

UPDATE LOG

The following table lists updates which were formally approved by the Belvedere City Council.

01/10/2006 (Item 16)	Initial adoption of the APM.
03/06/2006 (Item 19)	Replace Chapter “Mileage Reimbursement and Travel” with expanded policy “Expenditure Reimbursements”
04/03/2006 (Items 16 & 17)	<ul style="list-style-type: none"> • Replace Section “Recruitment: Selection Process” with new Chapter “Background Investigations and Medical Evaluations” • Amend Chapter “City Council Operations”
10/02/2006 (Item 19)	Amend Chapter 308, “Conditional Temporary Certificates of Occupancy”
05/11/2009 (Item 16)	<ul style="list-style-type: none"> • Amend Section 128.10E ”Proof of Financial Responsibility for Personal Vehicles Used for City Business” • Add Chapt. 279 “Hazard Log” • Add Section 302.7 “Establishing Project Start Date for Construction Time Limit.” • Complete revision of Chapt. 308 “Conditional Temporary Certificates of Occupancy.” • Add Chapt. 321 “Height & Existing Grade Interpretation.” • Add Chapt. 323 “Eaves Allowed in Required Setbacks.” • Add Chapt. 324 “Appropriate Colors and Materials.”
06/08/2009 (Item 18)	<ul style="list-style-type: none"> • Add new: Part 6, “Committees, Commissions & Boards;” Chapt. 55, “Planning Commission Operations;” and Appendix 55.A, “Rosenberg’s Rules of Order.” • Complete revision of Chapt. 290 re. staging and parking for construction projects. • Amend Chapt. 296, “Dredging Permits.”
06/14/2010	<ul style="list-style-type: none"> • Amend Section 302.05, “Timeline,” of Chapter 302, “Violation of the Construction Time Limit Ordinance” • Add Section 302.08, “Mid-Project Construction Time Limit” Assignment” of Chapter 302, “Violation of the Construction Time Limit Ordinance” • Add Chapter 310, “Permit Fee Revaluation” • Add Chapter 322, “Fence Repair & Replacement” • Add Chapter 325, “Exemptions from Design Review”
12/13/2010	<ul style="list-style-type: none"> • Amend Section 232.07 – Update the Building Official Job Description to reflect current departmental configuration given recent changes of employment status. • Amend Section 53.05 – Update the number of members of the Traffic Safety Committee. • Add Chapter 197 – Add a Return to Work Policy to bring the City in line with current practice.

	<ul style="list-style-type: none"> • Add Chapter 425 – Add a Cash Handling Policy. As part of proper auditing controls, a Cash Handling Policy has been added. • Amend Section 208.06 – Amend the Employment Development Section to more accurately reflect current and past practice, establish a limit based on that practice, and establish a requirement for reimbursement upon separation from employment. • Add Section 136.07 – Adds a policy to provide for “mandatory” training requirements.
3/14/2011	<ul style="list-style-type: none"> • Amend Chapter 60, “Records Policy & Laserfiche Protocol” per appointment of Deputy City Clerk as Custodian of City Records. • Delete separate records retention schedules for Personnel (Chapt. 64), City Clerk’s Dept. (Chapt. 68), Building Dept. (Chapt 72), Finance Dept. (Chapt 76), Planning Dept. (Chapt 80), and Public Works & Engineering Dept. (Chapt 84). • Add newly consolidated records retention schedule as Chapt. 74.
11/14/2011	<ul style="list-style-type: none"> • Amend table in Section 16.06, “ C.O.I. Code – Appendix Section 1 – Schedule of Designated Public Officials” for changes in staff positions. • Add Chapter 54, “Parks & Open Space Committee Operations.” • Amend Section 136.07, “Mandatory Training.” Add Sections 136.08-10 re. recommended, optional, and departmental training. • Amend Section 192.06, “Eligibility [for sick leave] & Release to Return to Work.” • Add Section 231.04, “Assistant to the City Manager” job description. • Add Section 232.03, “Assistant Planner” job description. • Add Section 232.04, “Associate Planner and Planner” job description. • Delete Section. 232.05, “Assistant and Associate Planner” job description. • Add Chapter 350, “Code Enforcement Policy.”
12/12/2011	<ul style="list-style-type: none"> • Add Chapter 315, “Enforcement of M.M.W.D.’s Water Efficient Landscape Ordinance.” • Add Appendix 315.A, “M.M.W.D. Water Conservation Checklist.”
3/11/2013	<ul style="list-style-type: none"> • Add Section 234.09, “Maintenance Supervisor.” • Add Chapter 275, “Drainage Easement Application Process.” • Amend Chapter 405, “Guidelines for Public Memorials.” • Add Appendix 275.A, “Specimen Easement Agreement”
8/12/2013	<ul style="list-style-type: none"> • Add Chapter 298, “F.E.M.A Regulations for Setbacks in the V.E. Flood Zone.”
9/9/2013	<ul style="list-style-type: none"> • Change references to “Deputy City Clerk” to “City Clerk” and from “Planning Manager” to “City Planner” throughout the Manual. • Amend Section 28.18, “Persons Required to Receive Ethics Training.” • Append 6/12/2012 JPA amendment to Section 59.05, “Belvedere-Tiburon Joint Recreation Committee.” • Add Section 132.06, “Non-Fraternizations.” • Add Section 232.01, “Administrative Clerk.”

	<ul style="list-style-type: none"> • Repeal Section 232.09, “Planning Manager.” • Add Section 232.07, “City Planner.” • Move last section of Section 302.06, “Project Final Approvals Relative to the CTL Ordinance” to its own separate Section 302.09, “Policy Regarding Successive Minor Construction Activity.” • Add paragraph at end of Section 302.06, “Project Final Approvals Relative to the CTL Ordinance.” • Revise 324.07, “Interpretation of Sec. 20.04.140 for Staff Level Approvals Only.”
6/9/2014	<ul style="list-style-type: none"> • Amend second paragraph of Chapter 204, “Retirement Benefits.” • Amend Section 136.05 and change title to “Standard Work Week—Alternate Work Schedule.” • Delete section 196.28, “Disability Leave.” • Add Section 234.09, “Maintenance Supervisor.” • Replace Chapter 248 and change title to “Integrated Pest Management Policy.”
12/14/2015	<ul style="list-style-type: none"> • Amended Chapter 100, “General Personnel Provisions.” • Amended Chapter 272, “Revocable Licenses.” • Amended Chapter 425, “Cash Handling Policy.” • Added Chapter 426, “Labor Contract Approval Requirements.”
6/12/2017	<ul style="list-style-type: none"> • Amended Section 231.07, “Finance Officer” (now “Administrative Services Manager”) job description.
5/14/2018	<ul style="list-style-type: none"> • Amended Chapter 272, “Revocable Licenses.”
9/10/2018	<ul style="list-style-type: none"> • Amended Chapter 322, “Fence Repair & Replacement.”
11/13/2018	<ul style="list-style-type: none"> • Repealed Sections 28.05 – 28.16 • Added new Part 2, “Finance.” • Renumbered Chapter 425 to Policy 2.9, “Cash Handling.”
12/10/2018	<ul style="list-style-type: none"> • Amended Part 9, “Personnel Rules & Regulations,” in its entirety. (Item 8) • Replaced Chapters 412, “Telephone & Voicemail Policy,” 418, “Email,” and 424, “Internet Access,” with new Policy 9.16, “Use of City Equipment.” (Item 8) • Added Chapter 327, “Wireless Telecommunication Facilities.” (Item 11)
2/11/2019	<ul style="list-style-type: none"> • Amended Policy 9.27, “Vacation Leave.”
3/11/2019	<ul style="list-style-type: none"> • Renumbered and amended Part 7, “City Records Management.” (Item 7) • Renumbered all existing Chapters and Sections to new numbering scheme; deleted Chapter 59, “Joint Powers Agreements;” clarified that Part 10, “Employee Job Descriptions,” may be amended by the City Manager. (Item 8) • Amended Chapter 324 (Policy 15.6), “Appropriate Colors & Materials.” (Item 14)
6/8/20	<ul style="list-style-type: none"> • Amended Policy 2.2, “Fund Balance and Reserve Policies” with adoption of the FY20-21 budget document.
8/10/2020	<ul style="list-style-type: none"> • Amended Policy 20.3, “Guidelines for Public Utilities,” (Item 12)

10/12/2020	<ul style="list-style-type: none"> Amended Policy 3.3 “Conflict of interest code”
12/14/2020	<ul style="list-style-type: none"> Amended section 6.1.1 (Finance Committee)
3/8/2021	<ul style="list-style-type: none"> Added Policy 14.7 “ADMINISTRATION OF SUBSTANTIAL IMPROVEMENT REQUIREMENT FOR PROJECTS WITHIN DESIGNATED FLOODPLAINS”
4/12/2021	<ul style="list-style-type: none"> Amended Policy 2.2 “Fund Balance and Reserve Policies” Amended Policy 2.3 “Pension/OPEB Funding” Amended Policy 2.5 “Investments”
6/14/2021	<ul style="list-style-type: none"> Added Policy 20.6 “ Flag Policy.”
6/14/2021	<ul style="list-style-type: none"> Amended Policy 15.6 “APPROPRIATE COLORS & MATERIALS” Added Policy 15.10 “REAR YARD SETBACKS IN R-1L ZONING”
6/14/2021	<ul style="list-style-type: none"> Amended Policy 2.7 “Procurement”
6/14/2021	<ul style="list-style-type: none"> Amended Policy 9.19 “Employee Compensation and Payroll” Amended Policy 9.32 ”Retirement Benefits”
7/12/2021	<ul style="list-style-type: none"> Amended Policy 20.3 “Guidelines for Public Memorials and Dedicatory Installations”
8/9/2021	<ul style="list-style-type: none"> Amended Policy 9.14 “Work Hours & Attendance”
8/9/2021	<ul style="list-style-type: none"> Added Policy 20.7 “Police Policy Manual” (Incorrectly named Policy 20.6 in the Resolution)