	4,116.17	5,631.48	8,578.64

Not Organics containers are charged at seventy percent (70%) of the similar garbage container size above and service level for garbage, representing a thirty percent (30%) discount

Attachment L
Maximum Rate Schedule
Effective January 1, 2024 to December 31, 2024
Monthly Rate

GARBAGE COMPACTORS

Commercial Waste 3 Yard Compactor	\$1,946.19
Solid Waste Compactor Rate Per Yard	\$149.73

The monthly fee above includes the following:
Recycling container at customer's requested size



Technical Appendix B – Attachment Q

Additional Services

The following table specifies Maximum Allowable Rates for Additional Services. These Maximum Rates shall be adjusted annually in accordance with Article 11. The following Attachment Q rates are the proposed 2024 rates.

Schedule Q Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
1	Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Maximum Rate in the table at the end of this Attachment	See Maximum Rate in the table at the end of this Attachment
2	Long Distance Service for MFD, Mixed Use, and Commercial Accounts (Note: only applicable to Containers with wheels)	Section 5.02.B, 5.02.C; 8.02 B	A - No more than 10% of base monthly Maximum Rate of the Collection Rate for each Container requiring Long Distance Service B - 25% of base monthly Rate of the Collection Rate for each Container requiring Long Distance Service	A - Distance greater than 50 feet and less than or equal to 100 feet B - Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
3	Container Relocation Service	Section 5.02.B and 8.02.B	A - 12% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service B - 27% of base monthly Rate of the Collection Rate for each Container requiring Container Relocation Service	A - Distance greater than 50 feet and less than or equal to 100 feet B - Distance greater than 100 feet Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Container, if there is no curb.
4	On-Call, Pick-up for SFD, MFD, Mixed Use, and Commercial Customers	Section 5.02.A, 5.02.B, and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week.	Per Collection event per Container for Collection requested by Customer

Schedule Q Additional Services (Continued)

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
5	Return Trip (SFD, MFD, Mixed Use, or Commercial)	Sections 5.02.A, B, C; 5.03.A, B, C; 5.04.A, B, C	\$20.16 for SFD \$20.16 for Commercial, Mixed Use, and MFD	Per Collection event (i.e. request to return and provide Collection service after the Customer failed to properly set out their Container(s) for regularly scheduled Collection)
6	Additional Targeted Recyclable Materials or Organic Materials Cart Service for SFD	Sections 5.03.A and 5.04.A	\$1.32 per Recycling Cart \$4.01 per Organic Materials Cart	Per Cart month (any Cart size). Six month minimum charge required. Includes one-time Cart delivery upon start of service and removal of Cart when service is discontinued by Customer.
7	Additional On-Call Bulky Item Collection	Sections 5.05, 5.06	\$109.61	Per Bulky Item Collection event (in addition to the events provided at no charge to Customer pursuant to Section 5.12)
8	Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of base monthly Solid Waste Rate for the size of Container Collected once per week plus Return Trip Fee if applicable	Per Collection event for Container with Contamination Level greater than the maximum level pursuant to Table 1 in Section 6.02.B
9	Lock Service (Key Service)	Section 8.02.B	A - \$11.42 per usage B - \$12.76 per usage	Monthly cost: A-Residential Customers B-Commercial Customers
10	Lock Purchase	Section 8.02.B	\$22.85 per lock	Per lock

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
11	Overage Service	Section 8.02.G	100% of the base monthly Solid Waste Collection Rate	Per Collection event (after the first two events)
12	Overage Bags Cost	Section 8.02.G	50% of the base monthly Solid Waste Collection Rate or \$10.74 minimum	Per bag
13	Container Cleaning Service	Section 8.05.D	A - \$67.20 B - \$114.24	A - per Cart B - per Bin or Drop-Box Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D.
14	Dirty Cart Replacement (Exchange) Service	Section 8.05.D	A - \$87.36 B - \$100.80 C - \$114.24	A - per 32 gallon Cart B - per 64 gallon Cart C - per 96 gallon Cart Charge only applies to cleaning or Container exchange in addition to the service to be provided at no charge to the Customer pursuant to Section 8.05.D.
15	Additional Confidential Document Destruction Service Event	Section 5.07	\$1,612.72	Per event

**Schedule Q
Additional Services (Continued)**

No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
16	Additional Compost Material Delivery	Section 5.11	A - \$167.98 per delivery B - \$335.99 per delivery	A - "one-way" only delivery by Contractor where Contractor delivers to and unloads compost at an Agency-approved location B- "Round-trip" delivery by Contractor where Contractor delivers compost in a Drop Box to an Agency-approved location and returns at a later time or date to pick up the Drop Box and any remaining compost (charge includes the delivery of and later pick-up of the Drop Box)
17	Community Drop-Off Events	Section 5.13	\$27,416.46 per event or day	Per event or day targeting 5,000 households. Does not include disposal or public education expenses.
No.	Additional Service Category	Reference	Agency-Approved Maximum Rate	Description
18	Collection for Agency-Sponsored and Non-Agency sponsored Community Events	Section 5.08	A - \$4,031.82 B - \$6,719.71 C - \$10,079.58	A - One day event with a projected 2,500 or fewer attendees B - One (1) or two (2) day events with a projected 2,501 to 7,500 attendees per day C - One (1) or two (2) day events with a projected 7,501 to 10,000 attendees per day

**Schedule Q
Additional Services (Continued)**

Backyard Collection Service Charge for Single Family Dwellings (Section 5.02.A)				
1 Curb**	One (1) Solid Waste Cart	Two (2) Solid Waste Carts	Three (3) Solid Waste Carts	Four (4) Solid Waste Carts
Distance <= 50 feet	\$24.17	\$38.58	\$77.21	\$115.79
50 < Distance <= 100 feet	28.23	42.64	81.23	119.84
100 < Distance <= 150 feet	32.24	46.66	85.24	123.86
150 < Distance <= 200 feet	36.29	50.70	89.28	127.91
200 < Distance <= 250 feet	40.31	54.72	93.33	131.94
250 < Distance <= 300 feet	44.35	58.75	97.36	135.95
300 < Distance <= 350 feet	48.39	62.78	101.40	139.98
Each additional 50 foot increment over 350 feet	Amount equal the difference between the Charge for 250 to 300 feet and 300 to 350 feet			
<p>* Backyard Collection Service Charges are charges added to the base monthly Rate for Single-Family Collection service, and cover the provision of Backyard Collection Service for all Customer's Solid Waste, Recyclable Materials, and Organic Materials Carts.</p>				
<p>** Distance shall be measured from the face of the curb, or from the edge of the roadway nearest the closest edge of the Cart, if there is no curb.</p>				



STAFF REPORT

Meeting Date: September 12, 2023
Agency: City of Belmont
Staff Contact: Peter Brown, Public Works, (650) 595-7459, pbrown@belmont.gov
Alberto Espinoza, Public Works (650) 595-7465, aespinoza@belmont.gov
Agenda Title: Approval of Resolution Authorizing South Bayside Waste Management Authority to Acquire Real Property Located at 1245 San Carlos Avenue, Unit E, San Carlos, CA
Agenda Action: Resolution

Recommendation

Staff recommends that the Council consider the request by South Bayside Waste Management Authority's (SBWMA) for the purchase of 1245 San Carlos Avenue, Suite E, San Carlos, California, to be utilized as the administrative offices for SBWMA.

Strategic Focus Area

Not Applicable

Background

SBWMA is a joint powers authority formed pursuant to California Government Code Section 6500 et seq. to provide solid waste and recycling services to its 11 Member Agencies (i.e., County of San Mateo, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, City of San Mateo, Redwood City, San Carlos, and West Bay Sanitation District). SBWMA's administrative office has been located in the San Carlos Library for over 16 years. Under the terms of the current lease, SBWMA occupies 2,429 square feet at a monthly rent of \$5,618 or \$2.31/sf. The current lease term ends on June 30, 2024, and the City of San Carlos has indicated that the term will not be extended because the space is needed to accommodate San Carlos staff.

Upon receiving this notice from San Carlos, SBWMA Executive Director La Mariana began working with a commercial real estate broker to find affordable office space that would accommodate the current staff and agency/public guests, provide proper space for SBWMA Board and Technical Advisory Committee (TAC) meetings, provide easy access to parking for Board and TAC members, be located near public transit to accommodate staff members wishing to utilize this mode of transportation, and be in close proximity to the Shoreway facility in San Carlos.

Dozens of rental properties were researched. This research demonstrated that current market lease rates for properties comparable to the San Carlos library space are currently being leased at \$4.50-\$6.50 per square foot per month. This means that monthly rent for a comparable space would be \$10,931-\$15,789. A number of rental properties were toured and found to be unacceptable due to location; inadequate access to public transit; inadequate or lack of parking; unfavorable lease/purchase rates; lack of building



amenities; poor functionality of available workspace; inadequate building/workspace finishes (ADA access/compliance/lack of elevator); distance from the Shoreway Environmental Center facility; deferred maintenance on critical base building systems (i.e., HVAC, electric, plumbing, mechanical, lighting); and non-code compliance with Title 24 and ADA requirements.

In addition to his search of the commercial office rental market, the Executive Director also contacted staff at all Member Agencies to inquire whether they might have suitable available space for long-term leasing within the given mandatory relocation time frame. No sites were identified.

The Executive Director also identified one property currently for sale in the Wheeler Plaza development, located at 1245 San Carlos Avenue, Suite E, in San Carlos (the “Property”). This is the last remaining commercial space for sale in the Wheeler Plaza development (Attachment A).

The Property is a Commercial Condominium located directly across the street from the SAMTRANS Building’s main entrance. It is currently zoned MU-DC (Mixed Use-Downtown Core). Zoning clearance for use of the space by SBWMA was issued by the City of San Carlos on May 18, 2023. (See Attachment B)

The unit is approximately 2,841 square feet in size and is currently an empty shell which would provide adequate space for all SBWMA administrative functions and could be improved to include a large conference room to accommodate Board and Technical Advisory Committee (TAC) meetings along with some community environmental education sessions. The Property has two dedicated parking spaces (below ground) and easy access to the attached 252-space public parking at the adjacent Wheeler Plaza parking garage (no charge), the adjacent 30-space Laurel Street parking lot (600 block), and adjacent neighborhood surface streets. The Property is listed for sale at \$1,988,000.

The SBWMA Board met in closed session at its April, May, and June 2023 regular meetings to discuss whether to direct staff to pursue further rental options or to offer to purchase the Property. At the conclusion of its June 2023 discussion, the Board authorized the Executive Director to make an offer to purchase the Property. The item was not brought to the Technical Advisory Committee for review and discussion.

The seller has agreed to a sale of the Property pursuant to the following summary of terms:

Purchase Price:	\$1,700,000
Due diligence period:	up to 60 days from agreement (this is the period in which SBWMA conducts its due diligence, architectural studies, finance options, etc., and in which SBWMA can back out of the sale and get its deposit refunded)
Agency contingency:	obtain no less than 2/3 of member agency approvals within 105 days.
Loan to value:	up to 75%
Deposit:	\$50,000
Close of Escrow:	no later than 11/15/2023

Tipping Fees



The Shoreway tipping fees are set at a cost per ton amount to cover the SBWMA budgeted expenses. Those expenses include Shoreway operations, offsite disposal and processing, SBWMA programs and administration, capital expenditures, host city fees, bond principal/interest and other costs. It is also imperative that tip fees are established at a level to meet the bond covenant test of 1.4 coverage ratio.

The 2024 projected/proposed per ton tipping fees were approved by the SBWMA Board at its June 2023 Board Meeting at an increase of 25% over the previous year (2023). Tipping fees are typically projected in June to be used in calculating the following year’s revenue requirement by Member Agency. The 25% increase is mainly due to the increased Shoreway operating cost, increased staffing and a new operating contract in 2024. The Shoreway operating cost will increase in 2024 due to a new Shoreway Operating Agreement commencing on January 1, 2024.

The table below illustrates the percentage increases of the most impactful cost increases within the 25% tipping fee increase.

Major Cost Category	% Increase
Shoreway Operations Agreement	19%
Disposal & Processing	3%
San Carlos Host Fee	1%
Remaining Budget (Admin, Oth Shoreway Operations)	2%
Total	25%

Analysis

This item has been placed on the agenda for review and approval because, as noted in the offer’s contingencies, a purchase of real property by SBWMA must be approved by two-thirds of the Member Agencies pursuant to The Second Amended and Restated Joint Powers Agreement Article 7, Powers.

Having considered the option to rent other available office properties or to purchase the Property, the SBWMA Board recommends to the Member Agencies that the purchase of the Property be approved for two reasons. First, the Property meets all the identified criteria regarding location and space. Second, as demonstrated by the Cost Analysis of Offer to Purchase Versus Lease prepared by Rick Simonson, Senior VP of HF&H Consulting, acquisition of the Property is a value proposition for potential long term cost saving of up to 25% (or \$1,416,098) when comparing a total purchase and tenant improvement budget of \$2.5 million to a long-term lease based on current office market lease rates (Attachment C).

The SBWMA Board recommends that the Council approve the purchase of the Property for use as administrative offices for SBWMA. As a result of this action, Belmont’s share of the cost is expected to increase by \$3,527.41 per year. The total cost is estimated at \$105,822.38 at the end of 30 years. The estimated \$3,527.41 increased annual cost will be reflected in future changes to tipping fees. The added cost will be included in future year’s budgets during the formulation of the budget. Upon receiving approval of two-thirds of the Member Agencies and satisfaction of all other contingencies, the SBWMA Board will, in open session, authorize closing of escrow and purchase the Property.



Alternatives

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

Attachments

- A. Property Brochure
- B. Zoning Clearance from City of San Carlos
- C. Cost Analysis of Offer to Purchase Versus Lease prepared by Rick Simonson/ HF&H Consulting

Fiscal Impact

No Fiscal Impact

Funding Source Confirmed:

The estimated \$3,527.41 increased annual cost to Belmont for office purchase will be reflected in future changes to tipping fees.

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda

*Insert additional information, or delete if not used

RESOLUTION NO. 2023 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE ACQUISITION OF REAL PROPERTY LOCATED AT 1245 SAN CARLOS AVENUE, SUITE E, SAN CARLOS, CALIFORNIA BY THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY

WHEREAS, the South Bayside Waste Management Authority (SBWMA) is a Joint Powers Authority formed to provide recycling and solid waste collection services to its eleven member agencies; and,

WHEREAS, the City of Belmont is a member agency of the SBWMA; and,

WHEREAS, SBWMA's administrative offices are currently located in the San Carlos Library building through a lease that will expire June 30, 2024 and the City of San Carlos has indicated that it does not wish to renew the lease; and,

WHEREAS, SBWMA staff conducted a broad search for office space to lease for its administrative offices once its current office lease expires but did not find space that suited its needs; and,

WHEREAS, a new, unfinished commercial unit located at 1245 San Carlos Avenue, Suite E, San Carlos, California (the Property), which is approximately one block from SBWMA's existing office, is currently listed for sale; and,

WHEREAS, SBWMA had a cost analysis prepared by HF&H Consulting to determine whether purchasing the Property and having the Property improved to meet SBWMA's needs would be more cost efficient than entering into a lease for office space; and,

WHEREAS, the cost analysis conducted by HF&H Consulting determined that purchasing the Property and making necessary improvements on an assumed total budget of \$2.5 million will result in a 39% cost savings versus entering into a long-term lease for office space at current market rates; and,

WHEREAS, the SBWMA Board directed SBWMA staff to submit an offer to purchase the Property, contingent upon approval by no less than 2/3 of the member agencies; and,

WHEREAS, pursuant to the signed Purchase Agreement, the seller of the Property has agreed to sell the property for a purchase price of \$1.7 million, which is an amount consistent with the authorization given by the SBWMA Board of Directors; and,

WHEREAS, Article 7, Section 7.1.1(a) of the Second Amended and Restated Joint Exercise of Powers Agreement for the SBWMA requires that the acquisition of real property be approved by no less than 2/3 of the member agencies; and,

WHEREAS, the Council agrees with the recommendation of the SBWMA Board to purchase the property for use as the SBWMA's administrative offices.

WHEREAS, As a result of this action, Belmont's share of the cost is expected to increase by \$3,527.41 per year. The total cost is estimated at \$105,822.38 at the end of 30 years.

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

SECTION 1. Approves the acquisition by the SBWMA of the real property located at 1245 San Carlos Avenue, Suite E, San Carlos, California, pursuant to the terms of the Purchase Agreement.

* * *

ADOPTED September 12, 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



FOR SALE

1245 San Carlos Ave

SAN CARLOS, CA



**ONLY 1
UNIT LEFT**



Retail/Commercial Condominium Units in Downtown San Carlos

FOR SALE unit pricing below

SUITE A & B (Sold)

SUITE C: (Sold)

SUITE D: (Sold)

SUITE E: \$1,988,000

UNIT E has ±2,841 RSF

MONTHLY ASSOCIATION FEE:

\$.14 PSF/month estimated

ON-SITE parking open to the public

OUTSIDE seating possible

RESERVED and secure onsite parking
for employees

18-20 FOOT ceiling height

"WALKER'S PARADISE" walk score of
91 on WalkScore.com

1 BLOCK to the San Carlos
Caltrain station

BRETT WEBER

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brett.weber@kidder.com

LIC N° 00901454

STEVE DIVNEY

650.400.8065

steve.divney@kidder.com

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**Kidder
Mathews**

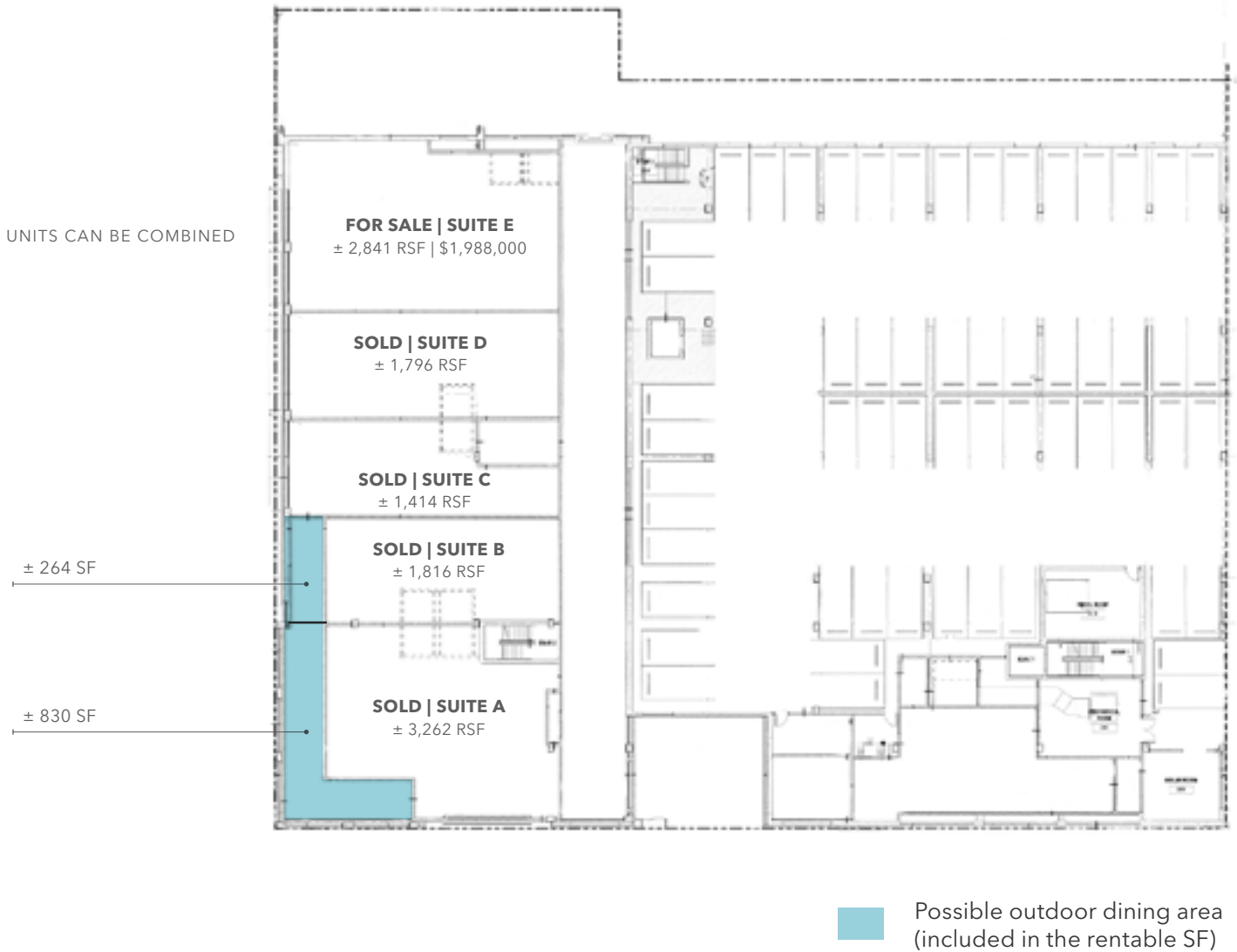
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FOR SALE

1245 San Carlos Ave

SAN CARLOS, CA

Floorplan



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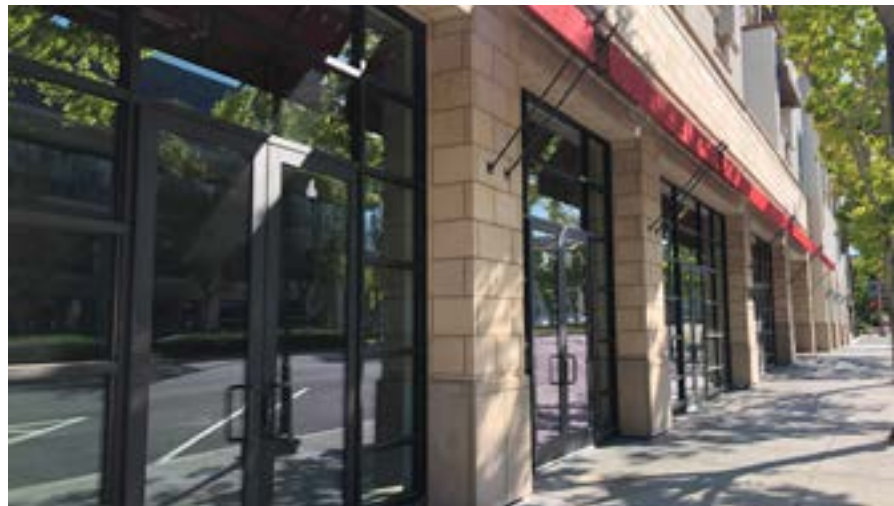
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FOR SALE

1245 San Carlos Ave

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FOR SALE

1245 San Carlos Ave

SAN CARLOS, CA



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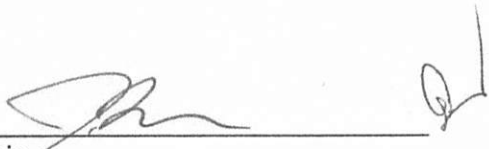


Zoning Clearance

Rethink Waste at 1245 San Carlos Avenue, Suite E

The City of San Carlos received a request from Rethink Waste to occupy 1245 San Carlos Avenue, Suite E, on April 26, 2023. The building at 1245 San Carlos Avenue, also referred to as Wheeler Plaza, is governed by Planned Development Zoning, PD-24. The Disposition and Development Agreement (DDA) for Wheeler Plaza requires approval by the City Manager for Walk-in Clientele Office space. Rethink Waste is classified as Office: Walk-in Clientele. A zoning clearance has been approved by the City Manager for Rethink Waste at 1245 San Carlos Avenue, Suite E. The following conditions as well as any other applicable provisions of the Zoning Code, apply to this approval.

- 1) Business activities shall be conducted as described in the business description dated April 26, 2023.
- 2) An active storefront shall be maintained.
- 3) Any substantial changes to the business activities shall be approved by the City Manager.
- 4) No signs have been approved with this zoning clearance.
- 5) Approval valid for Rethink Waste only.
- 6) Failure to comply with the standards listed above may result in revocation of the zoning clearance.



Jeff Maltbie
City Manager
City of San Carlos

5-18-23
Date

590 Ygnacio Valley Rd, Suite 105
Walnut Creek, California 94596
Telephone: 925/977-6950
Fax: 925/977-6955
www.hfh-consultants.com

Robert D. Hilton, Emeritus
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson
Marva M. Sheehan, CPA
Robert C. Hilton

MEMORANDUM

To: Joe La Mariana, Executive Director – South Bayside Waste Management Authority
From: Rick Simonson, Senior Vice President – HF&H Consultant
Date: August 15, 2023 (revises June 7, 2023 memo)
Subject: Cost Analysis of Office Purchase versus Lease

Background

The South Bayside Waste Management Authority's (SBWMA's) administrative office is currently located in the City of San Carlos Library. The office has been located in this space for over 16 years. Under the terms of the current lease, SBWMA occupies 2,429 square feet at a monthly rent of \$5,618 or \$2.31/sf. The current lease term ends on June 30, 2024 and the City has indicated that the term will not be extended because the space is needed to accommodate San Carlos staff and will no longer be available to the SBWMA.

Since receiving this notice, Executive Director La Mariana has been working with a commercial real estate broker to identify potential alternative spaces. The goal has been to identify an affordable space that will accommodate the current staff and agency/public guests, provide proper space for Board and TAC meetings, have easy access to parking for Board and Technical Advisory Committee (TAC) members, be located near public transit, and be in close/immediate proximity to the Shoreway Facility. With these factors in mind, the Executive Director La Mariana has researched and toured many local properties that are currently available for rent and one property that is currently for sale.

Executive Director La Mariana has toured a property, currently for sale, at 1245 San Carlos Avenue, Suite E, in San Carlos. In addition, working with a commercial real estate broker, Executive Director La Mariana has identified a number of properties available to lease that meet the some, but not all, of criteria above. The current lease rates have been estimated to be between \$4.50-\$6.50 per square foot in the general San Carlos area.

The following analysis compares the projected costs, over a 30-year period, of purchasing the available property versus leasing a property of the same size; the specific property is unknown at this time. An Excel model was developed to calculate the projected costs over time with a number of assumptions. The model has been constructed to allow multiple scenarios regarding costs and funding terms. This memorandum summarizes one such cost scenario. The model will be available to run additional scenarios at any upcoming meetings.

Cost Analysis of 1245 San Carlos Avenue Property

Executive Director La Mariana's discussions with the real estate broker has identified a commercial suite located at 1245 San Carlos Avenue, Suite E, which is 2,841 square feet with 20-foot ceilings which can

MEMORANDUM

Page 2 of 4

accommodate adding a second floor and increase the usable space to 3,977 square feet. The expanded space will accommodate existing SBWMA staff workspaces, ADA-compliant restrooms, a kitchen, storage, and a large fully-wired video conference room available to host Board and TAC meetings.

The estimated cost to purchase and make the necessary interior improvements is \$2.3 million - \$2.5 million. For this analysis we have assumed the high of \$2.5 million.

Figure 1 summarizes the cost assumptions used to evaluate the cost-per-square foot procuring, improving, and maintaining the San Carlos Avenue property. **Figure 2** summarizes the first-year total cost of the property and the projected cost per square foot (\$4.11 per square foot), with additional detail describing the assumptions following **Figure 2**. **Attachment 1** includes a 30-year analysis of projected costs, including the calculation of the present value of the total annual costs of occupying the property over the next 30-years.

Figure 1 – Office Purchase Key Assumptions

Size (at purchase)	2,841	square feet
Estimated Size (at buildout)	3,977	square feet
Property Purchase Price	\$1,700,000	(est. \$1.5 - \$1.7 million)
Plus: Tenant Improvements	\$800,000	
Total Project Cost	\$2,500,000	
Downpayment	30%	
	(\$750,000)	
Total Loan Amount	\$1,750,000	
Loan Term for Pymt Calc	30	years
Amortization	25	years
Balloon Payment	\$551,295	due @ Year 25
Interest Rate	6.19%	
Payments per Year	12	
Bank Fee	0.50%	of loan amount
Broker Fee	1.00%	of purchase price
Association Fees	\$0.14	per sq. ft. per month @ size at purchase
Association/Utilities Fee escalator	5.00%	per year
Reserves Return-on-Investments	2.00%	per year

Figure 2 – Year 1 Cost Summary

		FY 2023-24
Office Purchase Financial Analysis		
Loan Repayment		\$128,482
Bank Fee		\$8,750
Broker Fee		\$17,000
Balloon Payment Reserve		\$16,874
Association Fees		\$4,773
Utilities (excl. refuse)		\$6,000
Opportunity Cost ¹		\$14,485
	Total	\$196,364
	Build-out Square Footage	3,977.00
	\$ per sq. ft. per month	\$4.11

¹Lost investment income from use of reserves for downpayment and upfront bank/broker fees

MEMORANDUM

Page 3 of 4

Loan Repayment, Fees, and Balloon Payment Reserve. One-time loan and broker fees are included in Year 1 only. The estimated annual loan repayment (at the terms included in Figure 1) is repaid over 25 years with a “balloon” payment due in Year 25. For this analysis, we have assumed the SBWMA would reserve 1/25 of the balloon payment each year so the cash is available when due. The calculated annual reserve contribution assumes earned interest on the funds at 2.0% per year. The loan payment terms include a fixed 6.19% interest rate for the first 10 years and adjusted thereafter based on 10-year Treasury plus 2.5%. Our analysis assumes the 6.19% throughout the 25-year term. Actual interest rates may be higher or lower.

Association Fees. Association fees are paid monthly by all property owners (i.e., City of San Carlos, Commercial Owners, and Residential Owners through a Joint Use Agreement). The fees cover common area maintenance, insurance, window washing, natural gas, water, sewer, and refuse. In addition, a portion of the fees are set aside in reserves for future capital repairs and maintenance (e.g., building exterior repair and paint, roofs). In total, the five commercial suites are allocated 4.84% of Joint Maintenance Costs. The \$0.14 per square foot is based on recent budgeted expenses and reserve contributions. The analysis assumes a 5% annual increase, which may vary from the actual annual changes. Unexpected capital needs may arise which shall be assessed to all property owners in excess of the current \$0.14 per square foot fee.

Utilities. The Association fees cover common area utilities, and the refuse needs for the commercial suites. The current understanding is the SBWMA will be responsible for their water, sewer, and electricity needs for their suite. These have been estimated at \$500 per month with a 5% annual escalator for this analysis.

Opportunity Costs. To purchase a property instead of leasing, requires upfront cash outlay for the downpayment and one-time bank/loan fees (\$775,750 in total). The SBWMA has reserves available to make these upfront payments. This analysis includes a “cost” component for the purchase option to recognize the loss of investment income that would otherwise be earned if the cash was continued to be held in reserves. For this analysis, we have assumed the cost of purchasing the property includes the annual loss of investment income at 2.0% per year on the \$775,750 withdrawal from reserves, based on recent historical return-on-investments experienced by the SBWMA.

Cost Analysis of Leasing a Property

Executive Director La Mariana, with assistance from a real estate broker researched and toured dozens of rental properties. Currently, for properties that fit the needs of the SBWMA in this targeted geographic area, leases range from \$4.50 to \$6.50 per square foot per month. Typically, the lease amounts are inclusive of the Common Area Maintenance (CAM) expenses (e.g., water, sewer, refuse, electricity), though the charges are reviewed annually and reconciled for any incremental differences that are passed along (or refunded) to the tenant. For comparison purposes, and to be conservative, we have assumed all CAM-related costs are included in the per square foot lease charge throughout the 30-year period.

Attachment 1 includes a 30-year analysis of projected costs, including the calculation of the present value of the total annual costs of leasing a property over the next 30-years. The analysis assumes the low end

MEMORANDUM

Page 4 of 4

of \$4.50 per square foot per month, escalated 2.0% per year, which is equivalent to approximately \$0.10 per square foot each year.

Limitations

The analysis has been prepared with readily available projections and information provided by SBWMA staff, Beale Street Lending, Barc Architecture, and discussions with the 1245 San Carlos property builder, KB Homes. The projections contained herein may change. Additional costs not contemplated in this financial analysis to acquire the San Carlos property may be incurred.

Recommendation

Figure 3 summarizes the comparison of total estimated costs, and average cost per square foot per month, of the two options: 1) purchasing the San Carlos Avenue property and 2) continue leasing available commercial properties, based on the assumptions and projections described in this memo. Based on this financial analysis, the net present value (based on a present value discount rate of 3.0% annually) of the cost to purchase the San Carlos Avenue property is considerably less than leasing property at the low-end of current market rates with a conservation 2% annual increase to market rates. Assuming all costs of purchasing and maintaining the San Carlos Avenue property have been fairly represented, the purchase of the San Carlos Avenue property is recommended. Results may differ if the cost to purchase, finance the property, or other cost factors increase.

Figure 3 – Comparative Summary (detailed analysis provided in Attachment A)

	30-year Costs (in 2023\$)	Average Cost per Sq. Ft. per Month (in 2023\$)
Office Purchase	\$4,196,716	\$2.93
Office Lease	\$5,612,814	\$3.92

ATTACHMENT A

Key Assumptions - Office Purchase

Key Assumptions - Lease

Key Assumptions - General

Size (at purchase)	2,841 square feet
Estimated Size (at buildout)	3,977 square feet
Property Purchase Price	\$1,700,000 (est. \$1.5 - \$1.7 million)
Plus: Tenant Improvements	\$800,000
Total Project Cost	\$2,500,000
Downpayment	30% (\$750,000)
Total Loan Amount	\$1,750,000
Loan Term for Pymt Calc	30 years
Amortization	25 years
Balloon Payment	\$551,295 due @ Year 25
Interest Rate	6.19%
Payments per Year	12
Bank Fee	0.50% of loan amount
Broker Fee	1.00% of purchase price
Association Fees	\$0.14 per sq. ft. per month @ size at purchase
Association/Utilities Fee escalator	5.00% per year
Reserves Return-on-Investments	2.00% per year

Size (square feet)	3,977
Lease Amount	\$4.50 per sq. ft. per month (est. \$4.50-\$6.50)
Annual Lease Amount	\$214,758
Common Area Maint (CAM)	incl. in lease
Lease Inflation Rate	2.00%
Present Value Discount Rate	3.0%
<small>water, sewer, electric, refuse, custodial, landscape, etc. (usually part of 1st yr lease amt (baseline), reconciled annually for incremental difference only)</small>	

WORKING AREA - Scenarios saved below

Office Purchase Financial Analysis	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	FY 2034-35	FY 2035-36	FY 2036-37	FY 2037-38	
Loan Repayment	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	
Bank Fee	\$8,750															
Broker Fee	\$17,000															
Balloon Payment Reserve	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	
Association Fees	\$4,773	\$5,012	\$5,262	\$5,525	\$5,801	\$6,092	\$6,396	\$6,716	\$7,052	\$7,404	\$7,775	\$8,163	\$8,571	\$9,000	\$9,450	
Utilities (excl. refuse)	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308	\$9,773	\$10,262	\$10,775	\$11,314	\$11,880	
Opportunity Cost ¹	\$14,485	\$15,805	\$16,121	\$16,443	\$16,772	\$17,108	\$17,450	\$17,799	\$18,155	\$18,518	\$18,888	\$19,266	\$19,651	\$20,044	\$20,445	
Down Payment	\$750,000															
Total	\$946,364	\$172,473	\$173,354	\$174,271	\$175,223	\$176,213	\$177,243	\$178,314	\$179,428	\$180,586	\$181,792	\$183,048	\$184,354	\$185,714	\$187,131	
Build-out Square Footage	3,977.00															
\$ per sq. ft. per month	\$19.83	\$3.61	\$3.63	\$3.65	\$3.67	\$3.69	\$3.71	\$3.74	\$3.76	\$3.78	\$3.81	\$3.84	\$3.86	\$3.89	\$3.92	
Present Value Discount Factor	1.0000	1.0300	1.0609	1.0927	1.1255	1.1593	1.1941	1.2299	1.2668	1.3048	1.3439	1.3842	1.4258	1.4685	1.5126	
Present Value of Future Cost	\$946,364	\$167,449	\$163,403	\$159,482	\$155,683	\$152,003	\$148,438	\$144,985	\$141,642	\$138,404	\$135,271	\$132,237	\$129,302	\$126,463	\$123,716	
30-year Costs (2023\$)	\$4,196,716															
Monthly NPV cost per square foot	\$2.93															

Office Purchase Financial Analysis	FY 2038-39	FY 2039-40	FY 2040-41	FY 2041-42	FY 2042-43	FY 2043-44	FY 2044-45	FY 2045-46	FY 2046-47	FY 2047-48	FY 2048-49	FY 2049-50	FY 2050-51	FY 2051-52	FY 2052-53	TOTAL
Loan Repayment	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482	\$128,482					\$3,212,056
Bank Fee																\$8,750
Broker Fee																\$17,000
Balloon Payment Reserve	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874	\$16,874						\$421,855
Association Fees	\$9,922	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962	\$14,660	\$15,393	\$16,163	\$16,971	\$17,819	\$18,710	\$19,646	\$317,105
Utilities (excl. refuse)	\$12,474	\$13,097	\$13,752	\$14,440	\$15,162	\$15,920	\$16,716	\$17,552	\$18,429	\$19,351	\$20,318	\$21,334	\$22,401	\$23,521	\$24,697	\$398,633
Opportunity Cost ¹	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$20,854	\$579,758
Total	\$188,606	\$189,726	\$190,902	\$192,137	\$193,433	\$194,794	\$196,223	\$197,724	\$199,300	\$200,954	\$202,685	\$204,492	\$206,375	\$208,325	\$210,343	\$4,955,157
Build-out Square Footage																
\$ per sq. ft. per month	\$3.95	\$3.98	\$4.00	\$4.03	\$4.05	\$4.08	\$4.11	\$4.14	\$4.18	\$4.21	\$4.24	\$4.27	\$4.30	\$4.33	\$4.37	
Present Value Discount Factor	1.5580	1.6047	1.6528	1.7024	1.7535	1.8061	1.8603	1.9161	1.9736	2.0328	2.0938	2.1566	2.2213	2.2879	2.3566	
Present Value of Future Cost	\$121,059	\$118,231	\$115,499	\$112,860	\$110,312	\$107,853	\$105,480	\$103,191	\$100,983	\$98,856	\$96,805	\$94,825	\$92,912	\$91,063	\$89,276	\$27,666

¹Lost investment income from use of reserves for downpayment and upfront bank/broker fees

Office Lease Financial Analysis	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	FY 2034-35	FY 2035-36	FY 2036-37	FY 2037-38	
Annual Lease	\$214,758	\$219,053	\$223,434	\$227,903	\$232,461	\$237,110	\$241,852	\$246,689	\$251,623	\$256,656	\$261,789	\$267,025	\$272,365	\$277,812	\$283,369	
CAM Charges																
Other																
Total	\$214,758	\$219,053	\$223,434	\$227,903	\$232,461	\$237,110	\$241,852	\$246,689	\$251,623	\$256,656	\$261,789	\$267,025	\$272,365	\$277,812	\$283,369	
\$ per sq. ft. per month	\$4.50	\$4.59	\$4.68	\$4.78	\$4.87	\$4.97	\$5.07	\$5.17	\$5.27	\$5.38	\$5.49	\$5.60	\$5.71	\$5.82	\$5.94	
\$ change		\$0.09	\$0.09	\$0.09	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.11	\$0.11	\$0.11	\$0.11	\$0.11	\$0.12	
Present Value Discount Factor	1.0000	1.0300	1.0609	1.0927	1.1255	1.1593	1.1941	1.2299	1.2668	1.3048	1.3439	1.3842	1.4258	1.4685	1.5126	
Present Value of Future Cost	\$214,758	\$212,673	\$210,608	\$208,563	\$206,539	\$204,533	\$202,548	\$200,581	\$198,634	\$196,705	\$194,795	\$192,904	\$191,031	\$189,177	\$187,340	
30-year Costs (2023\$)	\$5,612,814															
Monthly NPV cost per square foot	\$3.92															

Office Lease Financial Analysis	FY 2038-39	FY 2039-40	FY 2040-41	FY 2041-42	FY 2042-43	FY 2043-44	FY 2044-45	FY 2045-46	FY 2046-47	FY 2047-48	FY 2048-49	FY 2049-50	FY 2050-51	FY 2051-52	FY 2052-53	TOTAL
Annual Lease	\$289,036	\$294,817	\$300,713	\$306,727	\$312,862	\$319,119	\$325,501	\$332,012	\$338,652	\$345,425	\$352,333	\$359,380	\$366,568	\$373,899	\$381,377	\$8,712,320
CAM Charges																\$0
Other																\$0
Total	\$289,036	\$294,817	\$300,713	\$306,727	\$312,862	\$319,119	\$325,501	\$332,012	\$338,652	\$345,425	\$352,333	\$359,380	\$366,568	\$373,899	\$381,377	\$8,712,320
\$ per sq. ft. per month	\$6.06	\$6.18	\$6.30	\$6.43	\$6.56	\$6.69	\$6.82	\$6.96	\$7.10	\$7.24	\$7.38	\$7.53	\$7.68	\$7.83	\$7.99	
\$ change		\$0.12	\$0.12	\$0.13	\$0.13	\$0.13	\$0.13	\$0.14	\$0.14	\$0.14	\$0.14	\$0.15	\$0.15	\$0.15	\$0.16	
Present Value Discount Factor	1.5580	1.6047	1.6528	1.7024	1.7535	1.8061	1.8603	1.9161	1.9736	2.0328	2.0938	2.1566	2.2213	2.2879	2.3566	
Present Value of Future Cost	\$185,521	\$183,720	\$181,936	\$180,170	\$178,421	\$176,689	\$174,973	\$173,274	\$171,592	\$169,926	\$168,276	\$166,643	\$165,025	\$163,423	\$161,836	



STAFF REPORT

Meeting Date: September 12, 2023
Agency: City of Belmont
Staff Contact: Jozi Plut, City Clerk, jplut@belmont.gov, 650-595-7414
Agenda Title: Designation of Voting Delegate and Alternate for League of California Cities Annual Conference September 20-22, 2023
Agenda Action: Motion

Recommendation

Staff recommends that the City Council, by motion, name a voting delegate and alternate for the upcoming League of California Cities (Cal Cities) Annual Conference, and give direction to the voting delegate regarding the resolution that will be considered at the Conference Business Meeting.

Strategic Focus Area

Not Applicable

Background

Cal Cities requires that each city designate, by Council action, a representative and an alternate for the Business Meeting held during the Annual League Conference from September 20-22, 2023

Analysis

In prior years, either a City Councilmember, City Manager or the City Attorney was delegated to represent the City of Belmont at the Cal Cities Annual Conference. As of date of this staff report, Mayor Julia Mates and City Manager Oskoui are registered to attend the conference. Only those delegates and alternates that are approved by City Council action may participate in the Business Meeting as a voting delegate. In addition, the voting delegate must be registered for the conference.

Attached to this report is the resolution that will be considered at the Business Meeting, to be held on Friday, Sept. 22, 2023. Council may wish to discuss and give direction regarding any position on this resolution. (Hold this statement until we know the items up for consideration, if any)

Alternatives

1. Do not appoint a voting delegate
2. Take no action on the resolutions and allow the voting delegate to determine how to vote

Attachments

- A. Resolution packet to be considered at the conference

Fiscal Impact

- No Fiscal Impact



Funding Source Confirmed:

Source:

Staff

Purpose:

Discretionary Action

Public Outreach:

Posting of Agenda



Council Agenda Item 11 Discussion and Direction

Meeting Date: September 12, 2023

Councilmember(s): Gina Latimerlo and Julia Mates

Item Title: Discussion of City Council Compensation Review

Description of Issue/Request: Through the Strategic Planning process in 2023, Belmont's City Council affirmed its desire to increase meaningful community engagement with Belmont residents. In July, in an effort to increase equitable representation at city government levels, the State of California passed legislation (SB 329) that makes it possible to increase the stipend paid to City Council members in California. SB 329 addresses the issue of stagnant compensation for city council members in general law cities. Existing law authorizes a city council to enact an ordinance to provide each member of the city council with a salary based on the population of the city. The existing compensation schedule, which has not been adjusted since 1984, has not kept pace with inflation. The City of Belmont has also not had an increase in council compensation since 1995 when it increased from \$90 to \$390 (present amount) monthly.

Accordingly, the bill aims to provide cities with the option to adjust council member compensation to account for inflation and support diversity in city councils because increased compensation can help individuals from across different income levels receive sufficient income for their service. The State's legislation and Belmont's focus on community engagement and equitable representation creates an opportunity to update the City Council's compensation while encouraging more people from varied socioeconomic backgrounds to consider serving on the council.

As the analysis of SB 329 states, "Lengthy time commitments and limited pay discourage many, especially low-income residents, single parents, people of color, and young people, from running for public office. For many, being a council member is a full-time commitment with part-time pay. This important legislation lessens barriers for those interested in governing at the local level. This overdue reform is another tool communities can choose to use that can help ensure our city councils are reflective of the residents who live, work, and play in their communities."

By offering a stipend greater than the current \$390 per month, we allow more people to sense that service on City Council is possible.

We would like to assess if the council is amendable to discussing this topic further.

For detailed information on SB 329:

[Bill Text - SB-329 Cities: city council members: compensation. \(ca.gov\)](#)



Council Agenda Item 11 Discussion and Direction

Approximately how much staff involvement will this item take? Minimal staff time to research, prepare background information and report back to City Council for discussion and direction on the next steps.

Financial Implications? This will be subject to future Council discussion and approval.

How time sensitive is this issue? SB 329 goes into effect on January 1, 2024. Pursuant to Government Code section 36516.5, any council salary increase may take effect only when at least one member of the council commences for the term of office following the 2024 Municipal Election.

General Plan/Vision Statement. Strategic Focus Area: Fiscal and Organizational Sustainability.