City Council
Meeting Agenda

Tuesday, May 27, 2025

City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

General order of Business

1. ITEMS BEFORE 7:00 PM
2. CALL TO ORDER
3. PLEDGE OF ALLEGIANCE
4. REPORT FROM CLOSED SESSION (none)
5. SPECIAL PRESENTATIONS
6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA
7. COUNCILMEMBER ANNOUNCEMENTS
8. CONSENT BUSINESS
9. PUBLIC HEARINGS (none)
10. GENERAL BUSINESS
11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF
12. MATTERS OF INTEREST/CLARIFICATION
13. ADJOURNMENT

City Council
Julia Mates, Mayor
Robin Pang-Maganaris, Vice Mayor
Gina Latimerlo, Councilmember
Tom McCune, Councilmember
Cathy Jordan, Councilmember

Staff
Afshin Oskoui, City Manager
Scott Rennie, City Attorney
Kathy Kleinbaum, Assistant City Manager
Ken Stenquist, Police Chief
Grace Castaneda, Finance Director
Ann Ritzma, Interim Admin Services Director
Carlos deMelo, Community Development Director
Brigitte Shearer, Parks and Recreation Director
Nisha Patel, Public Works Director
Jozi Plut, City Clerk

MEETING ATTENDANCE:
Council meetings, unless otherwise noted, are broadcast live to Belmont residents on

1. Comcast Cable Channel 27
2. Streamed live via the City's website at www.Belmont.gov
3. ZOOM https://belmont- gov.zoom.us/ **Meeting ID: 95745673035**
4. Attend the meeting in the Council Chambers, Belmont City Hall 2nd floor

PUBLIC COMMENT:

- Public in the Council Chamber present the Clerk a request to speak slip found at the table at the rear of the chamber.
- If participating virtually use the Raise Hand feature to request to speak.
    - 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 Chair.

To submit a written public comment:
E-mail cclerk@belmont.gov before the Council discusses the item, noting the agenda topic or number in the subject line. Comments received up to three hours before the meeting will be distributed to the Council and included in the record but not read aloud during the meeting..

The Mayor has the authority to rule any speaker out of order, including speakers during the Public Comment period; If the subject raised is not within the subject matter jurisdiction of the City Council, during a public hearing or a general business item if the speaker is not presenting testimony or evidence relevant to the matter or if the speaker becomes disruptive to the proceedings and conduct of the meeting.

The Mayor also has the authority to order any person who willfully interrupts the meeting to be removed. All persons are expected to always conduct themselves with civility and courtesy. All persons giving comments shall speak directly to the Council and address issues, not individuals. Personal attacks, cursing and outbursts from the audience in support or opposition to a speaker are not tolerated to foster an environment where everyone feels welcome to speak.

LEVINE ACT:

The Levine Act (California Government Code Section 84308) limits campaign contributions that may be made to elected or appointed City officials (including councilmembers and the mayor) and certain candidates for elective city offices. The Act prohibits an agent of a party from contributing any amount to councilmember while a proceeding for a contract valued at $50,000 or more, permit, license, or other entitlement for use is pending that does not solely involve purely ministerial decisions. The Act also prohibits parties and participants in the above entitlement proceedings from contributing more than $500 during the proceeding and for 12 months after the proceeding and requires disclosure of the prohibited contributions. The Act prohibits certain officials, including local elected officials, from taking part in an entitlement proceeding if the official has received a contribution exceeding $500 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding $500 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding. The law is complex, and this brief description is not legal advice. If you or an agent have made any campaign contributions to a councilmember in the 12 months before a proceeding in which you have an interest or you are contemplating making a contribution within the 12 months after such a proceeding, you are urged to review the Levine Act and consider consulting an attorney. The California Fair Political Practices Commission (FPPC) is responsible for administering the Levine Act. More information about the Act and its implementing regulations can be found on the FPPC's website here: https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html

ACCESSIBILITY

If you need assistance to participate in this meeting, please contact the City Clerk at (650) 595-7413. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

AGENDA POSTING: I declare a copy of this agenda was posted at City Hall, One Twin Pines Lane, and the City's website www.Belmont.gov Date: Time: /s/:

City of Belmont

City Council Regular Meeting Agenda
May 27, 2025
City Council Chambers
City Hall, One Twin Pines Lane, Belmont, California

NOTICE REGARDING MEETING SCHEDULE
The City Council may meet prior to 7:00 PM for Study Sessions, Closed Sessions, or other Special Topics. All other business will commence at 7:00 PM as a time-certain agenda item.

1. ITEMS BEFORE 7:00 PM

2. CALL TO ORDER

- Roll Call

A. CLOSED SESSION (none)

B. STUDY SESSION (none)

The public will have an opportunity to address the City Council concerning this item.

C. SPECIAL SESSION/OTHER TOPICS (none)

ITEMS STARTING AT 7:00 PM

3. PLEDGE OF ALLEGIANCE

4. REPORT FROM CLOSED SESSION (none)

5. SPECIAL PRESENTATIONS

A. Officers of the Year Presentation

B. Pride Month Proclamation

6. 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.

7. COUNCILMEMBER ANNOUNCEMENTS

8. 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. Agreement with Group 4 Architecture for the Belmont Community Center Master Plan Refresh

Recommendation: Adopt a motion authorizing the City Manager to negotiate and execute a Service Agreement with Group 4 Architecture, Research + Planning, Inc. for the Belmont Community Center Master Plan Refresh in an amount not to exceed $106,846

Attachments:
Staff Report
Proposal

9. PUBLIC HEARINGS (none)

10. 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. Central El Camio Real Multimodal Plan Presentation

Recommendation: Receive a presentation regarding the Central El Camino Real Multimodal Plan. No Action is required
Attachments:
Staff Report
Presentation

B. 678 Ralston Ave Affordable Housing Contribution

Recommendation: Adopt a resolution authorizing the City Manager to negotiate and enter into a loan funding agreement with CRP Affordable Housing and Community Development LLC or affiliated entities or partners to provide up to $1.0 million of Belmont affordable housing funds for construction of a 65-unit affordable housing project at 678 Ralston Avenue
Attachments:
Staff Report
Resolution
CRP Affordable Housing Funding Request

C. Introduction of the Proposed Fiscal Year 2025-26 Budget

Recommendation: Discuss and provide direction regarding the proposed fiscal year (FY) 2025-26 budget. A public hearing has been set for June 10, 2025 to consider budget adoption
Attachments:
Staff Report
Presentation

11. BRIEF VERBAL REPORTS FROM MEMBERS AND STAFF

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

12. 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.

13. ADJOURNMENT

STAFF REPORT

Meeting Date:	May 27, 2025
Agency:	City of Belmont
Staff Contact:	Brigitte Shearer, Parks and Recreation Director (650) 595-7488, bshearer@belmont.gov
Agenda Title:	Agreement with Group 4 Architecture for the Belmont Community Center Master Plan Refresh
Agenda Action:	Motion

Recommendation

Adopt a motion authorizing the City Manager to negotiate and execute a Services Agreement with Group 4 Architecture, Research + Planning, Inc. for the Belmont Community Center Master Plan Refresh in an amount not to exceed $106,846.

Strategic Focus Area

Infrastructure and Mobility

Background

The Barrett Community Center site has supported diverse community uses over the decades, serving as the backdrop for countless collective memories. Originally constructed as Barrett Elementary School in 1948 and transitioned to a city-operated facility in the 1980s, the 5.1-acre parcel includes 26 classrooms now used for full-time licensed childcare, afterschool programming, and multi-generational recreation. It also includes 25 community garden plots, a playground, and a field used for youth sports, seasonal off-leash dog hours, and community events.

The 75-year-old Center is a hub of community activity and is in dire need of extensive repairs and maintenance to meet modern-day earthquake, fire safety, and accessibility standards. Without these repairs, the City and community may not be able to use the facility in the near future.

To address this, in early-2019 the City facilitated a competitive RFP process resulting in the selection of Group 4 Architecture to develop a site strategy, conceptual design, and project cost model. The resulting design was approved by the City Council in late-2019.

Analysis

Following the 2019 approval of the Community Center design, progress on securing project funding was delayed due to challenging circumstances, including limited resources and competing demands—factors that were further intensified by the COVID-19 pandemic. In the years since, there have been shifts in community needs, recreation trends, City planning priorities, and building design standards, along with an ongoing exploration of new funding opportunities. Despite these challenges, the City has remained engaged with the community, leading robust conversations over the past two years to better understand

evolving priorities and the future vision for this facility.

To update the Community Center design to align with our community's current needs, staff recommends re-engaging Group 4 Architecture in a design refresh. The firm has extensive experience with similar projects throughout the Bay Area and is uniquely qualified to lead this next phase, building upon their deep familiarity with Belmont's needs and the existing design.

Group 4 Architecture's work proposal is attached and includes:

- Community engagement to confirm current needs and priorities
- Updating the architectural vision and site design to reflect current goals
- Integrating emergency resource center functionality and sustainability strategies
- Incorporating benchmarking insights from recent, similar projects in the region
- Providing updated cost estimates, funding strategies, and phasing recommendations

To advance the City Council's Strategic Plan priorities of (a) refreshing the Community Center design and (b) working towards the facility's replacement, staff recommends that the Council adopt a motion authorizing the City Manager to negotiate and execute a Services Agreement with Group 4 Architecture, Research + Planning, Inc. for the Belmont Community Center Master Plan Refresh in an amount not to exceed $106,846. Adequate funding for this purpose was appropriated through the current fiscal year (2024-25) budget adoption.

Alternatives

1. Request modifications to the proposed scope or budget
2. Take no action

Attachments

A. Group 4 Architecture Proposal

Fiscal Impact

☐ No Fiscal Impact

☒ Funding Source Confirmed:	Funding for this engagement was included in the current fiscal year (2024-25) budget under Capital Improvement Program (CIP) Belmont Community Center Project #8079, funded by the Facilities Management Fund.

Source:	**Purpose:**	**Public Outreach:**
Council	Council Vision/Priority	Posting of Agenda

CITY OF BELMONT
COMMUNITY CENTER MASTER PLAN REFRESH

Group 4 Architecture | Proposal | 6 May 2025





GROUP 4 ARCHITECTURE



GROUP 4

ARCHITECTURE
RESEARCH +
PLANNING, INC

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GROUP 4

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ARCHITECT

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ARCHITECT

WILLIAM LIM
ARCHITECT

5 May 2025

Brigitte Shearer, Director of Parks, Recreation & Culture
CITY OF BELMONT
Belmont Parks & Recreation
30 Twin Pines Ln, Belmont, CA 94002

Re: PROFESSIONAL SERVICES FOR BELMONT COMMUNITY CENTER MASTER PLAN REFRESH

Dear Brigitte,

Group 4 Architecture, Research + Planning, Inc. is excited to submit our proposal to complete the Belmont Community Center Master Plan Refresh project for the City. We understand the goal of this phase is to refine and advance the planning for the proposed community center by aligning it with evolving recreation trends, best practices in design and operations, and the specific needs and priorities of the Belmont community. This includes updates to the work that was approved in 2019 and included the building and site program, phasing and site strategy, and project budgets. Additionally, in this phase, the City would like us to research and align the project with funding opportunities and to continue the development of compelling project messaging and visual materials that communicate community benefit and impact.

With over five decades of expertise in planning, designing, and implementing innovative and sustainable recreation and community facilities, we are ready to collaborate with the City and community to update the vision for the new Belmont Community Center — a new vibrant community destination that meets the needs and aspirations of your growing and diverse community for recreating, creating, connecting, inspiring and learning.

Proven Team
Our team, including trusted collaborators and leaders in landscape design, SWA Group, brings unmatched experience in planning, programming, and designing multigenerational community and recreation facilities. Together, we have successfully completed dozens of projects that began with visionary planning and resulted in fully funded and constructed community destinations. From iconic recreation centers to flexible, multigenerational spaces, our projects consistently exceed expectations and serve as lasting investments in the communities they support.

Proven Process
Group 4's approach integrates meticulous project management with dynamic, inclusive engagement. We will guide the City through a decision-making process informed by technical experience, stakeholder input, and community values. Our framework ensures alignment with budgets, timelines, and project goals while building momentum and support for future implementation phases. Our experience spans every step of project delivery—from feasibility studies and funding strategies to design and construction—ensuring that this project is positioned for long-term success.

Building Consensus and Community Support
The Belmont Community Center Master Plan Refresh is a unique opportunity to bring the community leaders and staff together to update the vision for a new facility that reflects the values and aspirations of Belmont's residents, while updating the plan and phasing to take into consideration the funding opportunities and phasing options. Through the proposed participation, we will develop visual tools and updated analysis to reflect input from community leaders, staff, and stakeholders in the updated master plan.

Positioning for Funding and Implementation
Group 4 has a proven track record of supporting clients in securing project funding, including over $3 billion raised through grants, philanthropy, and voter-approved measures.

Recent successful planning efforts that have led to successful ballot measures for funding new community facilities include the new South San Francisco Civic Campus and Newark's new Civic Center. Other examples of conceptual design to funding efforts include Group 4 building upon our planning work in San Jose and supporting their $212M bond and Palo Alto's $76M library and community center bonds, the latter of which passed its second iteration with a tremendous 70% voter support! Recent recreation projects that have successfully awarded grants for construction include the newly opened San Bruno Recreation and Aquatic Center, Millbrae's new Community Center, and the zero-net-energy Burlingame Community Center. These projects demonstrate our ability to not only deliver high-quality concepts but also to position projects for successful funding and implementation.

From the onset of a project, we have the "end in mind" and develop the work plan, program, design, project budget, and phasing plan with project parameters and constraints taken into consideration and integrated into the plan. Please let us know if you have any suggestions or revisions to the proposed work plan.

Principal Commitment to Project Excellence
Group 4's process has led to a proven record of successfully planning and delivering complex community projects in Northern California within budget. Same as for the master plan that was completed in 2019, Principals Dawn Merkes, Andrea Gifford, and Jonathan Hartman, will lead our team in delivering a comprehensive and actionable conceptual design for the Belmont Community Center Master Plan Refresh project. Each brings decades of experience in recreation and community facility projects, including those requiring creative approaches to funding and consensus-building. Our references will affirm our dedication to delivering innovative, community-centered solutions that are on time and on budget.

Thank you for the opportunity to support the City in this transformative effort. We look forward to partnering with you to update the master plan and to take one more step to make the vision of the new Belmont Community Center a reality. Please do not hesitate to reach out if you have questions or require additional information.

Sincerely,
GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.



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1. UNDERSTANDING & BACKGROUND




HOME
PERIOD
GUEST



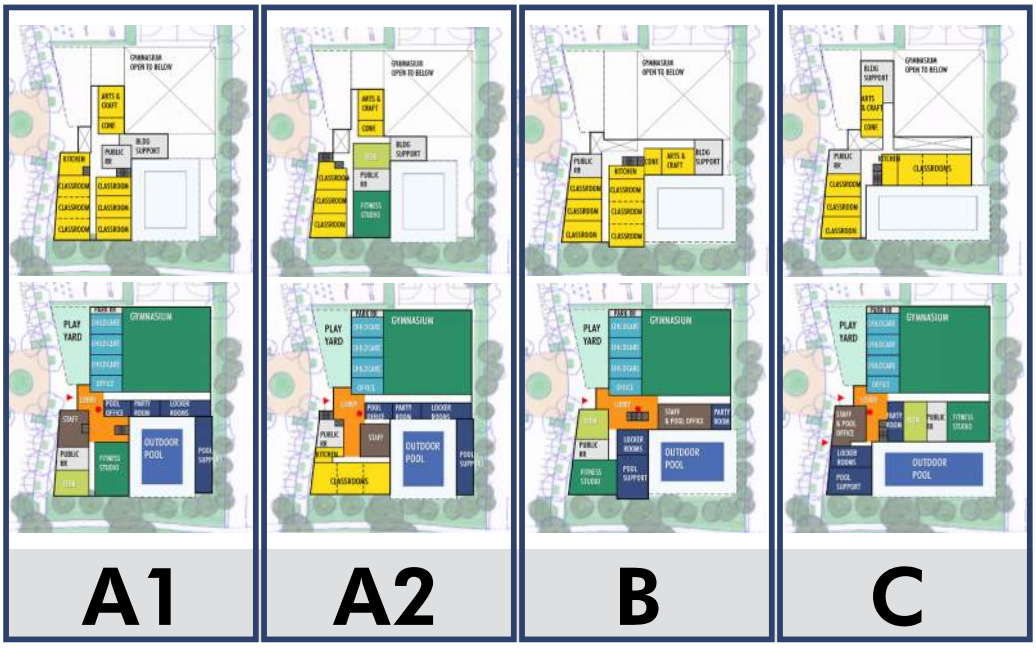
THE NEW BELMONT COMMUNITY CENTER



The new Belmont Community Center project will serve as the heartbeat of the community and as a beacon for the city. The new facility will include a multi-purpose gymnasium, a large community hall with both indoor/outdoor spaces, an adjacent commercial kitchen, multi-purpose classrooms, a dance and exercise studio, a full complement of outdoor activity spaces, and associated staff spaces. It will support young and old, fitness, health, learning, creating, and exploring. Based on the time elapsed since the master plan for the Belmont Community Center was completed, the City would like to update and refresh the plan to emphasize the following guidelines:

A NEW VISION FOR COMMUNITY CENTER IN BELMONT

FLOOR PLAN OPTIONS



EVALUATION CRITERIA



Multi-Generational Use

The design and program must support users across all age groups—from children and teens to adults and seniors—with specific consideration for accessibility, flexibility, and community integration.

Emergency Resource Functionality

The center should serve as a functional emergency operations and resource hub during crises, with backup systems, dedicated shelter areas, and staging zones.

Sustainable Design

The project should include a high-level sustainability strategy that supports long-term environmental goals and enhances eligibility for funding. The strategy should consider LEED certification, CALGreen Tier 1 and 2, and net-zero energy or carbon-neutral operations. The sustainability approach should be adaptable and scalable, aligning with current funding opportunities and future resiliency requirements.



2. PROJECT APPROACH


SAN BRUNO



G4'S DESIGN APPROACH

A COMMITMENT TO DESIGN, FUNCTIONALITY, & SUSTAINABILITY

At Group 4, we believe that excellent architecture blends aesthetics, functionality, and sustainability to create spaces that not only meet the immediate needs of communities but also foster a deeper connection to the environment and enhance the quality of life for generations to come. Our approach is rooted in a deep understanding of each community's unique identity, and we aim to design spaces that reflect and amplify those values.

1. **Design Excellence**
   - *Architecture should be beautiful, visually engaging, and integrated with its surroundings. We work to ensure that every project enhances the local landscape and complements the cultural and historical context of the site.*

2. **Functional Excellence**
   - *Every project must meet the practical needs of its users. Our designs prioritize flexible, adaptable spaces that can evolve with the community's needs, ensuring long-term utility and satisfaction.*

3. **Sustainability and Efficiency**
   - *We are committed to creating environmentally responsible, resource-efficient buildings. Our designs incorporate innovative sustainable practices, including zero-net-energy goals and energy-efficient systems, to reduce environmental impact and operational costs.*

SELECT PROJECT EXAMPLES

The following pages present examples of community and recreation projects which exemplify Group 4's design approach.





BURLINGAME COMMUNITY CENTER

A MODEL OF SUSTAINABILITY & FLEXIBILITY

The Burlingame Community Center exemplifies our commitment to blending functionality with environmental responsibility. Beyond offering versatile spaces for a variety of community activities, the center is designed for zero-net-energy performance, ensuring that the building is not only energy-efficient but also contributes to the community's long-term sustainability. The center's flexible operational modes allow it to adjust to changing needs over time, ensuring it remains a valuable asset to the community for decades.



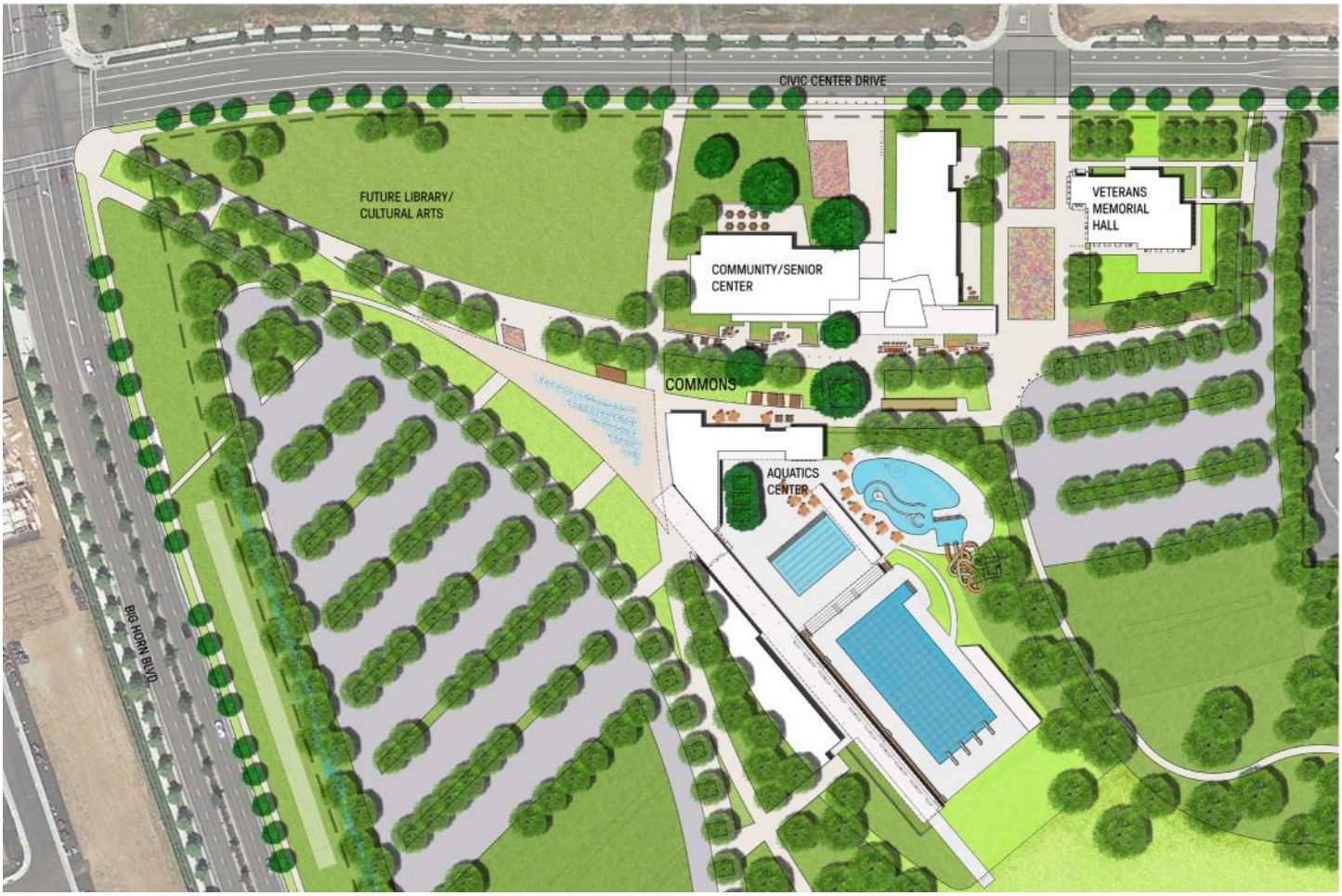




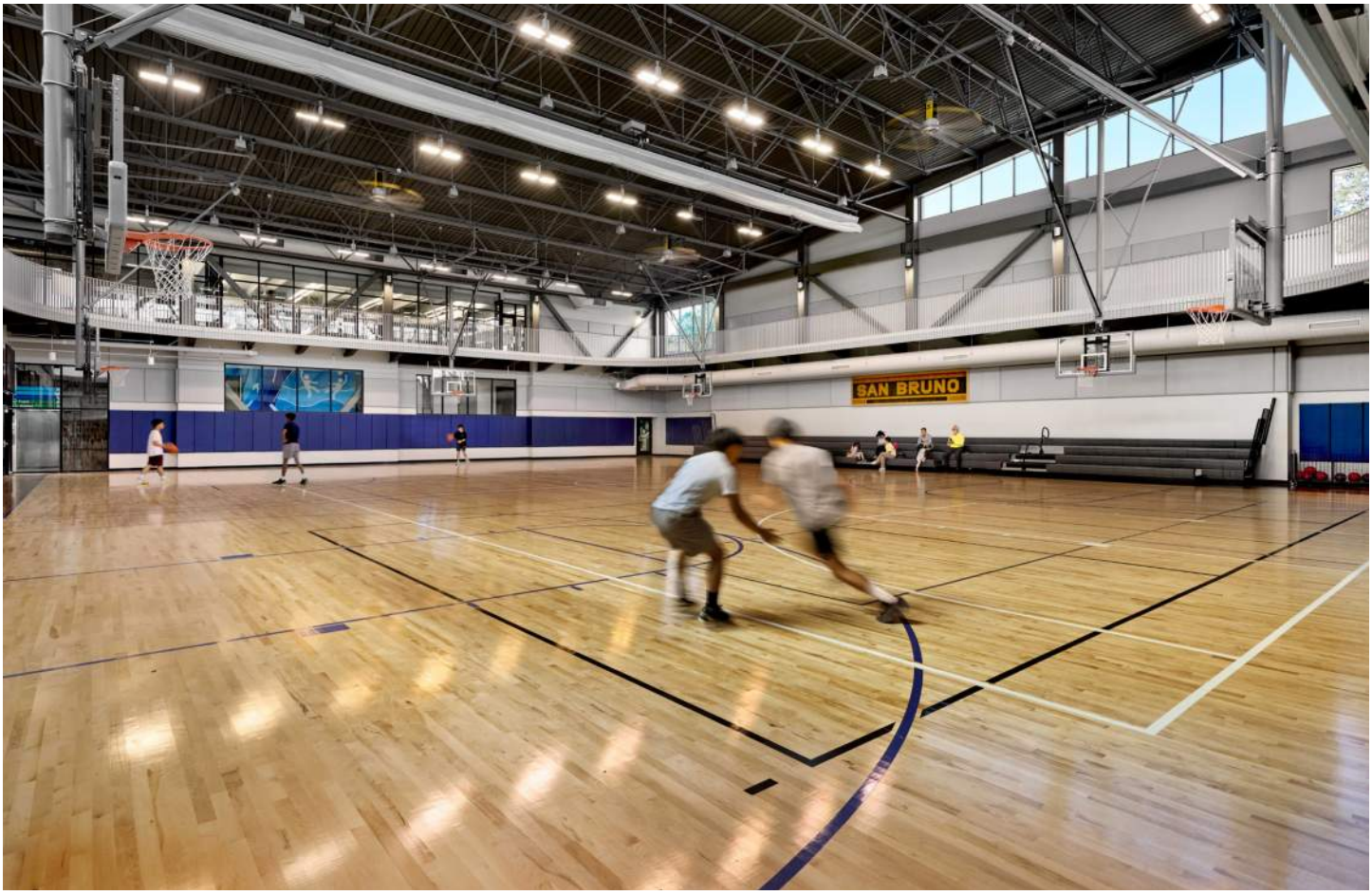
THE CENTER AT DISTRICT56, ELK GROVE

REDEFINING COMMUNITY SPACES

The Elk Grove District 56 Center is an exemplary representation of our design philosophy. In addition to its state-of-the-art facilities, the center serves as a symbol of community cohesion. Every element of the project, from its design to its operational efficiency, has been carefully considered to meet both the immediate and future needs of its residents. The facility's innovative features, including its sustainable building systems, enhance its function while preserving resources for future generations.


CIVIC CENTER DRIVE
FUTURE LIBRARY/
CULTURAL ARTS
VETERANS
MEMORIAL
HALL
COMMUNITY/SENIOR
CENTER
COMMONS
AQUATICS
CENTER
BIG HORN BLVD.





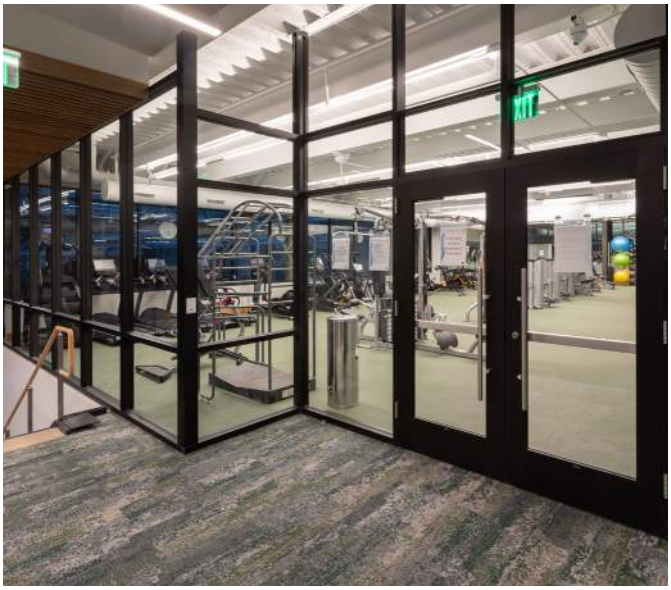


SAN BRUNO RECREATION & AQUATIC CENTER

INTEGRATING WITH THE PARK

The San Bruno Recreation and Aquatic Center (RAC) integrates seamlessly into the improved park setting, enhancing the overall park experience. Designed to accommodate a wide variety of programs and activities, the RAC serves as a flexible space for recreation, wellness, and social connection. The center exemplifies our goal of creating spaces that foster community interaction, and its design elevates the natural beauty of the park while providing a modern, sustainable facility.













THE VISION FOR BELMONT COMMUNITY CENTER

A LANDMARK FOR FUTURE GENERATIONS

Looking ahead, we envision the Belmont Community Center as a vibrant, beautiful, and sustainable new landmark that reflects the needs and aspirations of the community. Drawing on our understanding of the community, your needs and goals, our experience and success of our previous projects, and the community's aspirations, we will create a dynamic new facility that will be the center of the Belmont community. With a focus on energy efficiency, adaptability, and beauty, the Belmont Community Center will be a gathering place that continues to serve and inspire residents for years to come.

CREATING LASTING VALUE FOR COMMUNITIES

Group 4's design philosophy ensures that each project not only serves its immediate purpose but also enriches the community it inhabits. By focusing on aesthetics, functionality, and sustainability, we create spaces that are meaningful, efficient, and timeless. The Burlingame Community Center, Elk Grove's District 56 Center, San Bruno Recreation and Aquatic Center, and future Belmont Community Center all serve as tangible examples of our commitment to creating spaces that stand as both functional assets and cultural landmarks.



SUSTAINABLE DESIGN

With multiple zero-net-energy (ZNE) and LEED Platinum projects in our portfolio, the Group 4 team is a leader in environmentally responsible and sustainable design. Sustainable design for us is a holistic concept: we believe that successful green architecture not only minimizes harmful ecological impacts, but also serves the client for decades to come by uniting functional, aesthetic, and operational project requirements. Our design approach will incorporate sustainability through all aspects of the project, and we will partner with the City to design and deliver an all-electric building achieving minimally LEED Silver Certification. Sustainability means enhanced performance of both infrastructure and operations, designed with end-users in mind. Our design team is committed to solutions that address energy efficiency, programming needs, aesthetics, and low operating and maintenance costs, for both the site and building. The team members have actively participated in energy audits and savings programs, as well as implemented improvements prescribed by LEED.





QUALITY PERFORMANCE

Group 4 maintains several checks and procedures that ensure a high level of quality in our projects. It begins with building a team of past collaborators who share our commitment to serving our clients and their communities – and is reinforced through strong communications amongst the design and project management team, including opportunities to proactively and regularly have team meetings and check-ins for in-depth discussions on design and technical issues.

At project inception, we work with City staff to develop project goals and objectives that are referenced throughout the project at key milestones and decision points that ensure alignment of expectations, budget, schedule, and scope to deliver the shared vision. We meet regularly with a team of client representatives to review project progress and provide overall direction, from developing the initial work plan, schedule, and participation plan to confirming project findings and approving work products. We reference our project schedule at each team meeting to ensure that the project is on track; we also use the schedule to communicate and coordinate work among our consultant team members.

RESPONSIVENESS TO CITY STAFF AND PROJECT REQUIREMENTS

Group 4's collaborative process offers the best outcome for a project. It begins with communication and shared goals among the design and development team. Our proposed key personnel stay involved through all project phases, bringing continuity and depth of understanding to the entire project. Group 4's project manager will collaborate from the earliest goal-setting and programming meetings with the City through the completion of construction and assume day-to-day responsibility for project communications.



DEVELOPING PROJECT BUDGETS

We have an excellent record of developing accurate project budgets. From the very earliest phases of planning, we begin building a comprehensive budget that includes soft costs, FF&E, technology, public art, moving, and appropriate contingencies, in addition to construction costs. The accuracy of our budgets is revealed when our projects are bid; most of our projects are bid well under the final engineering cost estimate.



POSITIONING PROJECTS FOR SUCCESS

Group 4 has developed a participatory design process and hundreds of successful community projects. We have been instrumental in assisting our clients with community engagement and public information campaigns. What sets our process apart is our proven record of building a shared vision, consensus, and momentum for public projects that reflect community priorities and values. Our proposed process for the Belmont Community Center project builds on the strong foundation of community engagement that the City began with the previous planning and design work. We look forward to refining the proposed engagement plan with the City to ensure the most effective use of City resources.

Excellent local examples of the success of our proven process include the recently completed Burlingame Community Center and the San Bruno Recreation and Aquatic Center that both recently opened. Each project started at similar points where you are now – needing to leverage work from previous studies, build a strong foundation of support for a shared vision, and deliver a clear path forward to implementation and realization of the vision.





WORKING WITH STAFF, LEADERS, AND STAKEHOLDERS

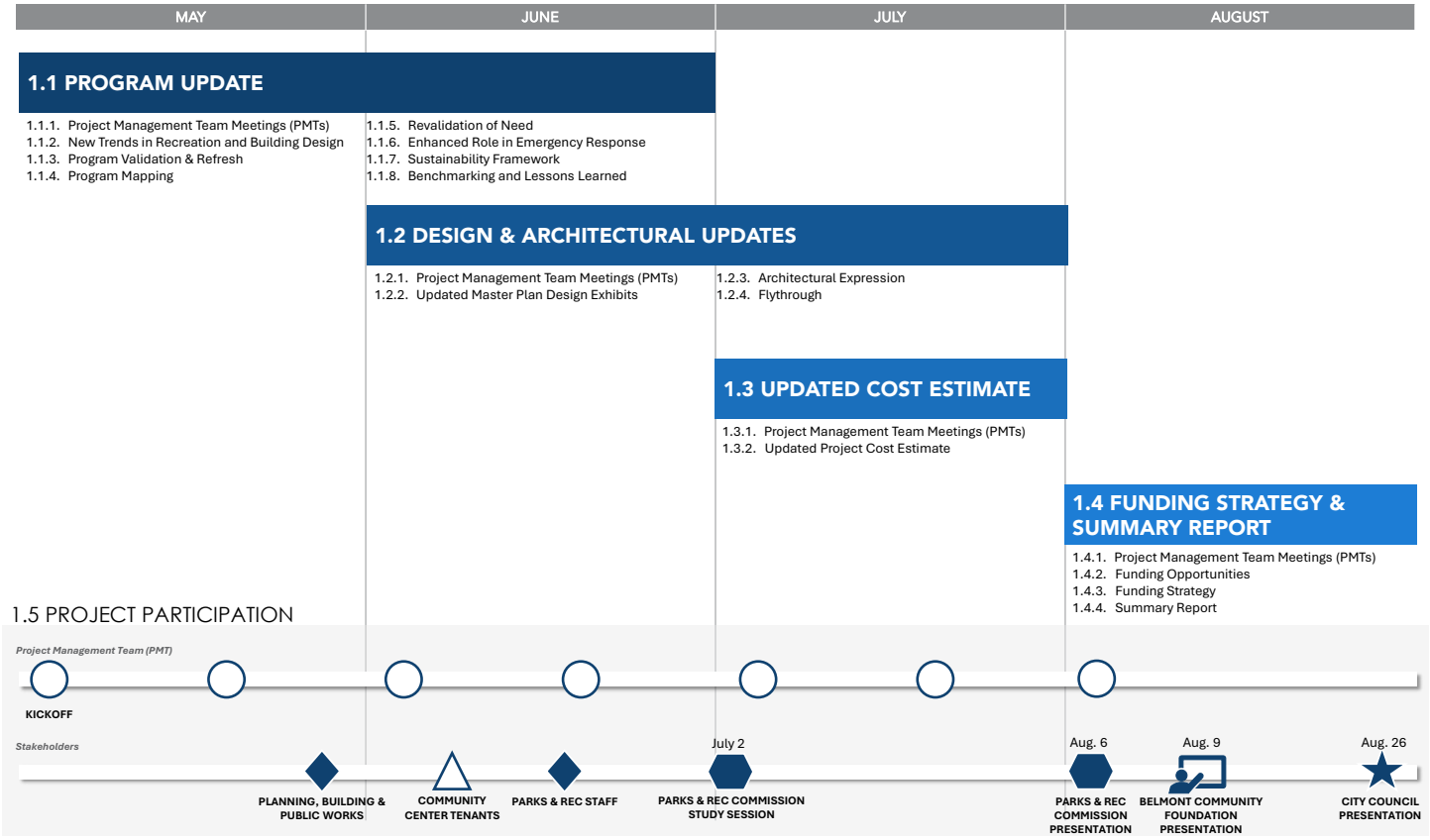
Group 4 understands the importance of developing project goals and objectives early in the process with staff, leaders, and stakeholders. We use an interactive planning process to create a shared vision for the project and define the planning and design values that will shape the project and also act as criteria for evaluating the success of development strategies and design solutions.

- Our approach to working with staff begins with the establishment of a **Project Management Team (PMT)** that meets at regular intervals to make decisions and provide overall project direction. The PMT will also monitor the project participation plan closely, and review content and exhibits before presentations. We anticipate that the PMT will include the City's project manager, key City and Parks and Recreation staff, Group 4's project manager, and key consultants; the City may also wish to include other key City staff in the PMT or certain meetings, depending on agenda topics. We will work closely with the PMT to develop an effective participation plan that will provide the most benefit to the project. Our preliminary thinking includes the multi-layered strategies described below.
- **Parks and Recreation Commission and City Council** – We will conduct a study session with the Parks and Recreation Commission to review and provide input on the draft Master Plan Refresh and have another meeting for them to review and accept the updated plan. The updated master plan will then be shared with the City Council for their review.
- **Technical Meetings** – We will conduct a technical meeting with Planning, Building, and Public Works staff to review the building and site plan for conformance with current zoning and building codes.
- **Stakeholder Meetings** – We will meet with the existing tenants to review their current and projected needs, and review the proposed timeline and program for the proposed center. We will also meet with Parks and Recreation staff to confirm the programmatic, functional, and operational requirements of the new community center.



3. WORK PLAN





TASK 1. WORK PLAN

A graphic version showing the timeline for our proposed work plan and engagement strategy for the Master Plan Refresh is shown above. Our proposed work plan, timeline, and fee schedule have not yet had the benefit of the City's input, and we look forward to working with you to tailor our proposal to meet your project needs and budget requirements.

Overall, project tasks including the Master Plan Refresh are:

Task 1: Master Plan Refresh

Task 2: Conceptual Design

Task 3: Schematic Design

Task 4: Design Development

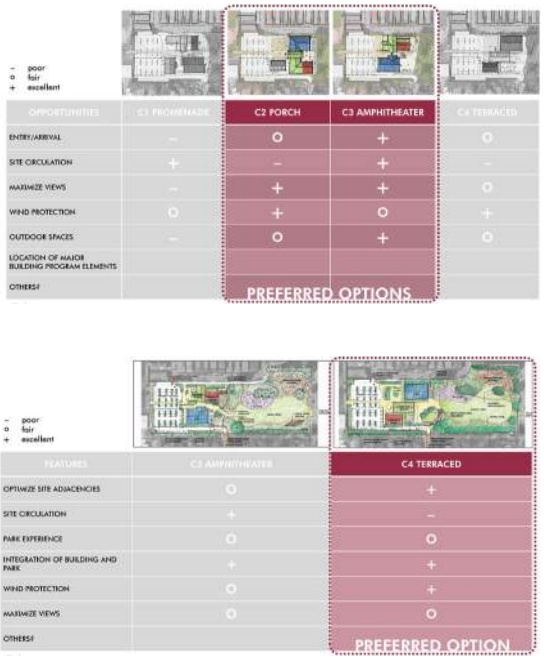
Task 5: Construction Documents

Task 6: Bidding

Task 7: Construction Administration

Task 8: Project Closeout

Task 9: Furniture Selection Services

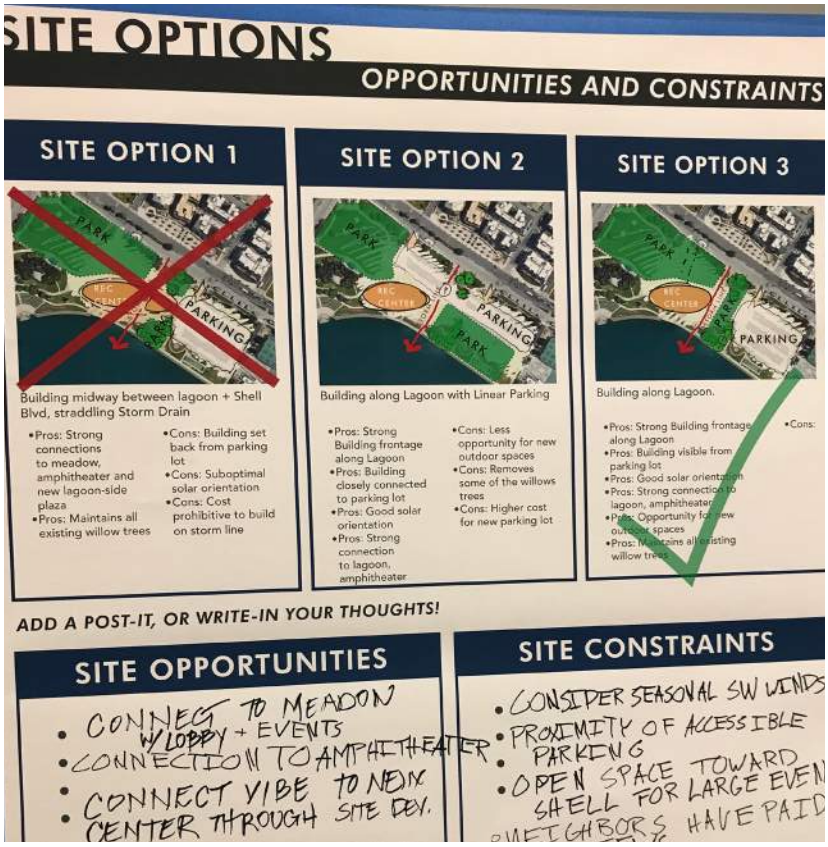


OPPORTUNITIES	C1 PROMENADE	C2 PORCH	C3 AMPHITHEATER	C4 TERRACED
ENTRY/ARRIVAL	–	o	+	o
SITE CIRCULATION	+	–	+	–
MAXIMIZE VIEWS	–	+	+	o
WIND PROTECTION	o	+	o	+
OUTDOOR SPACES	–	o	+	o
LOCATION OF MAJOR BUILDING PROGRAM ELEMENTS				
OTHERS?				

PREFERRED OPTIONS

FEATURES	C3 AMPHITHEATER	C4 TERRACED
OPTIMIZE SITE ADJACENCIES	o	+
SITE CIRCULATION	+	–
PARK EXPERIENCE	o	o
INTEGRATION OF BUILDING AND PARK	+	+
WIND PROTECTION	o	+
MAXIMIZE VIEWS	o	o
OTHERS?		

PREFERRED OPTION



1.TASK: MASTER PLAN REFRESH

The goal of this phase is to refine and advance the planning of the proposed community center by aligning it with evolving recreation trends, best practices in design and operations, and the specific needs and priorities of the Belmont community. This includes updates to the building and site program, phasing and site strategy, project budgets, and funding alignment, as well as the development of compelling project messaging and visual materials that communicate community benefit and impact, and support strategies to develop funding plans.

Tasks completed in this phase shall include:

1.1 PROGRAM UPDATE

A comprehensive update and validation of the planned uses for interior and exterior spaces within the new community center will be conducted, with attention to the following:

1.1.1 Project Management Team Meetings (PMTs):

Conduct and prepare for up to four (4) bi-weekly PMT meetings, PMT 1-4.

1.1.2 New Trends in Recreation and Building Design:

Integrate the latest national and regional trends in recreational programming, fitness, wellness, social gathering, and flexible space use into the updated building design.

1.1.3 Program Validation & Refresh:

Reassess the community's original programming priorities with fresh engagement and a review of demographic, cultural, and behavioral shifts. Confirm which uses remain relevant and identify any emerging needs.



1.1.4 Program Mapping:

Conduct a detailed mapping of existing programs and services into the new facility to ensure continuity and efficiency, while recognizing any limitations or changes due to reconfigured space or updated priorities.

1.1.5 Revalidation of Need:

Update the case for a new facility by analyzing current facility deficiencies, increasing community demand, and service gaps. Emphasize the obsolescence of the existing building and the infeasibility of renovation due to cost and structural limitations.

1.1.6 Enhanced Role in Emergency Response:

Prioritize the center's function as a community resilience asset. Incorporate design elements for sheltering, emergency staging, power redundancy, and water/food distribution capabilities. Research and explore opportunities to strengthen eligibility for certain funding streams.

1.1.7 Sustainability Framework:

Outline a high-level sustainability strategy (e.g., LEED, net-zero readiness, renewable energy integration) that strengthens the project's eligibility for grants and aligns with environmental stewardship goals.

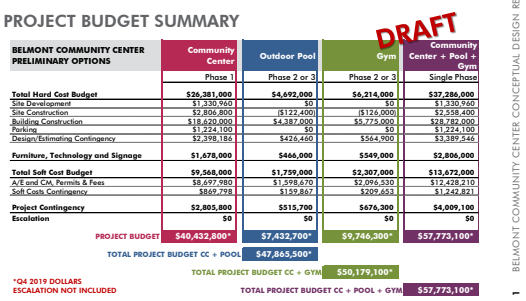
1.1.8 Benchmarking and Lessons Learned:

Analyze recently completed community centers regionally and nationally for insights into what works well, cost-effective solutions, and pitfalls to avoid in both design and operations.



Above: Yorba Linda Library + Cultural Arts Center





PROJECT BUDGET SUMMARY

DRAFT

BELMONT COMMUNITY CENTER PRELIMINARY OPTIONS	Community Center	Outdoor Pool	Gym	Community Center + Pool + Gym
	Phase 1	Phase 2 or 3	Phase 2 or 3	Single Phase
Total Hard Cost Budget	$26,381,000	$4,692,000	$6,214,000	$37,286,000
Site Development	$1,330,960	$0	$0	$1,330,960
Site Construction	$2,806,800	($122,400)	($126,000)	$2,558,400
Building Construction	$18,620,000	$4,387,000	$5,775,000	$28,782,000
Parking	$1,224,100	$0	$0	$1,224,100
Design/Estimating Contingency	$2,398,186	$426,460	$564,900	$3,389,546
Furniture, Technology and Signage	$1,678,000	$466,000	$549,000	$2,806,000
Total Soft Cost Budget	$9,568,000	$1,759,000	$2,307,000	$13,672,000
A/E and CM, Permits & Fees	$8,697,980	$1,598,670	$2,096,530	$12,428,210
Soft Costs Contingency	$869,798	$159,867	$209,653	$1,242,821
Project Contingency	$2,805,800	$515,700	$676,300	$4,009,100
Escalation	$0	$0	$0	$0
PROJECT BUDGET	$40,432,800*	$7,432,700*	$9,746,300*	$57,773,100*
TOTAL PROJECT BUDGET CC + POOL		$47,865,500*		
TOTAL PROJECT BUDGET CC + GYM			$50,179,100*	
TOTAL PROJECT BUDGET CC + POOL + GYM				$57,773,100*

*Q4 2019 DOLLARS
ESCALATION NOT INCLUDED

1 BELMONT COMMUNITY CENTER CONCEPTUAL DESIGN RE



1.2 DESIGN AND ARCHITECTURAL UPDATES

1.2.1 Project Management Team Meetings (PMTs):

PMT 3 and 4 are included in Task 1.1. Conduct and prepare for up to two (2) bi-weekly PMT meetings, PMT 5 and 6.

1.2.2 Update Master Plan Design Exhibits:

Update the design documents for the master plan based on the updated program information and sustainable goals. The exhibits shall include updated site plan, floor plans, massing model, and massing vignettes.

1.2.3 Architectural Expression:

Explore preliminary ideas for architectural expression, scale, materiality, and the feel of the new center to create an inviting, durable, and community-centered facility. Provide a conceptual-level exterior design or massing study that illustrates the architectural vision without committing to detailed design. This will support early engagement and funding conversations.

1.2.4 Flythrough:

Develop a "flythrough" or animated walkthrough of the proposed facility to serve as a dynamic tool for outreach, stakeholder engagement, and fundraising.

1.3 UPDATED COST ESTIMATE

Identify design modifications or scope adjustments needed to bring the project within a $70–$80 million total project cost, without reopening the community debate on key program elements such as the pool. Emphasize value-driven design strategies.

1.3.1 Project Management Team Meeting:

Included in Task 1.2.

1.3.2 Updated Project Cost Estimate

Prepare an updated, detailed project cost estimate that reflects current market conditions, refined program requirements, and the updated scope. Costs should include escalation, contingency, soft costs, and construction phasing.

1.4 FUNDING STRATEGY & SUMMARY REPORT

Assist the City in the research and validation of potential funding sources that may include local, state, federal, and philanthropic funding.

1.4.1 Project Management Team Meetings (PMTs):

Conduct and prepare for up to two (2) bi-weekly PMT meetings, PMT 7 and 8.



1.4.2 Funding Opportunities:

Assist in identifying feasible funding opportunities that align with the project and map how specific design elements may improve competitiveness for different funding streams (e.g., FEMA/Cal OES for resiliency components, HUD/CDBG for equity-based services, energy grants for sustainability).

1.4.3 Funding Strategy:

Support the City in developing a roadmap for sequencing and packaging funding applications and community support to support overall project delivery.

1.4.4 Summary Report:

Compile the information form the Master Plan Refresh into a draft Summary Report and submit to the City for their review. Incorporate comments and revisions into the final draft Summary Report and prepare presentation exhibits.

1.5 PROJECT PARTICIPATION

Conduct stakeholder, technical, Commission, and City Council meetings for input and feedback on the development and refinement of the Belmont Community Center Master Plan Refresh.

1.5.1 Conduct two (2) Stakeholder Meetings:

Discuss future space needs and operations related to the new Belmont Community Center project with current community center tenants.

Review program and design refinements with Parks and Recreation staff.

1.5.2 Conduct one (1) Technical Meeting with Planning, Building, and Public Works:

Review building and site plan for conformance with current zoning and building codes.

1.5.3 Facilitate up to two (2) Parks & Recreation Commission Meetings:

Conduct one study session with the Parks and Recreation Commission for input on the project updates and refinements for the program, sustainable guidelines, project benchmarks, design, and architectural updates. Present the Master Plan Refresh to the Commission for review and acceptance.

1.5.4 Attend one (1) Belmont Community Foundation Meeting:

Present the Belmont Community Center Master Plan Refresh to the Belmont Community Foundation.

1.5.5 Attend one (1) City Council Meeting:

Present the Belmont Community Center Master Plan Refresh to the City Council.

Deliverables for this task shall include:

- Meeting agendas, minutes, exhibits, and presentations
- Updated program, space and activity mapping
- Sustainable framework and strategies
- Project benchmarking to comparable communities/facilities
- Updated master plan design exhibits
- Architectural expression and flythrough
- Updated cost model
- Funding strategy opportunities and schedule
- Master Plan Refresh Summary Report and presentation, draft and final draft

Meetings for this task shall include:

- PMT meetings 1-8
- Stakeholder and technical meetings
  - *Planning, Building, and Public Works (1)*
  - *Current community center tenants (1)*
  - *Parks and Recreation staff (1)*
- Parks and Recreation Commission meetings
  - *Study session (1)*
  - *Master Plan Refresh presentation (1)*
- Belmont Community Foundation presentation (1)
- City Council presentation (1)



4. FEES





FEE PROPOSAL

Group 4 is pleased to include this fee proposal for the Belmont Community Center Master Plan Refresh project. The fees are organized according to proposed tasks. We look forward to the opportunity to work with you to refine the scope and fee to best fit your needs and budget.

BASIC SERVICES *(includes all consultant and subconsultant fees)*		
Task 1: Program Update	$15,000	
Task 2: Design and Architectural Updates	$49,330	
Task 3: Updated Cost Estimate	$11,016	
Task 4: Funding Strategies and Summary Report	$ 6,500	
Task 5: Project Particpation	$20,000	
SUBTOTAL		$101,846
Reimbursable Allowance	$ 5,000	
TOTAL TASKS 1-5, AND REIMBURSABLE ALLOWANCE		$106,846

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5. MEET OUR TEAM







MEET OUR TEAM

Group 4 has assembled an experienced and proven team of consultants to guide the next step for the Belmont Community Center. With expertise in architecture, landscape design, cost estimating, and financing strategies, the team is poised to deliver a comprehensive study and conceptual plan that will meet the community's aspirations and create the momentum to move the project from a plan to construction.

GROUP 4 ARCHITECTURE

Group 4 Architecture, serving as the prime consultant and lead planner/designer, brings five decades of expertise in community-centered design. Renowned for creating dynamic, sustainable public facilities, our team is uniquely qualified to guide this transformative project. Principals Dawn Merkes, Andrea Gifford, and Jonathan Hartman bring deep expertise:

- **Dawn Merkes** has a stellar track record in master planning and recreational facility design, aligning visionary concepts with practical implementation.
- **Jonathan Hartman** brings a wealth of experience in feasibility studies and large-scale planning, ensuring sustainable and adaptable outcomes.
- **Andrea Gifford** excels in designing inclusive and engaging community spaces that foster connection and participation.

Together, Group 4's principals provide strategic leadership and an integrated planning approach, ensuring that the Belmont Community Center reflects the needs and aspirations of its community.



Dawn Merkes

DAWN MERKES AIA LEED
PRINCIPAL

Dawn Merkes is an active proponent of user-based planning for public projects. The interactive planning process she helped Group 4 develop results in partnerships and facilities that meet user needs for decades to come. Given her strong communication skills and excellent public meeting facilitation abilities, it is no surprise that Dawn excels in working with communities and stakeholders to create a vision that ultimately leads to facilities that have a significant impact on people's daily lives.

Dawn has an excellent record in managing the design process, including for complex and high-profile public community and recreation projects. She recently led Group 4's team in the engagement and design processes for the San Bruno Recreation and Aquatic Center and Burlingame Community Center, each of which has earned enthusiastic and overwhelmingly positive responses from each respective community.

EDUCATION AND REGISTRATION

Bachelor of Architecture, Montana St. University, Bozeman
Registered Architect, State of California, C24206
LEED Accredited Professional bd+c

REPRESENTATIVE PROJECTS

- *Alameda Parks & Recreation Facilities Master Plan*
- *Belmont Community Center Master Plan*
- *Burlingame City Hall Planning*
- *Burlingame Community Center*
- *Boulevard Recreation Center (Dublin)*
- *Dublin (CA) Cultural Arts Center*
- *Elk Grove Library & Cultural Arts Facility Master Plan*
- *The Center at Distric56, Elk Grove*
- *Fairfield Community Center*
- *Fairfield Matt Garcia Park Master Plan*
- *Fairfield Parks, Recreation & Open Space Master Plan*
- *Foster City Recreation Center*
- *Fremont Central Park Community Center*
- *Gonzales Community Center*
- *Newark Civic Center Master Plan*
- *Palo Alto Mitchell Park Master Plan*
- *Palo Alto Mitchell Park Library + Community Center*
- *Pickleweed Park Community Center & Library*
- *San Bruno Recreation & Aquatic Center*
- *San Leandro Senior Community Center*
- *San Pablo David Park Master Plan*
- *Santa Clara County Fire Department Master Plan*
- *Terra Linda Park and Community Center Master Plan*
- *Tracy Aquatic Center*
- *West Sacramento Community Center*



Burlingame Community Center



San Bruno Recreation + Aquatic Center

JONATHAN HARTMAN AIA LEED
PRINCIPAL

Jonathan Hartman leads Group 4's technical planning, design, and construction administration team, helping clients and designers evaluate and incorporate innovative and proven architectural strategies. Jonathan's projects are characterized by excellent budget and schedule performance, and he builds effective and collaborative partnerships with consultant and construction teams.

Jonathan has also managed projects with innovative and complex sustainable design elements, such as the multiple award-winning LEED-NC Gold Roosevelt Community Center in San Jose, the LEED-NC Platinum Mitchell Park Community Center in Palo Alto, and the zero-net-energy Burlingame Community Center.

EDUCATION AND REGISTRATION

Master of Architecture, University of California, Berkeley
Bachelor of Architecture, Cal Poly Pomona
Registered Architect, State of California, C30361
LEED Accredited Professional BD+C

REPRESENTATIVE PROJECTS

- *Alameda Littlejohn Recreation Building*
- *Belmont Community Center Master Plan*
- *Boulevard Recreation Center (Dublin)*
- *Burlingame Community Center*
- *Krusi Park Recreation Center*
- *Fairfield Community Center*
- *Foster City Recreation Center*
- *Fremont Community Center*
- *Millbrae Community Center*
- *Palo Alto Downtown Library Renovation*
- *Palo Alto Mitchell Park Library + Community Center*
- *Palo Alto Rinconada Library Renovation/Expansion*
- *San Bruno Recreation & Aquatic Center*
- *San José Roosevelt Community/Teen Center*
- *San Jose Environmental Innovation Center*
- *San Lorenzo Library*
- *San Rafael Albert J. Boro Park Library + Community Center*
- *Santa Cruz Metro Watsonville Bus Yard Feasibility Study*
- *Santa Rosa Hearn Community Hub*
- *Skyline College B19 Assessment + Adaptive Reuse*
- *The Center at District56, Elk Grove*
- *Tracy Aquatic Center*
- *Walnut Creek Library*
- *West Sacramento Community Center*
- *Union City Corporation Yard Master Plan*
- *Yorba Linda Public Library and Cultural Arts Center*



Jonathan Hartman



San Jose Roosevelt Community Center



Millbrae Community Center



Andrea Gifford



Yorba Linda Library + Cultural Arts Center



Boulevard Recreation + Aquatics Center

ANDREA GIFFORD RA LEED
PRINCIPAL

Andrea Gifford works with clients and communities to envision and plan for functional spaces, fluid circulation, and vibrant design solutions. Her designs are as unique and diverse as the communities they serve, reflecting and celebrating distinctive local culture and values. Andrea excels at working with staff, stakeholders, and community members of all ages, with an engaging facilitation style that helps participants imagine new possibilities for community facilities.

Andrea has developed a specialization in facilities master planning and design for a variety of public clients. Recent projects include master plans for civic facilities in Elk Grove, Mountain View, Milpitas, and East Palo Alto. She has planned and designed more than 350,000 SF of office spaces for Santa Clara County, as well as administrative office planning for San Mateo County Library, Contra Costa Water District, and other agencies.

EDUCATION AND REGISTRATION

Bachelor of Science, Architectural Studies, University of Illinois
Registered Architect, State of California, C32830
LEED Accredited Professional ID+C

REPRESENTATIVE PROJECTS

- *Boulevard Recreation Center (Dublin)*
- *Burlingame City Hall Planning*
- *Burlingame Community Center*
- *East Palo Alto Civic Facilities Master Plan*
- *Elk Grove City Facilities Master Plan*
- *Elk Grove Library & Cultural Arts Facility Master Plan*
- *The Center at Distric56, Elk Grove*
- *Fairfield Community Center*
- *Foster City Recreation Center*
- *Fremont Central Park Community Center*
- *Millbrae Community Center*
- *Mountain View City Facilities Master Plan*
- *Newark Civic Center Master Planning*
- *Palo Alto Mitchell Park Master Plan*
- *Palo Alto Mitchell Park Library + Community Center*
- *Pickleweed Park Community Center & Library*
- *San Bruno Recreation & Aquatic Center*
- *Santa Clara Central Park Library*
- *San Mateo County Library Administration Spaces*
- *San Jose Roosevelt Community Center*
- *South San Francisco Civic Center Master Plan*
- *Tracy Aquatic Center*
- *West Sacramento Community Center*
- *Yorba Linda Public Library and Cultural Arts Center*

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SUBCONSULTANTS – PROVEN COLLABORATORS

Our key partners bring deep expertise and a strong history of collaboration with Group 4 on successful civic and community projects.

LANDSCAPE ARCHITECT – SWA

SWA has partnered with Group 4 on community-defining projects, including the San Bruno Recreation and Aquatic Center and the Foster City and Fremont community centers. Their work integrates architecture and landscape, balancing flexibility, sustainability, and lasting design impact.

CIVIL ENGINEERING – BKF ENGINEERS

BKF supports site planning, grading, utilities, stormwater, and LEED coordination. Their work with Group 4 spans decades and includes the Burlingame Community Center and the award-winning Mitchell Park Community Center and Library.

STRUCTURAL ENGINEERING – DEGENKOLB ENGINEERS

With over 80 years of experience, Degenkolb delivers responsive, code-compliant structural systems. Their collaborations with Group 4 include the Burlingame and San Bruno centers and The Center at District 56.



MECHANICAL, PLUMBING & FIRE PROTECTION – BLUE FORREST ENGINEERING

Blue Forrest provides MEP and fire protection engineering tailored to civic and educational facilities. They recently worked with Group 4 on conceptual designs for the Santa Rosa Hearn Community Hub and Gonzales Community Center.

ELECTRICAL ENGINEERING & LIGHTING – O'MAHONY & MYER

O'Mahony & Myer has delivered lighting and power systems for over two dozen Group 4 projects. Their designs meet the evolving tech needs of modern public buildings.

COST ESTIMATING – TBD CONSULTANTS

TBD has partnered with Group 4 for more than 20 years, ensuring projects meet budget goals through detailed and reliable cost management.





Group 4 Architecture, Research + Planning, Inc.
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(650) 871-0709
www.g4arch.com

05.06.25

GROUP 4
ARCHITECTURE

STAFF REPORT

Meeting Date:	May 27, 2025
Agency:	City of Belmont
Staff Contact:	Carlos de Melo, Community Development Director, (650) 595-7440, cdemelo@belmont.gov
Agenda Title:	Central El Camino Real Multimodal Plan Presentation
Agenda Action:	For Information Only

Recommendation

1) Receive a presentation regarding the Central El Camino Real Multimodal Plan. No action is required.

Strategic Focus Area

Infrastructure and Mobility

Background

In February 2025, SamTrans launched the Central El Camino Real Multimodal Plan ("Central El Camino Plan"), which is a corridor study for the 8.5-mile segment of El Camino Real (Caltrans State Route 82) within the cities of San Mateo, Belmont, San Carlos and a short segment of Redwood City.

Within Belmont's borders, the Central El Camino Plan segment presents an opportunity to holistically rethink the corridor's role and improve its connections within the city and to the broader county. The Plan will identify corridor needs, define alternatives, and select a preferred alternative based on an analysis of tradeoffs as well as community and stakeholder feedback. At key milestones, the team will request input from key stakeholders like the Belmont City Council, coupled with public input and corresponding outreach, to ultimately result in a public-facing implementation plan.

Undertaking the proposed Central El Camino Plan presents an opportunity to build upon Belmont's efforts related to El Camino Real over the years, including its Comprehensive Pedestrian and Bicycle Plan (2016), Belmont Village Specific Plan (2017), and Belmont Village Specific Plan Design Guidelines (2022).

As the area continues to develop and new facilities are considered under the plans, it will be important to address potential issues such as heavy traffic volumes, high-speed traffic, and the lack of continuous multimodal facilities along El Camino Real and Old County Road, particularly in the vicinity of the Caltrain station. Consideration should also be given to opportunities for improving pedestrian safety through enhanced intersection treatments. The Central El Camino Plan will take this into account, along with findings and guidance from previously adopted plans, when developing design alternatives.

Analysis

El Camino Real ("El Camino") is the main north-south arterial of San Mateo County, connecting downtowns, businesses, schools, regional transit hubs, and other key destinations. While El Camino serves

a range of trip purposes and users, its design reflects its historic role as a state highway focused on facilitating high speed auto travel. Consequently, the corridor is a barrier for pedestrians and cyclists and is challenging to navigate efficiently for buses. Historically, implementing changes on this Caltrans facility has been difficult for cities with only a patchwork of improvements occurring over the past several decades. The development of the Central El Camino Plan is essential for Belmont, in partnership with SamTrans and neighboring cities, to advance roadway safety and active transportation improvements.

The Plan will fill a critical corridor planning gap that is necessary for Belmont and its neighboring cities to complete the requisite planning for the first stage of the Caltrans project development process being led through the Grand Boulevard Initiative ("GBI"). Over the last year, SamTrans has relaunched the GBI effort that is focused on transit, active transportation, and safety improvements along the corridor. This effort is supporting cities along the corridor by leading a joint, coordinated Caltrans process to advance local (and long-range) city policy and vision.

As noted earlier, tonight's presentation serves as an introduction to the project; no action is required by the City Council, although initial feedback is encouraged.

Alternatives

1. Provide additional feedback as appropriate regarding the Central El Camino Real Multimodal Plan to staff.

Attachments

A. Central El Camino Real Multimodal Plan Presentation

Fiscal Impact

☒ No Fiscal Impact

At this time, there is no direct fiscal impact related to this informational report. Fiscal impacts will get identified with requests for Council approval as necessary for any recommendations moving forward.

☐ Funding Source Confirmed:

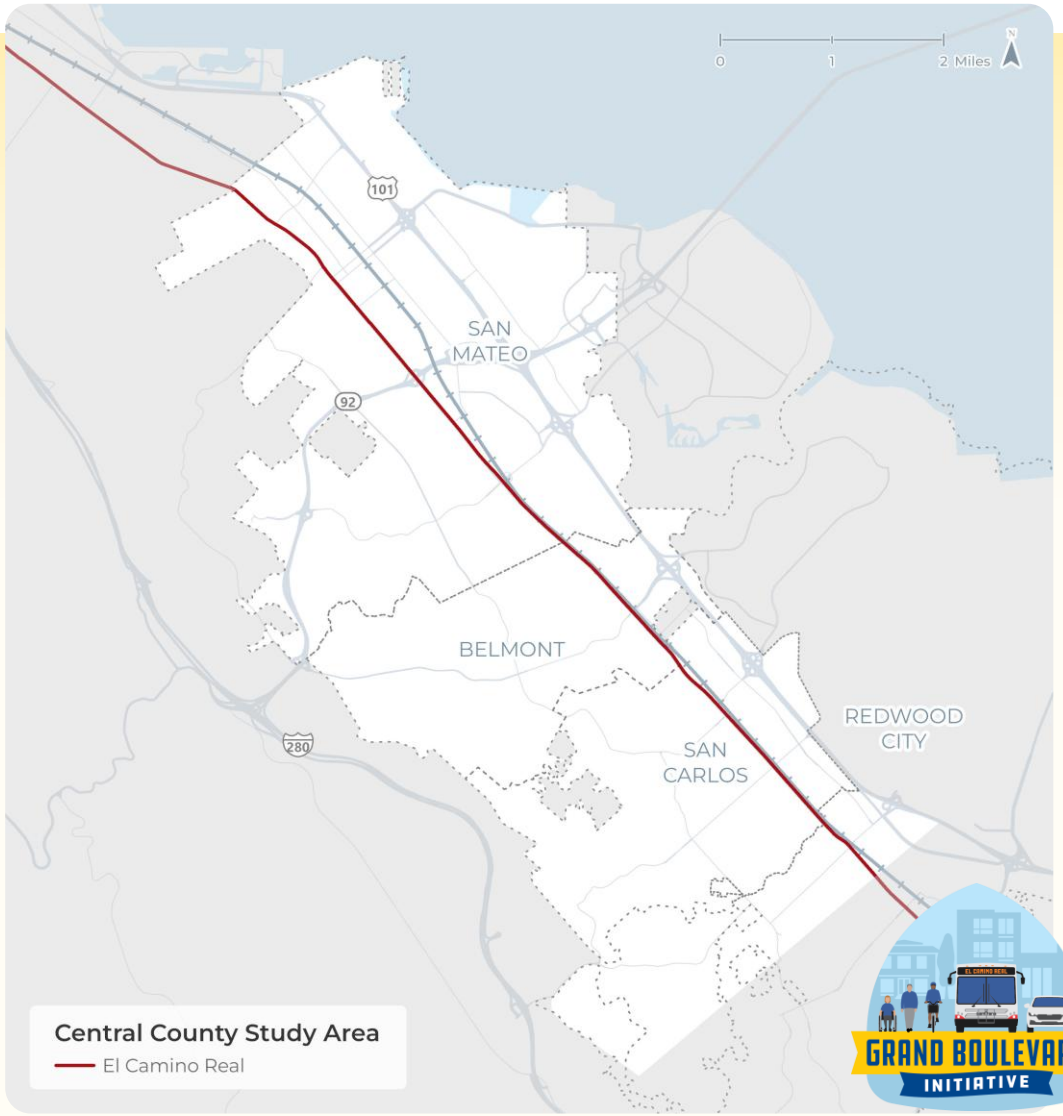
Source:	**Purpose:**	**Public Outreach:**
Staff	Plan Implementation*	Posting of Agenda

Introducing the Central El Camino Real Multimodal Plan

Belmont City Council

SamTrans
Cassie Halls, Project Manager
Asiya Patel, Deputy Project Manager

City of Belmont
Kathy Kleinbaum, Assistant City Manager
Carlos de Melo, Community Development Director
Josh Sun, Senior Civil Engineer



Agenda

1. Project Overview (Corridor-Wide)
2. City of Belmont ECR Segment
3. Upcoming Public Engagement

Project Overview (Corridor-Wide)



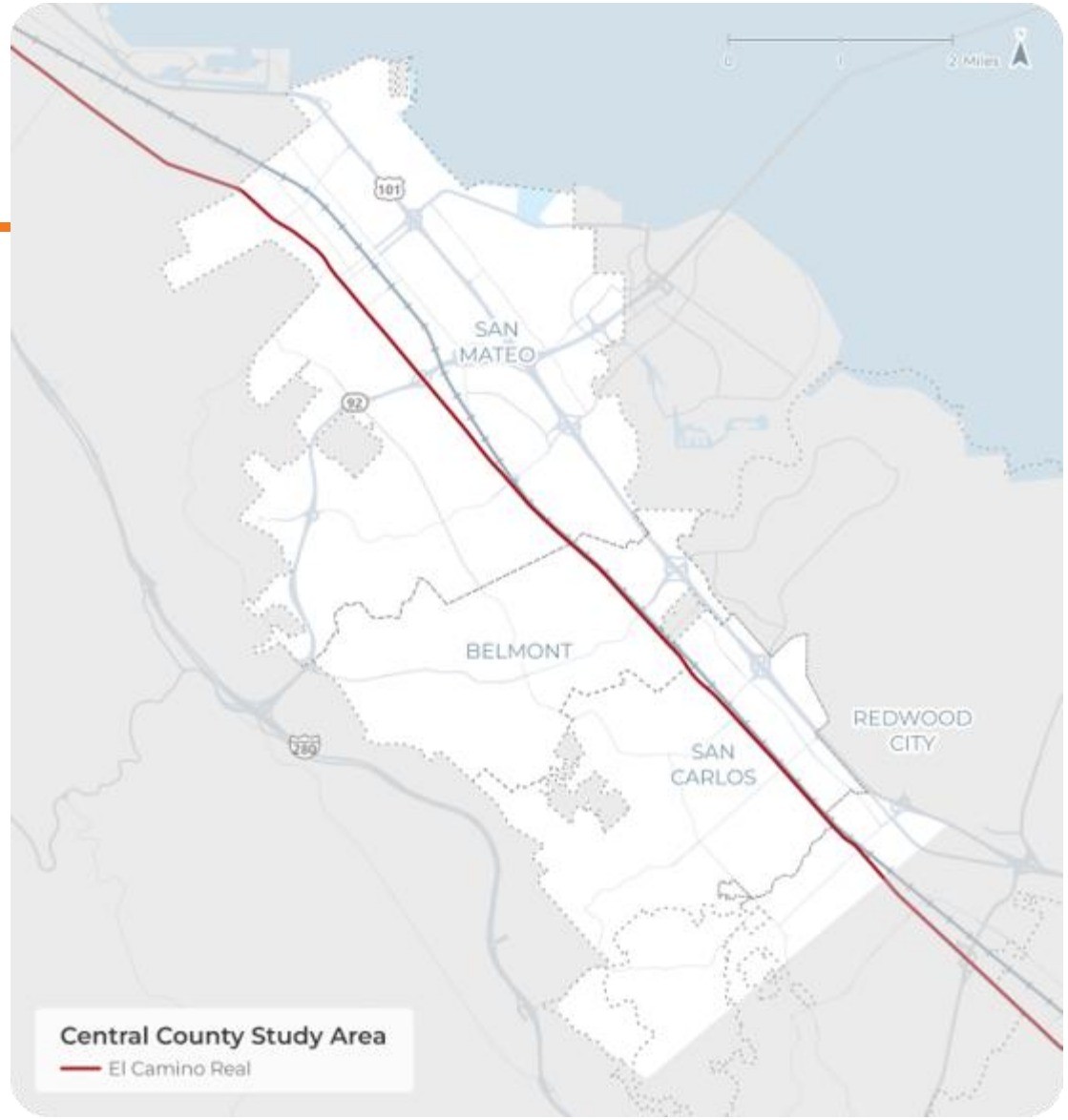
Central El Camino Real Multimodal Plan

- SamTrans is kicking off a new project with San Mateo, Belmont, San Carlos, and Redwood City called the **Central El Camino Real Multimodal Plan (Central El Camino Plan)**
- **Project aims to address safety and mobility issues** on El Camino Real (SR 82), which is the backbone of San Mateo County
- Cost of the study is $732k and is funded with a $407k MTC TPI grant plus $325k of District funds. City will provide in-kind staff support.

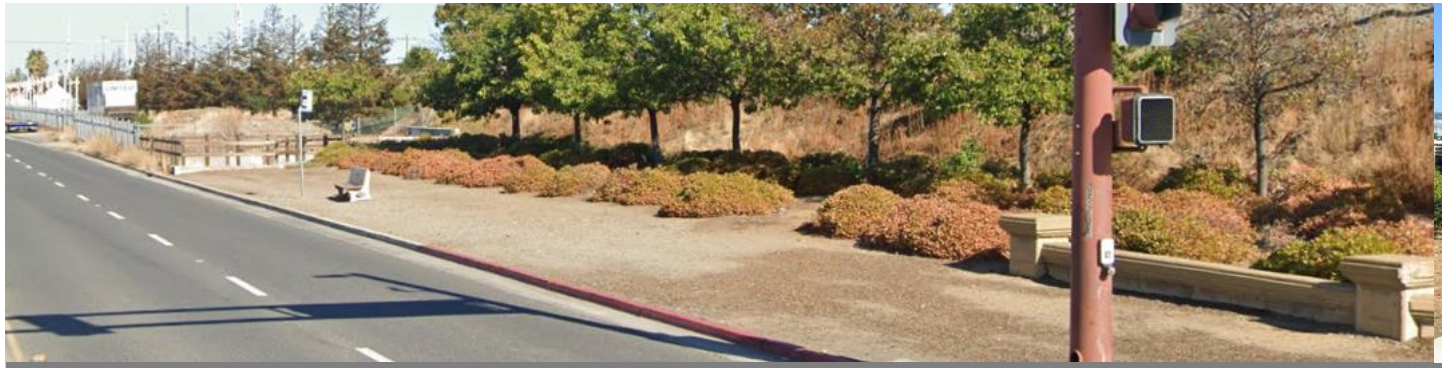


Project Goals

- **Create a cohesive, locally-defined vision** for multimodal improvements on El Camino Real in San Mateo, Belmont, San Carlos, and a portion of Redwood City
- **Conduct an alternatives analysis**
- **Select a preferred alternative** that meets both the regional and local needs for El Camino Real
- **Build on SamTrans' 2022 Bus Speed and Reliability Study** recommendations and complement existing local planning efforts



Key Challenges to Address



Gaps in sidewalks



Lack of low-stress bicycle facilities



Crosswalk gaps



Narrow sidewalks

Photo Credit: Google Maps

Interface with the Grand Boulevard Initiative

- **Grand Boulevard Initiative (GBI) recently relaunched** with focus on delivering multimodal transportation improvements
- Design options developed through Central ECR Plan will feed into **coordinated Caltrans process** led by GBI

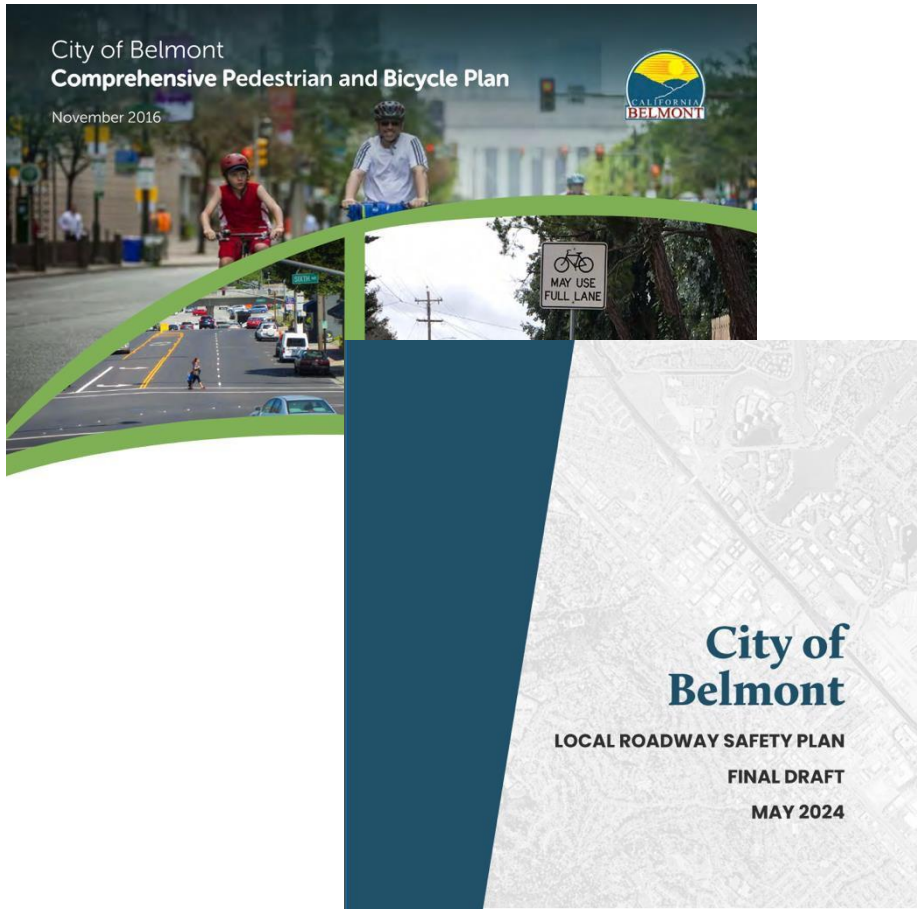


City of Belmont



Themes from Past Outreach

- **Active transportation:** the top concerns are lack of continuous biking or walking facilities along with fast, heavy vehicle traffic
- **Safety:** concerns about walking and biking near the Caltrain station and desire for countermeasures like intersection lighting.



Belmont

Identifying Alternatives and Integrating Prior Input & Vision

Different agencies have different visions for El Camino Real through Belmont.

- Belmont Comprehensive Pedestrian and Bicycle Plan (2016)
- Belmont Village Specific Plan (2017)
- C/CAG Bicycle and Pedestrian Plan (2021)
- SamTrans Bus Speed & Reliability Study (2022)



Belmont

Spot Location Recommendations

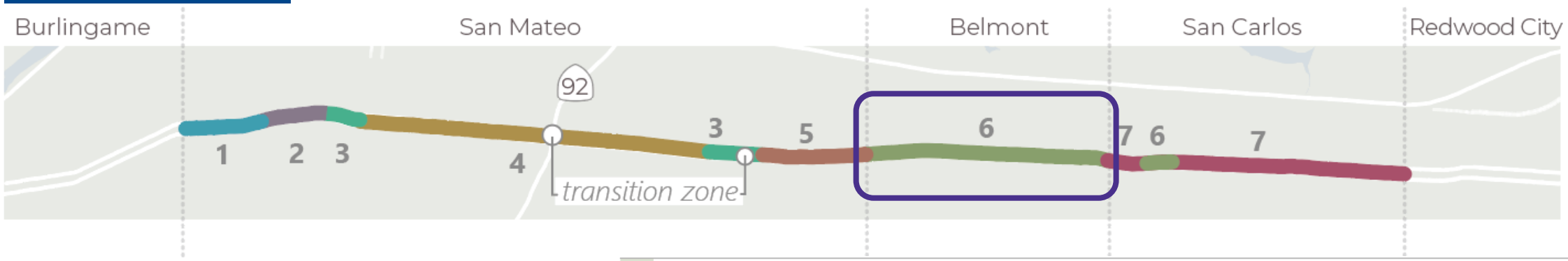
City- and County-wide planning efforts have facilitated recommendations to improve spot locations:

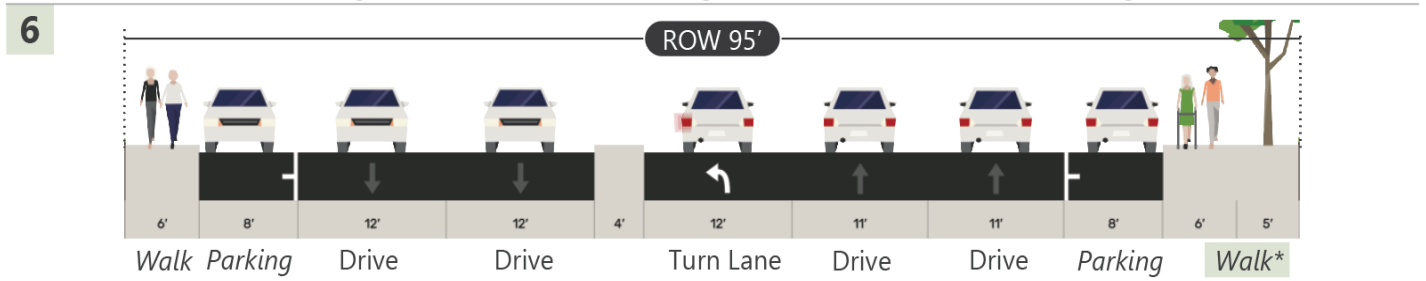
- Belmont Comprehensive Pedestrian and Bicycle Plan (2016)
- Belmont Village Specific Plan (2017)
- SamTrans Bus Speed & Reliability Study (2022)



Central El Camino Real Segments & Existing Cross-Sections

Typical Cross Section





6. Belmont – 42nd Ave to F Street (Southern City Limit)
   San Carlos – Oak to San Carlos Road

*Feature not always present

Upcoming Public Engagement



Community Engagement - Timeline

MAY - JULY 2025

Phase 1: Corridor Gaps & Needs

The team will first build community awareness and learn existing conditions.

JANUARY - FEBRUARY 2026

Phase 2: Corridor Alternatives & Trade-offs

The team will present corridor options and highlight trade-offs for community & stakeholder input.

SPRING 2026

Phase 3: Preferred Alternative & Corridor Plan

In the final phase, the team will present the preferred alternative and the implementation plan that will feed into the Caltrans project development process.

Upcoming Phase 1 Public Engagement

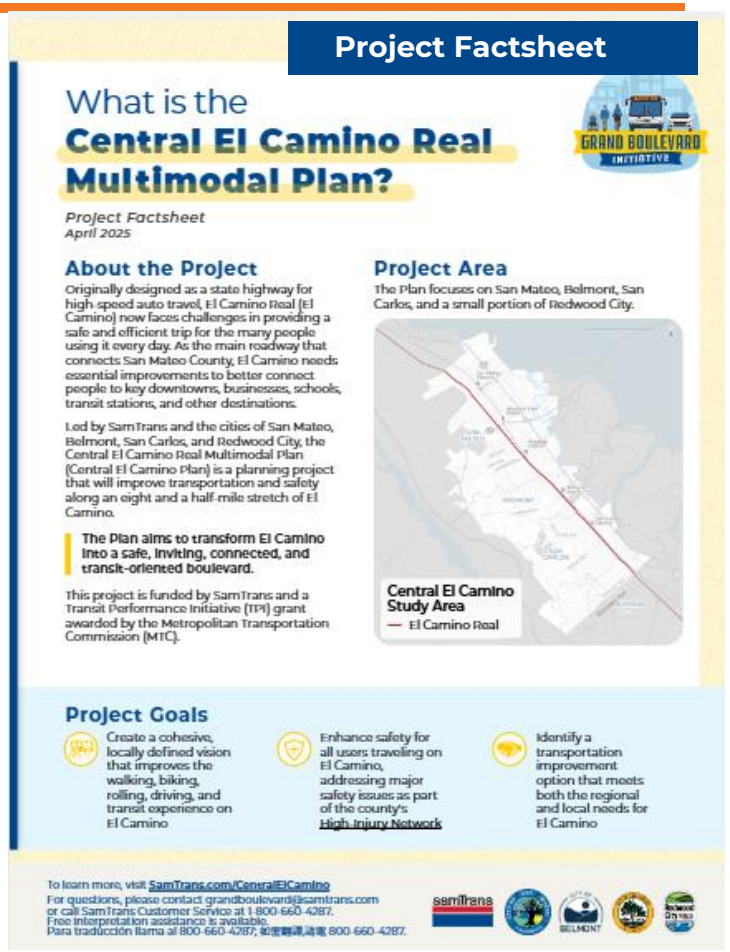
Dates: May – July 2025

Goals: Build project awareness, confirm existing challenges, and gather input on needs

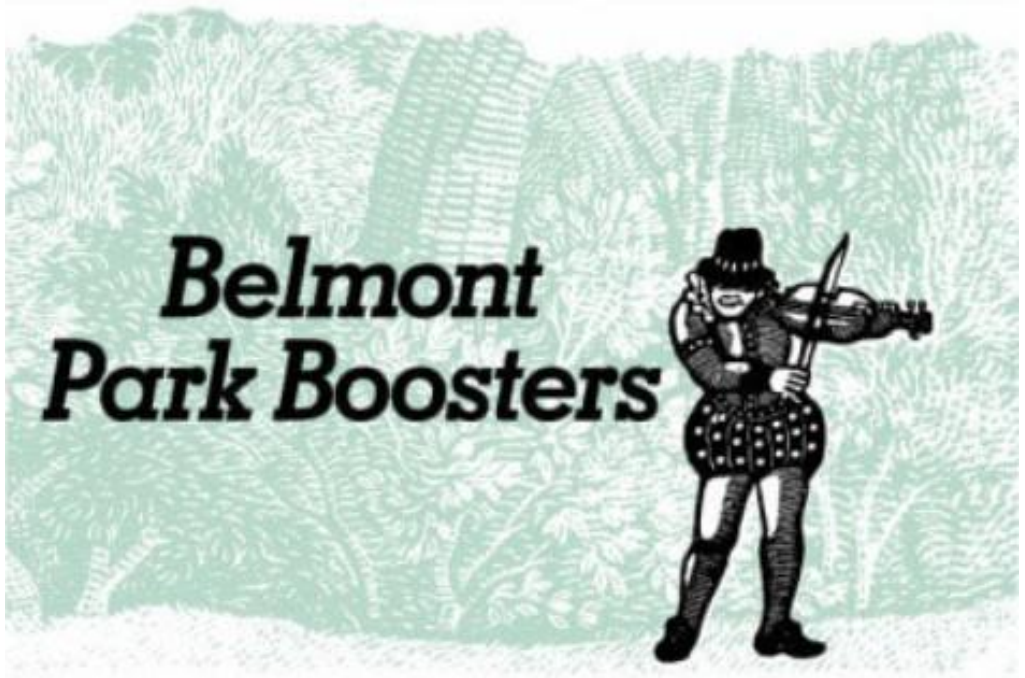
Planned Engagement Activities:

- Community pop-up tabling
- Community-Based Organization meetings
- Multilingual listening sessions
- Online map-based survey
- Committee and council meetings per city
- Presentations to key stakeholder groups

Website: SamTrans.com/CentralElCamino



Upcoming Belmont Engagement



Date: May – July 2025

Goal: Build project awareness, confirm existing challenges, and gather input on needs

Planned Engagement Activities:

- Community pop-up table at Summer Concert Series in Twin Pines Park
- 1:00-4:00PM
- June 22, 2025

Questions?





Thank you!

STAFF REPORT

Meeting Date:	May 27, 2025
Agency:	City of Belmont
Staff Contact:	Tobi Liebermann, Housing and Economic Development Manager
Agenda Title:	678 Ralston Ave Affordable Housing Contribution
Agenda Action:	Resolution

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and enter into a loan funding agreement with CRP Affordable Housing and Community Development LLC or affiliated entities or partners to provide up to $1.0 million of Belmont affordable housing funds for construction of a 65-unit affordable housing project at 678 Ralston Ave.

Strategic Focus Area

Economic Development and Housing

Background

On May 22, 2024, the City of Belmont granted ministerial approval of CRP Affordable Housing and Community Development LLC's (CRP) application for development of a 65-unit affordable housing project located at 678 Ralston Ave pursuant to Government Code Section 65913.4 (Senate Bill (SB) 35) streamlined processing. CRP formally submitted their initial entitlement application on December 7, 2023 but subsequently withdrew the application after the City deemed the application to be incomplete. CRP resubmitted their entitlement application on February 22, 2024, following completion of tribal consultation. Given the limited timeline allotted to cities and by right development standards; to review entitlement applications under SB 35, the applications are approved ministerially by city staff.

The site is situated on a single parcel approximately 0.36-acres in size, located less than one-half (0.5) mile from the Belmont Caltrain station. The project will replace the existing commercial building on site and replace it with an eight-story residential building with seven residential levels over a nineteen-space, surface-level garage, and street-level building community spaces including a lobby, leasing/management office, and bike room. Given its proximity to the Caltrain station and the fact that it is a 100% affordable project, State law permits the development to exceed the





City's adopted height limits by up to three stories and does not allow the City to require on-site parking. The affordable housing plan for the project includes a range of unit sizes and affordability levels, as summarized below:

Unit Type	30% AMI	50% AMI	70% AMI	Mgr.	Subtotal	Percent
One-Bedroom	11	15	4	0	30	46%
Two-Bedroom	3	11	4	0	18	28%
Three-Bedroom	3	9	4	1	17	26%
Total	**17**	**35**	**12**	**1**	**65**	

In addition, 17 units (11 one-bedroom units, 3 two-bedroom units, and 3 three-bedroom units) are reserved for permanent supporting housing out of the 65 total units.

The project financing plan submitted by the developer includes a combination of local, County, Low-Income Housing Tax Credits, and tax-exempt bond financing. CRP was awarded $11,403,263 in San Mateo County funding for both construction and permanent financing as well as $4.0 Million from HEART for predevelopment costs and land acquisition. They are currently in the process of applying for the tax credit financing necessary to construct the project. CRP is requesting a loan of $1.0 million from the City of Belmont Affordable Housing Fund as outlined in their funding request letter provided as Attachment B. This contribution of local funds is important to show local support for the project and to increase their competitiveness for other financing sources.

Although CRP is the lead and primary affordable housing developer for this project, they have partnered with non-profit Abode Housing as the potential managing general partner of the project and residential service provider for the community's tenants.

Analysis

Housing Needs Analysis

The 678 Ralston Ave affordable housing project will provide low, very-low, and extremely low-income units that would contribute towards Belmont's Regional Housing Needs Allocation (RHNA). The table below shows how the project would impact Belmont's RHNA compliance for the 2023-2031 planning period:

Income Level	RHNA	Prior Reporting Periods*	2024	678 Ralston**	Total Units (w/ Project)
Very Low	488	6	68	**52**	126
Low	281	6	67	**12**	85
Moderate	283	18	12	**0**	30
Above Mod.	733	22	3	**1**	26
Total Units	1,785	52	150	**65**	267

**6/30/2022-1/30/2023, plus remainder of 2023

** The 678 Ralston Ave project is still working on obtaining building permits, but the units are shown here to demonstrate the impact this project would have on Belmont's housing production.

Provision of lower-income units is critically important to meet housing needs and to support various special needs housing populations in Belmont that often face challenges such as overcrowding and cost burdened households (i.e. paying more than 30-50% of income on housing costs). Development of lower-income units also typically requires larger public subsidies from a variety of funding sources.

Funding Availability
The City has sufficient funding available to fund the request from CRP for a $1.0 million loan while still retaining a fund balance that could be used for future affordable housing projects. The loan would be funded from the City's Affordable Housing Fund (Fund 275), which is comprised of Housing Successor Agency funds, and the loan amount has been included in the City's fiscal year 2025-26 budget proposal. The loan would be repaid using residual receipts, a common financing method used to facilitate low-income housing development. To the extent that sufficient residual cash flows exist in the future, the loan would be repaid over the project affordability term, typically 55-years minimum.

Alignment with Housing Element Priorities
The approval of the funding request is in line with Housing Element Program H1.2: Use Public Funding for Low/Moderate Income Housing. The Housing Element states that the City shall utilize local Affordable Housing Funds (Successor Agency Housing Funds, Inclusionary housing in-lieu funds, Commercial Linkage Fees, and Residential Development Mitigation Fees) to fund affordable housing development, and to leverage other public funding sources for affordable housing projects. Priority shall be given to development of housing at lower-income levels.

Resolution
Approval of the attached resolution would authorize the City Manager to negotiate and enter into a loan funding agreement to provide up to $1.0 million of Belmont affordable housing funds for development of a 65-unit affordable housing project at 678 Ralston Avenue. The loan funds would only be provided to the project if and when it is fully financed, has obtained building permits, and is ready to commence construction.

Alternatives
1. Take no action, no funding approved.
2. Provide alternative funding proposal.

Attachments
A. Resolution
B. Developer Funding Request Letter

Fiscal Impact
☐ No Fiscal Impact

☒ Funding Source Confirmed: The funding for the $1.0 million loan has been included in the proposed fiscal year 2025-26 budget in the Affordable Housing Fund (275-5-902-8589).

Source:	**Purpose:**	**Public Outreach:**
Staff	Council Vision/Priority	Posting of Agenda

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A LOAN FUNDING AGREEMENT WITH CRP AFFORDABLE HOUSING AND COMMUNITY DEVELOPMENT LLC OR AFFILIATED ENTITIES OR PARTNERS TO PROVIDE A LOAN OF UP TO $1.0 MILLION FOR CONSTRUCTION OF AN AFFORDABLE HOUSING PROJECT AT 678 RALSTON AVENUE

WHEREAS, on May 22, 2024, the City of Belmont provided ministerial approval of the development of the 678 Ralston Avenue project pursuant to Senate Bill 35 (SB 35) Streamlining provisions for a 65-unit affordable housing development; and,

WHEREAS, the Affordable Housing Plan for the project includes a range of unit sizes and affordability levels, with 17 units reserved for households making 30% or less of area median income, 35 units reserved for households making 50% or less of area median income, 12 units reserved for households earning 70% or less of area median income, and one unrestricted manager's unit, helping Belmont meet its Regional Housing Needs Allocation (RHNA) for provision of very-low and low-income housing units; and,

WHEREAS, the City acknowledges that contribution of local affordable housing funds is an important part of a comprehensive project financing strategy that also includes San Mateo County Affordable Housing Funds and State Low Income Housing Tax credits (LIHTC); and,

WHEREAS, the approval of the funding request is consistent with the adopted 2023-2031 Housing Element Program H1.2: Use Public Funding for Low/Moderate Income Housing; and,

WHEREAS, the project developer, CRP Affordable Housing and Community Development LLC, is an experienced affordable housing development company that has demonstrated the professional capacity to plan, build, and manage large affordable housing projects; and,

WHEREAS, CRP Affordable Housing and Community Development LLC has submitted a request to the City for a loan of $1.0 million that will be repaid during the project affordability term through available residual receipts; and,

WHEREAS, the City has sufficient funds available in its Affordable Housing Fund (Fund 275), which is comprised of Successor Agency Housing revenues, to fund this loan request; and,

WHEREAS, the City Council supports the 65-unit affordable housing project and desires to see construction of more affordable housing units in Belmont.

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

SECTION 1. The City Manager is authorized to negotiate and execute a loan funding agreement with CRP Affordable Housing and Community Development LLC or affiliated entities or other development team partners for an amount not to exceed $1.0 million for construction of a 65-unit affordable housing project at 678 Ralston Avenue. The loan shall be repaid over the affordability term of the project from available project residual receipts.

SECTION 2. The loan will be funded from the Affordable Housing Fund (275-5-902-8589).

* * *

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

Docusign Envelope ID: 6721B517-B640-4DC7-8B0E-B073D3E563BE

April 28, 2025

City of Belmont
1 Twin Pines Ln
Belmont, CA 94002

Subject: City of Belmont Funds for The Ridge at Ralston – 678 Ralston Avenue Belmont, CA 94002

To the city of Belmont,

We are writing to request city affordable housing funds for our Ridge at Ralston project located at 678 Ralston Avenue. The Ridge at Ralson ("Project") is a proposed new construction 100% affordable, multifamily that will feature 65 units housed within an eight-story mid-rise building. Emphasizing affordability, the units will all be set-aside to tenants earning no more than 70% of the Area Median Income. The Project will include 30 one-bedroom, 18 two-bedroom, and 17 three-bedroom units. It is important to note that 17 units (11 one-bedroom units, 3 two-bedroom units, and 3 three-bedroom units) are reserved for permanent supporting housing. The Project will offer a variety of community amenities including community gathering spaces, central laundry on each floor, children's play area, and bike storage. Construction is anticipated to begin in Q1 2026 and be completed Q4 2027.

The Project site is located in a High Resource Area as determined by CTCAC/HCD. This means that CTCAC/HCD have determined this area possesses the highest level of opportunity by considering levels of poverty or wealth, degree of segregation, and quality of education. CTCAC/HCD prioritizes the funding of affordable housing in Highest Resource areas because studies have shown that this results in both racial integration of neighborhoods and offers new economic opportunities to low-income people. In addition to being in a High resource area, the Project will have access to a variety of amenities within ½ mile, including a grocery store, a light rail station, a gas station, and a variety of retail and restaurants.

Financing Plan

The Project anticipates applying for Tax-Exempt Bonds, State Tax Credits, in the second CDLAC round on May 20, 2025. The project has already secured $11,403,263 in San Mateo County funding for both construction and permanent financing. We expect a competitive CDLAC application for this project based on the project's high resource location, deep levels of affordability, and awarded county funds. If successful, we expect the project to follow the below anticipated schedule.

Milestone	Completed/Anticipated	Date
Site Acquisition	Completed	February 29, 2024
Entitlements	Completed	May 22, 2024
SMC AHF 11.0 Award	Completed	August 31, 2023
SMC AHF 12.0 Award	Completed	June 15, 2024
SMC AHF 12.5 Award	Completed	January 31, 2025
Tax Credit Application Submission	Anticipated	May 20, 2025
Tax Credit Award Date	Anticipated	July 29, 2025
Closing Date/Construction Start	Anticipated	January 1, 2026
Construction Completion	Anticipated	October 1, 2027
100% Occupancy	Anticipated	January 1, 2028
Stabilization	Anticipated	April 1, 2028
Receipt of 8609	Anticipated	April 1, 2029

Funding Request

During this project, we are grateful for both the cooperation and persistence during the entitlement and approval process. We view the city of Belmont as much more than just the jurisdiction of where this project is located, but as a valued partner in the overall development. During these challenging economic times and geopolitical uncertainty, it is more important than ever to deliver desperately needed affordable housing in the present when the opportunity arises. The Ridge at Ralston is that opportunity that could be ready to break ground by January of 2026. As a requirement for our awarded San Mateo County funding, we are requesting $1.00 MM in city funds that will further support the construction of 65 units of affordable housing within the city of Belmont. These funds will be utilized to fund construction costs that are increasing year-over-year. We believe these funds will be the final financing piece for this project.

We appreciate your consideration for this funding request, and we are grateful for your continued partnership with the project.

Please do not hesitate in reaching out for any further questions or clarification.

Sincerely,

DocuSigned by:
Paul Salib
4B2ABD89EF604C6...

Paul Salib
Chief Executive Officer

STAFF REPORT

Meeting Date:	May 27, 2025
Agency:	City of Belmont
Staff Contact:	Grace Castaneda, Finance Director, gcastaneda@belmont.gov; Joanne Yung, Budget Manager, jyung@belmont.gov; Nawel Voelker, Management Analyst II, nvoelker@belmont.gov
Agenda Title:	Introduction of the Proposed Fiscal Year 2025-26 Budget
Agenda Action:	Discussion & Direction

Recommendation

Discuss and provide direction regarding the proposed fiscal year (FY) 2025-26 budget. A public hearing has been set for June 10, 2025 to consider budget adoption.

Strategic Focus Area

Fiscal and Organizational Sustainability

Executive Summary

The FY 2025–26 Budget reflects a thoughtful balance between addressing the short-term challenges of today and advancing the long-term priorities that will shape Belmont's future. While we must respond to the uncertainty of the current economic climate and the projected loss of property tax revenue from the State, we remain focused on ensuring the long-term health and success of our community.

- The state of the economy is just one of many factors that play into our annual budget planning. Our community is facing increasing uncertainties in the federal and state levels that can carry significant local impacts. The proposed fiscal year 2025-26 budget reflects the provision of essential City functions such as public safety and public works services and infrastructure, while maintaining fiscal prudence as the City braces for economic uncertainty, federal funding uncertainty, and ongoing State takeaways of major revenue sources.
- Long-term economic uncertainty makes local control over City revenue sources and diversifying those sources more important than ever to ensure long-term fiscal sustainability and allows Belmont to be self-reliant into the future.
- The FY 2025-26 City of Belmont operating budget is $66.1 million, and the Belmont Fire Protection District operating budget is $14.7 million, for a total Citywide operating budget at $80.8 million (a contained 4.8% increase over the FY 2024-25 adopted budget). This increase primarily reflects the cost of Citywide operations and strategic funding in focus areas to meet the community's priority needs.
- The FY 2025-26 City of Belmont Capital Improvement Program (CIP) budget is $13.5 million and Belmont Fire Protection District CIP budget is $0.03 million, with significant funding toward community-identified priorities including streets, sewer, and storm drain infrastructure, for a total Citywide CIP budget of $13.5 million. The five-year CIP plan is $61.9 million.

- Interest rates that remain elevated and other economic factors have resulted in a market slowdown across the Bay Area. Four of six major development projects have either withdrawn or are on pause. In Belmont, no new commercial construction is anticipated in the next three to five years. However, two of the remaining major projects, including the 1301 Shoreway project and the Beam Reach project at 425-435 Harbor, are proceeding with their entitlements and together comprise 1.4 million square feet of new commercial space.
- Belmont continues to see a significant amount of residential development activity that will add approximately 500 new housing units to the City under the current Regional Housing Needs Allocation (RHNA) cycle that goes from 2023 to 2031.
- The looming $12 billion budget shortfall at the statewide level intensifies the State's actions to balance its own budget by continuing takeaways of local property tax in lieu of VLF (VLF), thus far refusing to appropriate the VLF shortfall payment in both their January and May Revise of their FY 2025-26 budget, making this major revenue source increasingly vulnerable. Belmont's impact is a $1.7 million revenue loss in FY 2025-26, which equates to over 40% of Belmont's Local 1% Sales Tax revenue. If the State continues to take away VLF revenues, the projected impact to Belmont is a loss of over $11 million over the next five years or $30 million over the next ten years.
- The General Fund operating revenue budget for FY 2025-26, including transfers, is at $32.9 million, while General Fund operating expenditure budget, including transfers, is at $34.3 million. This requires a draw of $1.4 million on unassigned fund balance to offset revenue shortfalls and balance the FY 2025-26 budget. The draw on General Fund reserves continues in each year of the General Fund long-term forecast to replace revenue shortfalls predominately due to the State's underfunding of VLF, resulting in an ongoing reduction in fund balance reserves. The General Fund balance is projected to fall below the 33% reserve target by FY 2030-31.
- Estimated loss in VLF revenues will reduce overall revenue growth in the General Fund's long-term forecast to an estimated 2% annually, not nearly keeping pace with annual consumer price index in the bay area, which has averaged 3.6% over the past five years.
- In the FY 2025-26 budget, priority funding focuses on advancing Council and community priorities, sets funding aside for infrastructure needs, and maintains City's cash reserves while controlling unsustainable cost growths through rising inflationary pressures.

Highlights by City Strategic Focus Areas include the following:

Infrastructure & Mobility *Goal: A transportation, facilities, and infrastructure system that maintains and improves our community to meet current and future demand and climate action goals.*
• Enhanced funding towards street improvements, sewer and storm drain capital infrastructure projects • Advance Belmont Creek Restoration and Detention Basin Projects • Advance urban forestry, fire, and hazard mitigation projects • Reallocate 1.0 FTE Maintenance Worker I/II to 1.0 FTE Equipment Operator to better support field operations

Economic Development & Housing
Goal: Local business and land use policies that promote economic development, vibrant mixed-use centers, and diversity of housing choices.

- Review the General Plan and zoning and ensure alignment with our housing & economic development plans/vision and evaluate Economic Activity Hubs
- Amend the Regional Commercial (RC) Zoning District and to prepare the Harbor Industrial Specific Plan to encourage an expanded employment base for our community and to diversify our property tax base
- Enhanced funding for the Harbor Industrial Area (HIA) to support more detailed infrastructure analysis and expanded community outreach efforts
- Funding for a contribution towards an affordable housing project

Fiscal & Organizational Stability
Goal: Ensure financial stability, quality city services delivered through our employees, and investment in our organizational development.

- Enhanced funding to promote career growth, support succession planning, and build organizational capacity
- A cost saving realignment of staffing to better support operational and fiscal needs, including:
    - Elimination of 1.0 FTE vacant Deputy Finance Director position
    - Addition of 1.0 FTE Management Analyst I/II to support long-term financial planning and sustainability efforts
    - Reallocation of 1.0 FTE Payroll Manager to 1.0 FTE Finance Manager to oversee payroll and support finance functions
    - Reallocation of 1.0 FTE Payroll Technician to 1.0 FTE Accountant I to enhance support for payroll and accounting
    - Reallocation of 1.0 FTE Management Analyst II to 1.0 FTE Senior Management Analyst to strengthen purchasing, contracts, and risk management functions
- Funding for a comprehensive fee study update, including development impact fees, to ensure fair cost recovery and help offset the cost of services driven by new development

Public Safety
Goal: Forward-thinking public safety services aligned with community needs through civic engagement, partnerships, and public education.

- Maintain strong community outreach and align public safety services that are reflective of community culture and priorities
- Funding to improve technology infrastructure and tools in support of public safety operations

Quality of Life
Goal: Engage the community in maintaining and enhancing Belmont's character and quality of life.

- Enhanced funding to support and deliver afterschool enrichment programs, senior programs, and cultural events to enhance community engagement and quality of life

- Enhanced funding to address repairs and maintenance needs at the aging library facilities
- Enhanced funding for vegetation management in Twin Pines Park, particularly the removal of hazardous eucalyptus trees, to reduce fire risk
- Funding for a signage/wayfinding project to focus on historic places, activity imagery on backside of signs, and refinement of signage locations
- Dedicated funding to plan and execute community events commemorating the City's 100-year anniversary

Background

The proposed FY 2025-26 budget continues the City's long-standing fiscal stewardship and accountability to provide a thoughtful balance between short-term cost saving measures and long-term fiscal stability strategies. The City Council held a strategic planning workshop on March 6, 2025, during which they received a presentation on Belmont's financial operations, including a review of recent actions at the State level that were anticipated to have detrimental impacts on revenues. At that workshop, the City Council affirmed ongoing support for the previously adopted strategic objectives and priority initiatives aimed at ensuring ongoing fiscal sustainability and securing locally-controlled funding for priority City services and investments in the community. The discussion and direction provided by the Council have been incorporated into the proposed FY 2025-26 budget, continuing the City's path forward towards a stronger and more resilient organization.

This year, the City renewed its Your Voice, Your Belmont community engagement effort, launching an online information and planning hub, engaging residents through social media, and hosting outreach booths at community events where City staff and Councilmembers spoke directly with residents.

Through community surveys conducted, Belmont residents identified the following City service priorities:

- Fixing potholes
- Repairing streets and sidewalks
- Keeping public areas healthy, safe, and clean
- Keeping storm drain and sewer projects on-time and on-budget
- Maintaining parks, open spaces, and sports fields
- Maintaining public safety/911 emergency services
- Ensuring Belmont's Community Center meets safety standards
- Maintaining multi-generational activities for youths, teens, adults and seniors (sports, arts and crafts, fitness, and health and wellness programs)
- Providing residents an evacuation center in the case of wildfire threats (like the Los Angeles fires), earthquakes, or other natural disasters
- Preparing for natural disasters due to climate change including flooding, mudslides, and wildfires

These priorities have informed the FY 2025-26 budget process and are reflected in the City's updated five-year Capital Improvement Plan (CIP). The City will continue to engage the Belmont community around City service needs and priorities through various communication channels and social media platforms during this next year.

Analysis

The proposed FY 2025-26 budget continues to provide funding for core services, advance Council priorities, and make a substantial investment in our capital and infrastructure needs while also highlighting key revenue takeaways. The budget document includes eight sections, including financial trends, a ten-year plan for the General Fund and five-year plans for most other funds, and budgetary information organized by City department. Budget highlights are included in the City Manager's Letter of Transmittal at the beginning of the budget document, in the Budget Overview section's consolidated summary of proposed FY 2025-26 appropriations, and in the Department Information and Fund Information sections, providing comprehensive financial information at department and fund levels, respectively.

Budget Presentation

The budget presentation covers the following.

- FY 2025-26 Budget Overview
- Strategic Focus Areas and Community Priorities
- Long-Term Fund Forecasts
- Five-Year Capital Improvement Plan
- Department Budget Highlights

Next Steps

Subsequent to receiving feedback and direction from the City Council on the proposed budget, a public hearing is scheduled for June 10, 2025 to adopt the FY 2025-26 budget. At that meeting, it is anticipated City Council will be asked to consider and adopt the following:

- A resolution establishing the base revenue, appropriations (expenditures), Capital Improvement Program budget and five-year plan, and permanent staffing plan for the year
- A resolution approving Article XIIIB appropriations (Gann Limit)
- A resolution establishing the Special Tax for Community Facilities District No. 2000-1 (Library Project)
- A resolution amending the Master Revenue Schedule
- Companion actions, including resolutions to the Annual Report for Collection on the Tax Roll:
    - Storm Drainage Fees (NPDES)
    - Sewer Treatment Facility Charge (City's Share of the Silicon Valley Clean Water Sewer Treatment Plant Expansion)
    - Sewer Services Fees

Audit Committee Recommendations and Review

As part of the City's budget development process, the Audit Committee will review the proposed FY 2025-26 budget at a scheduled meeting prior to the June 10, 2025 public hearing, at which point it is expected they will make a recommendation regarding adoption of the proposed budget.

Alternatives

1. Provide staff with alternative direction on budget assumptions or priorities
2. Take no action

Attachments

A. FY 2025-26 Budget Introduction Presentation
B. Proposed Fiscal Year 2025-26 Budget (Click "FY 2025-26 Proposed Budget" button at the top of https://www.belmont.gov/budget)

Fiscal Impact

☐ No Fiscal Impact
☒ Funding Source Confirmed:

Proposed FY 2025-26 Budget Summary

Funds	Revenues	Operating Expenditures	Operating Transfers	CIP Expenditures
City	$77,330,067	$66,073,559	$10,040,306	$13,506,073
Fire District	$19,898,361	$14,737,471		$30,779
Total	**$97,228,428**	**$80,811,030**	**$10,040,306**	**$13,536,852**

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



CITY OF BELMONT

FISCAL YEAR 2025-26 BUDGET INTRODUCTION

May 27, 2025



- BUDGET OVERVIEW
- LONG-TERM FORECASTS
- 5-YEAR CIP PLAN
- DEPARTMENT BUDGETS
- NEXT STEPS



BUDGET OVERVIEW

FISCAL YEAR (FY) 2025-26 BUDGET PROCESS

- ✓ **Feb. 11, 2025:** FY 2024-25 Midyear Budget Review/Financial Update
- ✓ **March 6, 2025:** City Council Strategic Planning Workshop
- **May 27, 2025:** Proposed Budget Intro to City Council
- **June 5, 2025:** Audit Committee Review
- **June 9, 2025:** Measure I Advisory Committee Meeting
- **June 10, 2025:** City Council Public Hearing & Adoption

FISCAL YEAR (FY) 2025-26 BUDGET PROCESS

- Align with the City's adopted ***Strategic Focus Areas***
- Sustain long-term operational needs to meet ***community-identified priorities***
- Continue ***fiscal prudence*** while managing service needs
- Remain focused on ***infrastructure funding*** and capital improvement



STRATEGIC FOCUS AREAS

CITYWIDE PRIORITIES

- ***Local control over local revenue sources*** is essential to long-term fiscal sustainability and allow Belmont's self-reliance into the future
- Secure funding for sewer, storm, streets, facilities, and parks to ***address deferred maintenance and future capital needs*** along with a plan to support critical public services
- Maximize existing revenues and ***identify new cost recovery strategies***



BUDGET OVERVIEW

(IN MILLIONS)

	FY 2025-26 BUDGET *(Proposed)*
OPERATING BUDGET (CITY)	$66.1
OPERATING BUDGET (FIRE)	$14.7
TOTAL OPERATING BUDGET	$80.8
CAPITAL IMPROVEMENTS (CITY)	$13.5
CAPITAL IMPROVEMENTS (FIRE)	$0.03
TOTAL BUDGET	$94.3

144.75

TOTAL PERSONNEL
(+/- 0 FTE)



GENERAL FUND SUMMARY

(IN MILLIONS)

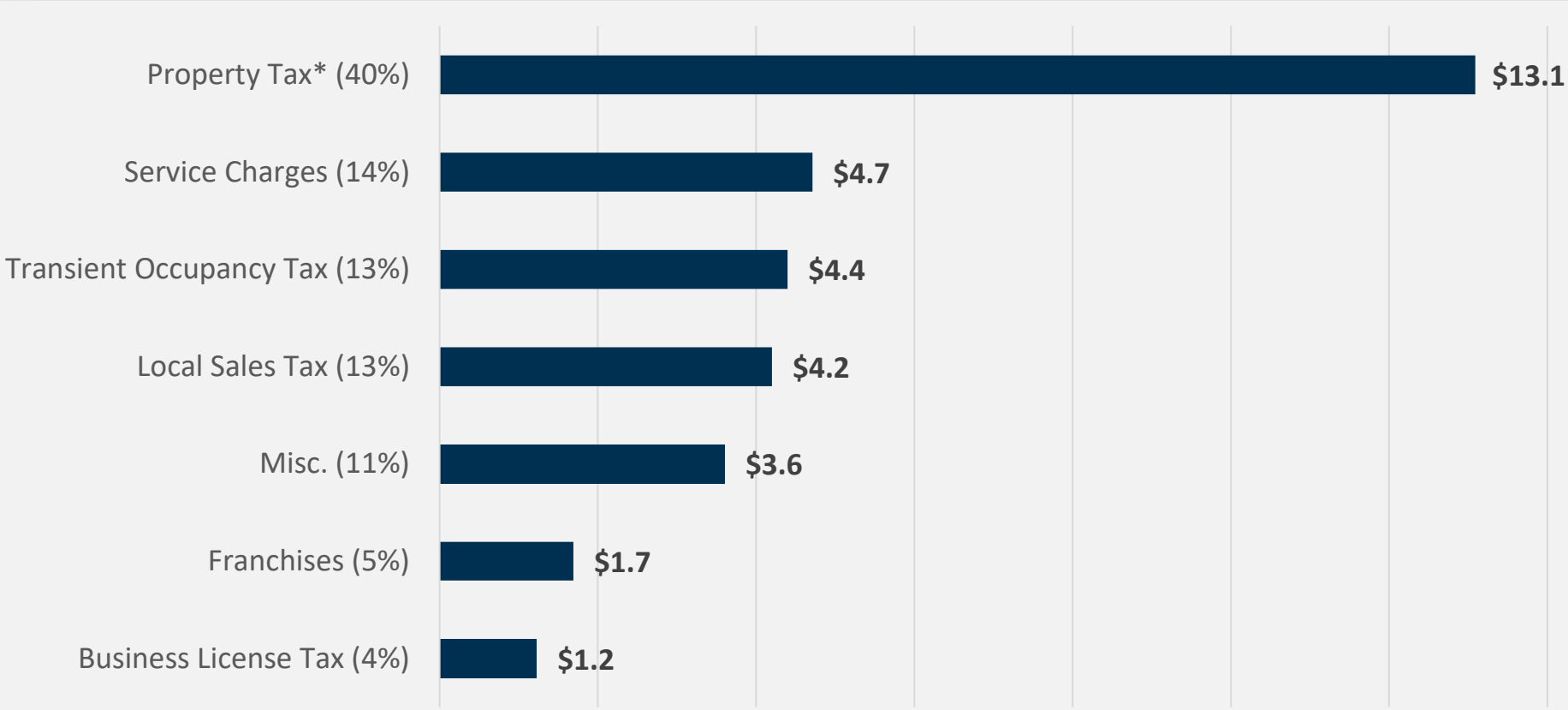
	FY 2025-26 PROPOSED BUDGET
RESOURCES	$32.9
REQUIREMENTS	$34.3
RESOURCES (UNDER) REQUIREMENTS	($1.4)
USE OF UNASSIGNED FUND BALANCE	$1.4

VLF not budgeted in FY 2025-26 = $1.7 million

Use of General Fund reserves is needed to balance budget this fiscal year

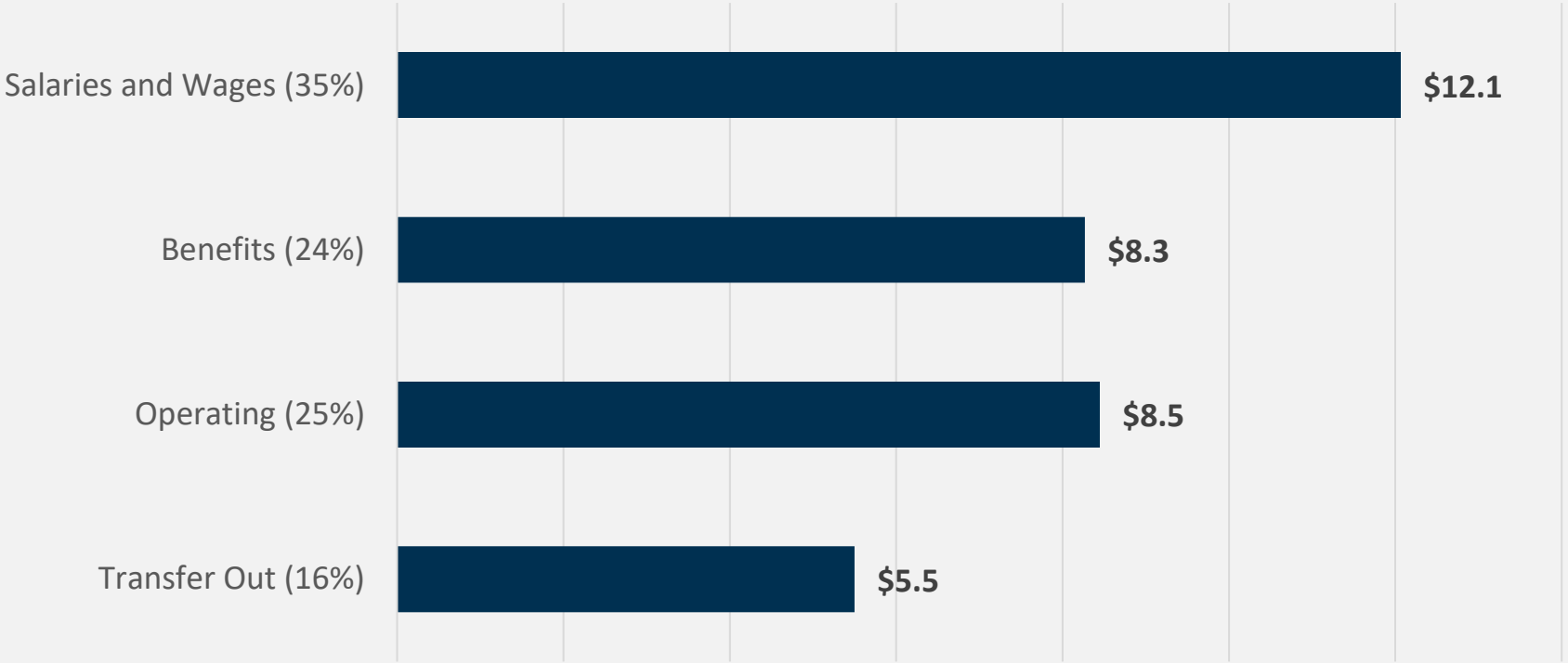


GENERAL FUND
FY 2025-26 RESOURCES
(IN MILLIONS)



*includes property transfer tax

GENERAL FUND
FY 2025-26 REQUIREMENTS
(IN MILLIONS)




CITY OF BELMONT
LONG TERM FORECASTS
BELMONT

STATE TAKEAWAY OF PROPERTY TAXES

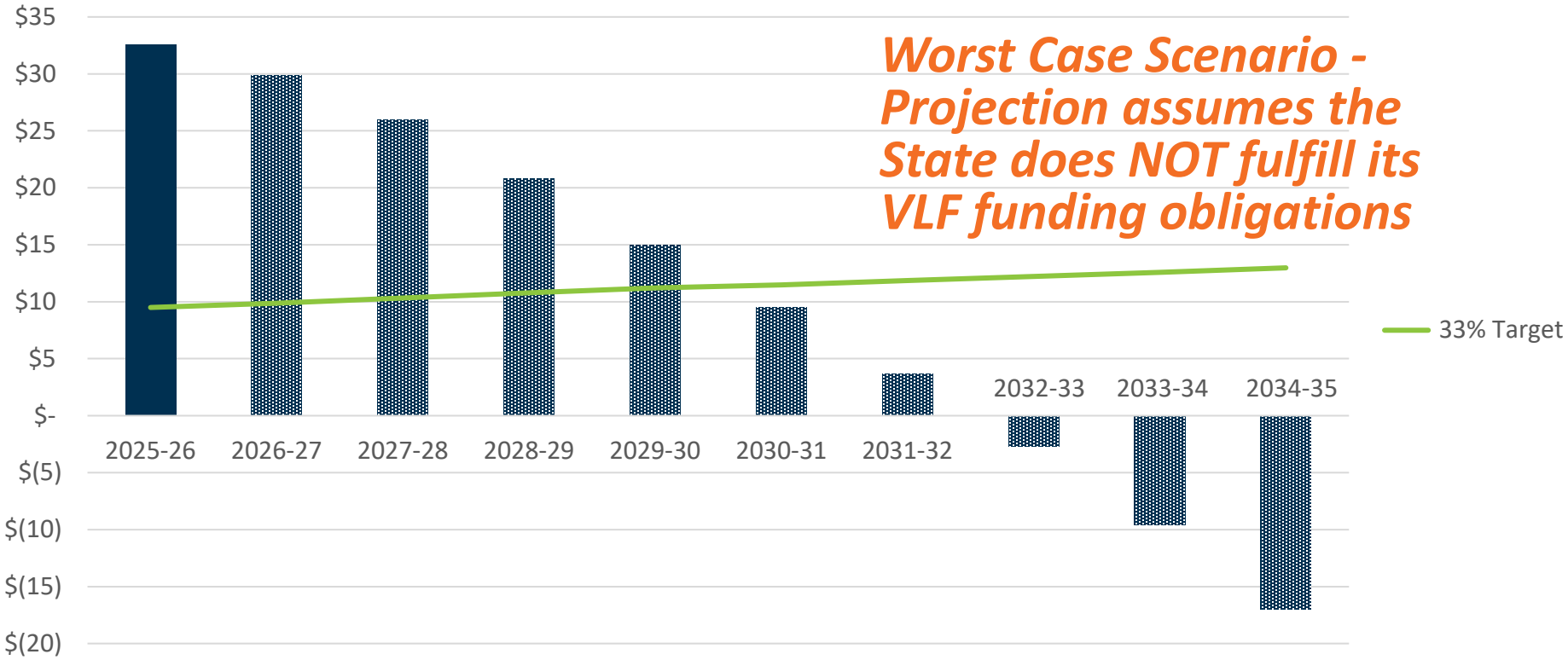
- The ***State continues the practice of not budgeting property tax in lieu of VLF (VLF)*** and have not budgeted ***reimbursement*** of the VLF shortfall in the State's proposed budget
- Belmont stands to ***lose $1.7 million*** in FY 2025-26
  - over 40% of Belmont's Local 1% Sales Tax revenue



- If the State stops shortfall reimbursements, ***the General Fund impact is a loss of $30 million over 10 years;*** reserve balance would fall below 33% reserve target in FY 2030-31
- A fully funded VLF is ***15% of total General Fund operations***

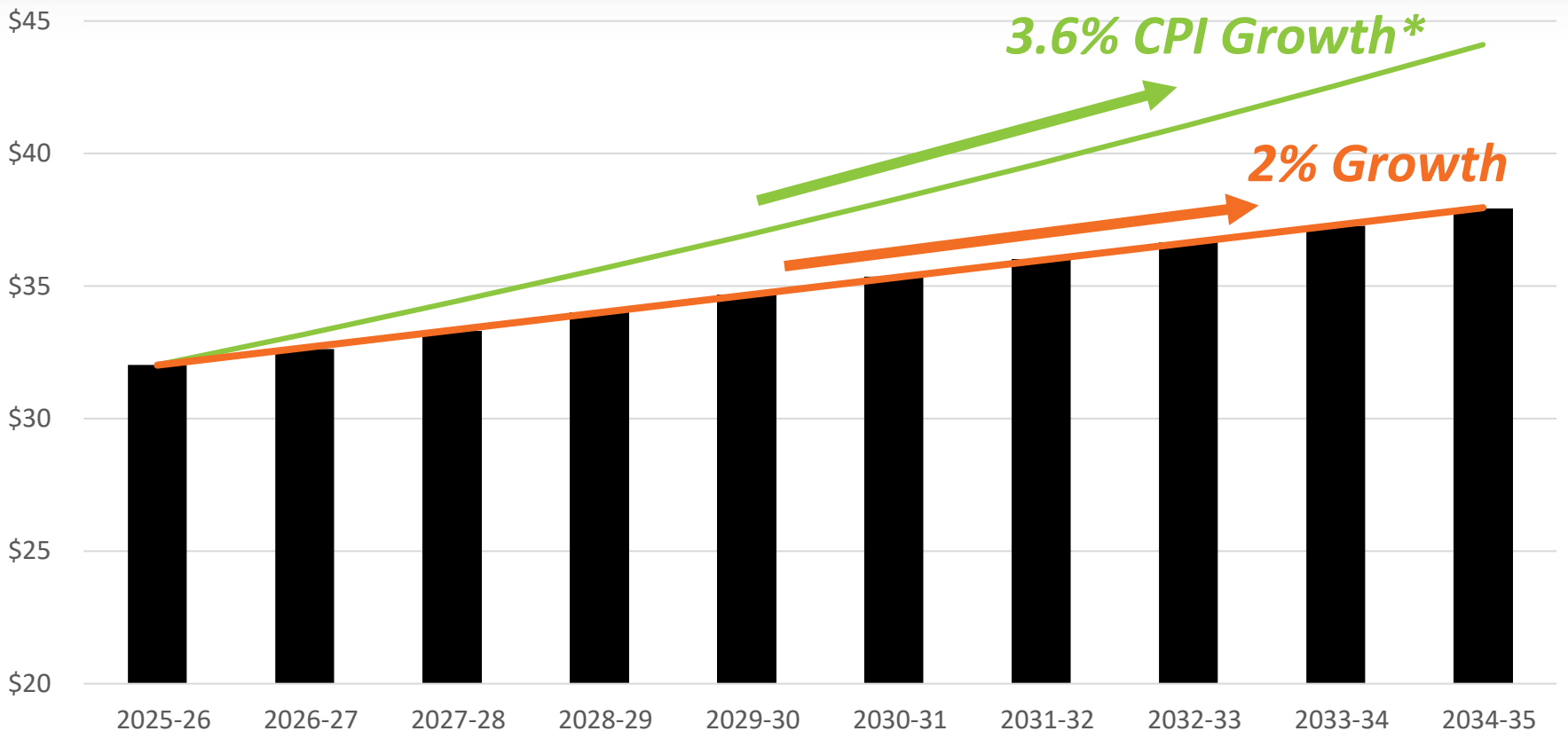
GENERAL FUND PROJECTION

WITHOUT VLF FUNDING (IN MILLIONS)



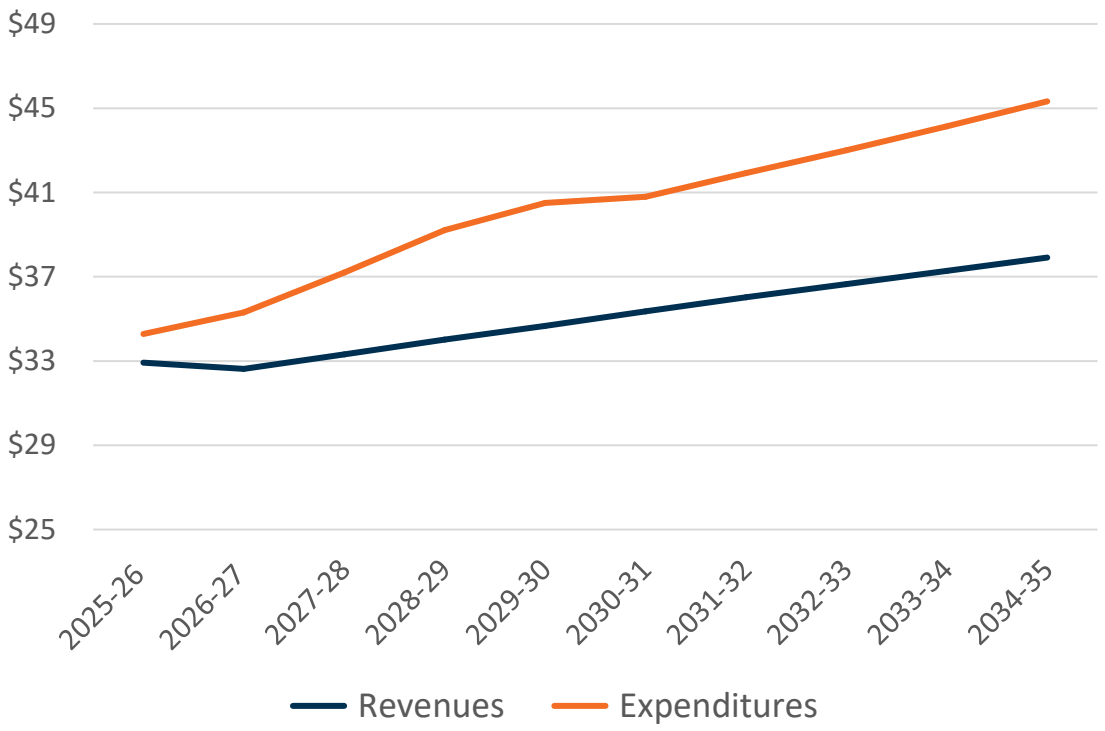
Worst Case Scenario - Projection assumes the State does NOT fulfill its VLF funding obligations

GENERAL FUND REVENUE GROWTH PROJECTIONS
(IN MILLIONS)



*5-year average of the San Francisco-Oakland-Hayward CPI-U

ESTIMATED REVENUE & EXPENDITURES
(IN MILLIONS)

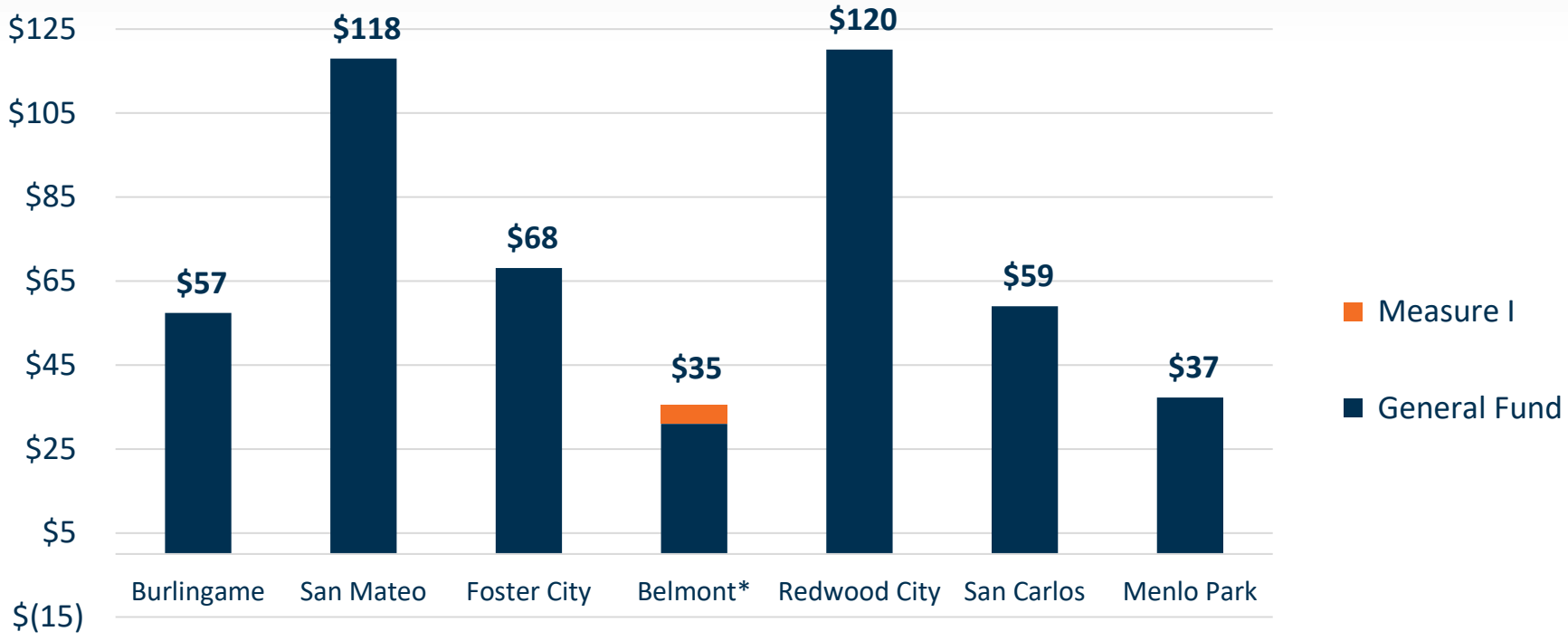


Local control over local revenue sources is essential to long-term fiscal sustainability



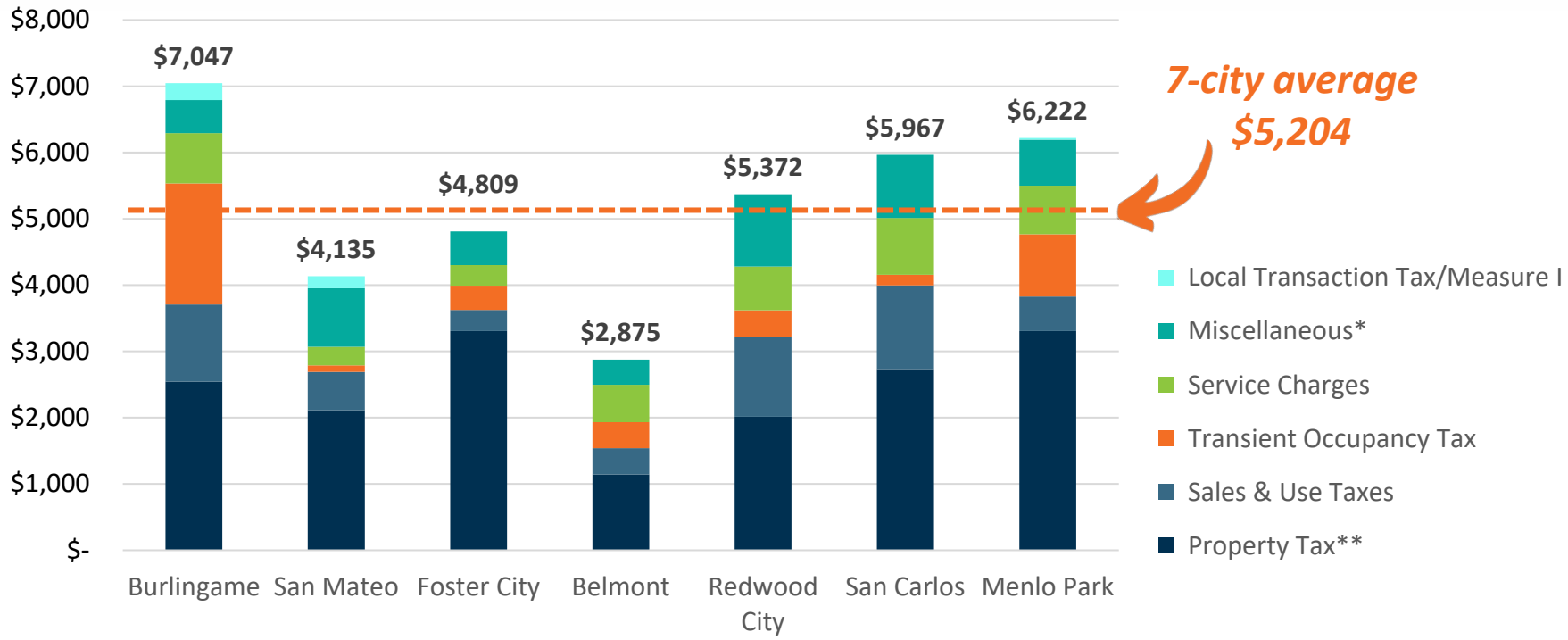
GENERAL FUND

COMPARISON OF GENERAL FUND BALANCE AS OF JUNE 30, 2024 (IN MILLIONS)



**Belmont's General Fund balance as of June 30, 2024 was $31M; Measure I Fund balance was $4.5M*

GENERAL FUND REVENUE PER HOUSEHOLD COMPARISON



Source: Adopted FY 2024-25 Budgets.

** Includes Licensing Fees, Real Estate Transfer Tax, Licenses and Permits, Intergovernmental Sources, Fines and Forfeitures, Interest and Rent Income, and other.*

*** Belmont and Menlo Park fund fire services outside of its General Fund through property tax revenue collected by the Belmont Fire Protection District and Menlo Park Fire District.*

CITY OF BELMONT

5-YEAR CAPITAL IMPROVEMENT PLAN



CAPITAL IMPROVEMENT PLAN OVERVIEW

$13.5M

FY 2025-26 CIP
(PROPOSED)



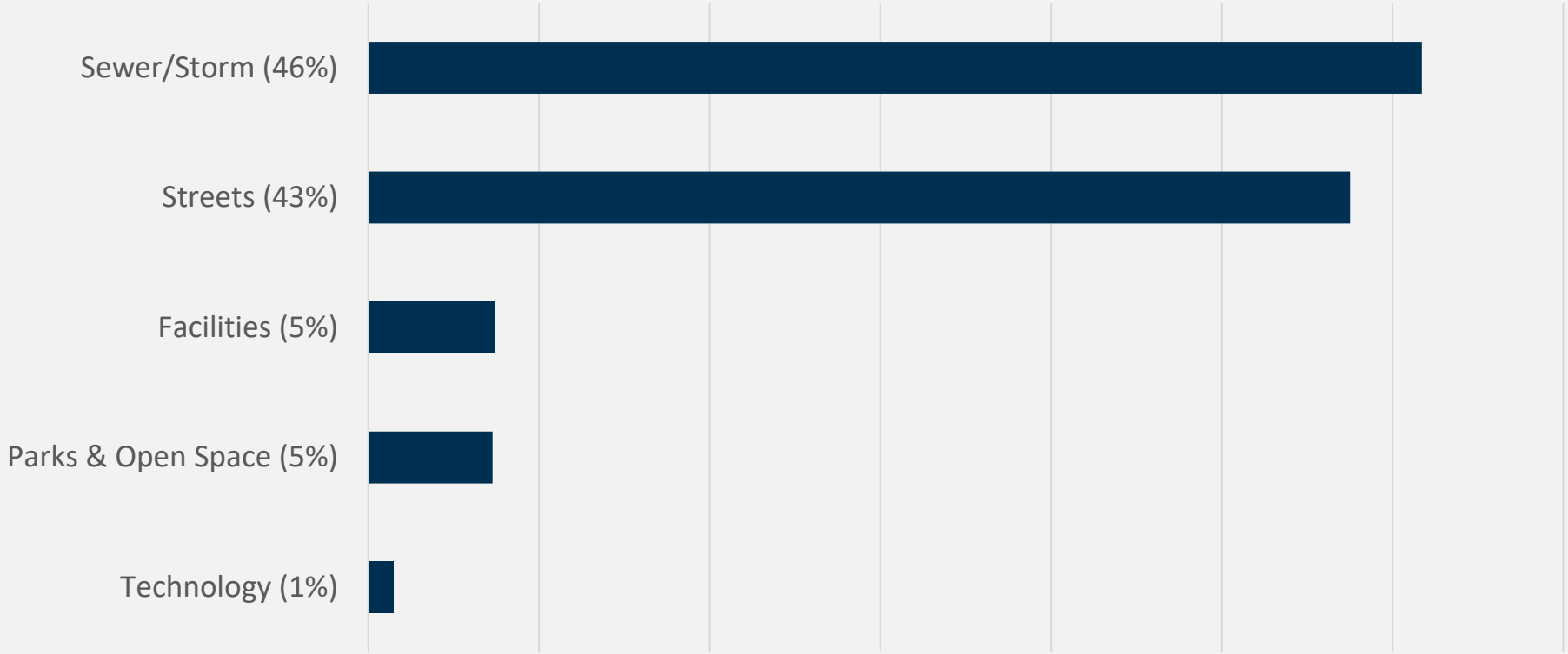
$61.9M

5-YEAR CIP PLAN



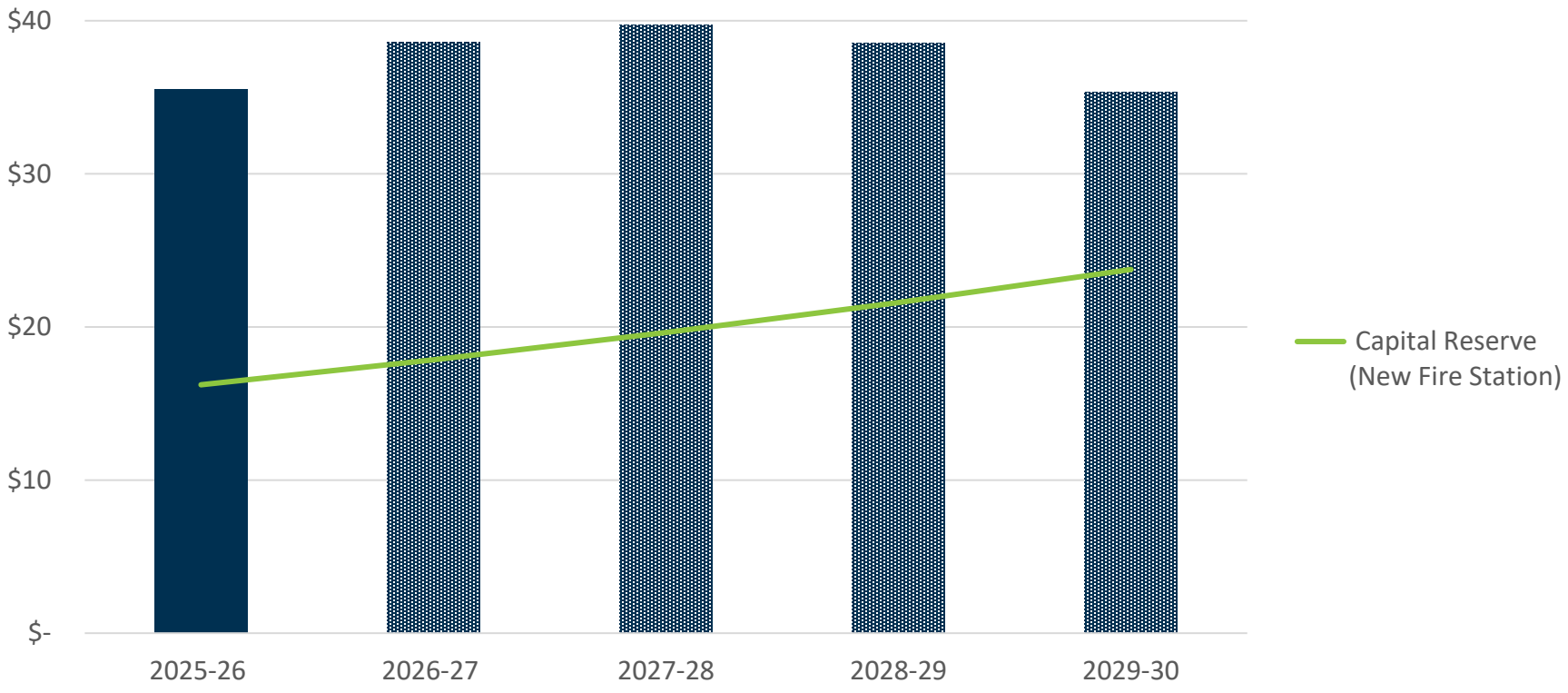
CAPITAL IMPROVEMENT PLAN OVERVIEW

(IN MILLIONS)



BELMONT FIRE PROTECTION DISTRICT PROJECTION

(IN MILLIONS)





PROPOSED BUDGET BY DEPARTMENT

COMMUNITY DEVELOPMENT

FY 2025-26 BUDGET SUMMARY



STRATEGIC FOCUS AREA	Economic Development & Housing
FUNDING SOURCES	• Development Services • General Plan Maintenance

PERSONNEL COUNT *(Proposed)*	11.0
TOTAL OPERATING BUDGET *(Proposed)*	$6.2M



COMMUNITY DEVELOPMENT

HIGHLIGHTS & INITIATIVES

- Permit/plan review for building construction and renovations
- Process planning entitlement applications, community outreach, public hearings
- Business license processing
- Pre-application consultations and pre-construction meetings
- Maintain records of decision/related notices
- Manage complex development review projects
- Prepare and update advanced planning documents to guide future growth
- Ongoing Implementation of:
  - 2035 General Plan and 2023-2031 Housing Element
  - Belmont Village Specific Plan (BVSP)
- Facilitated streamlined review/approvals for housing developments
- Completed entitlement application approvals for cannabis retail dispensary businesses
- Processed entitlement applications for large-scale commercial/biotech developments
- Continued work on Corridor Mixed-Use (CMU) District Zoning Text Amendments
- Prepared draft framework for Regional Commercial (RC) District Zoning Text Amendments
- Continued work on Harbor Industrial Area (HIA) Specific Plan and Safety Element Update
- Initiated Climate Action & Adaptation Plan update
- Completed Signage/Wayfinding Master Plan

PARKS & RECREATION

FY 2025-26 BUDGET SUMMARY

STRATEGIC FOCUS AREAS	• Quality of Life • Infrastructure and Mobility
FUNDING SOURCE	• Athletic Field Maintenance • City Trees • Facilities Management • General Facilities • General Fund • Library Maintenance & Ops • Parks & Rec. Donations • Planned Park • Recreation • Solid Waste

PERSONNEL COUNT *(Proposed)*	25.25
TOTAL OPERATING BUDGET *(Proposed)*	$11.1M



PARKS & RECREATION

HIGHLIGHTS & INITIATIVES

- Facilities Management
  - Address facility repairs as needed
  - Conduct routine and preventative maintenance on 160,000 sf of facilities
  - Manage natural gas and electricity; implement energy/water conservation projects
  - Coordinate Library maintenance and improvements
  - Schedule and rent facilities for City or private/group uses

- Recreation Programs
  - Deliver accessible, inclusive, age-friendly programs, services, and special events
  - Provide licensed childcare services
  - Partner/provide youth and teen programs: summer camps, aquatics, after school programs, the Hideout, YAC, and VOICES
  - Partner/provide adult and senior programs: educational and recreational opportunities, day trips, transportation to/from Center, and lunch program
  - Coordinate athletic field usage for sports groups on City, BRSSD and CSUS fields
  - Co-host cultural celebrations on collaboration with Belmont Library
  - Administer financial need scholarships

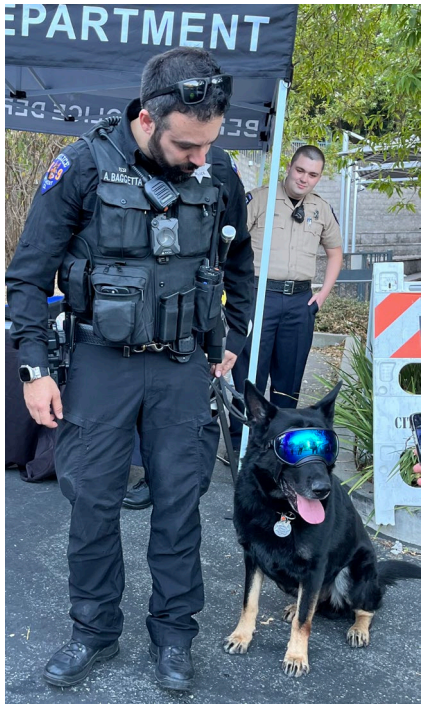
PARKS & RECREATION

HIGHLIGHTS & INITIATIVES

- Parks and Open Space
  - Maintain/repair 15 developed parks, 300+ acres of open space and trails, 14 athletic fields, and 5.6 acres of developed medians
  - Maintain trees on City property
  - Conduct/coordinate open space trail improvements and fuel reduction
  - Collect/manage park/facility waste; continue to improve recycling/composting rates
  - Manage new construction, improvements, or rehabilitation of City parks and playgrounds
  - Implement Twin Pines Master Plan, Parks, Recreation, and Open Space Master Plan recommendations
  - Continue Community Center Conversations to raise awareness of need for new community center.
- Other Services and Activities
  - Manage tree removal permitting
  - Promote tree canopy and maintain "Tree City USA“ status
  - Coordinate volunteer and educational opportunities
  - Execute grant applications and administration for program scholarship funding, fuel reduction projects, equipment, and special events
  - Support City departments on capital improvement projects
  - Support City's internal learning and organizational culture initiatives and activities
  - Support Centennial Celebration planning
  - Support citywide community events (e.g., Celebrate the Music, Belmont Water Dog Run)

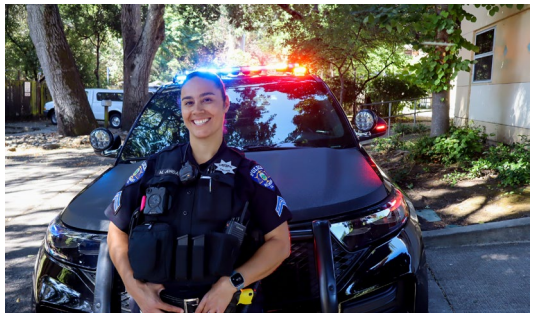
POLICE

FY 2025-26 BUDGET SUMMARY



STRATEGIC FOCUS AREA	Public Safety
FUNDING SOURCES	• General Fund • Public Safety Grants • Supplemental Law Enforcement

PERSONNEL COUNT *(Proposed)*	45.0
TOTAL BUDGET *(Proposed)*	$17.6M



POLICE

HIGHLIGHTS & INITIATIVES

- Law Enforcement Administration
  - Provide leadership/guidance to meet and exceed community expectations
  - Recruit/train high quality staff
  - Coordinate Emergency Preparedness
  - Promote community partnerships
- Crime Control
  - Impartial law enforcement
  - Crime prevention (e.g., BelmontWatch)
  - Apprehension/prosecution of offenders
  - Collaborative resolution with a community policing philosophy
  - C.A.R.E. Team follows-up on cases involving mental health crisis
  - Community outreach (e.g., Police Community Academy, City Website, Instagram, YouTube, X (Formerly Twitter), NextDoor, Belmont TRAC)
- Traffic and Community Safety
  - Enforce vehicle code/parking regulations
  - Coordinate traffic calming/collision reduction
  - Identify and remove abandoned vehicles
  - Solicit/respond to traffic enforcement concerns (via "Traffic Enforcement Hot Spot" Program)
  - Investigate vehicle collisions
  - Preserve the community's character through code compliance
- Professional Services
  - Respond to community inquiries
  - Timely dispatch of calls for service
  - Securely store/organize property/evidence
  - Safeguard/maintain/report police records in compliance with the law
  - Release reports in compliance with the law

PUBLIC WORKS

FY 2025-26 BUDGET SUMMARY

STRATEGIC FOCUS AREA	Infrastructure and Mobility
FUNDING SOURCES	• Development Services • Fleet & Equipment Mgmt • Sewer Collections • Sewer Connection Fees • Sewer Treatment Facility • Solid Waste • Storm Drainage • Street Improvement • Street Maintenance

PERSONNEL COUNT *(Proposed)*	33.0
TOTAL OPERATING BUDGET *(Proposed)*	$13.2M



PUBLIC WORKS

HIGHLIGHTS & INITIATIVES

- Sanitary Sewer
  - Execute new citywide Sewer Master Plan
  - Development of new sewer lateral and Fats, Oils, and Grease (FOG) programs
  - Strategize on asset management
  - Perform regulatory compliance
- Solid Waste Management
  - SB1383 (mandatory composting and green waste pickup) implementation
  - Household hazardous waste disposal
  - E-waste, compost dispersal, and document shredding events
  - NPDES stormwater compliance
  - SBWMA (Rethink Waste) and Recology services management
- Fleet Management
  - Completed 100 preventative maintenance services and 280 repairs
  - Replaced 2 gas-powered vehicles with hybrids
  - Transitioned to R99 renewable diesel fuel
- Development Review
  - Traffic/engineering study review
  - Review/issue/inspect permits
  - Review/approve subdivisions
  - Process easements/right-of-way vacation/dedications
  - Implementation of Sidewalk Installation Policy
  - Securing Environmental Permits
  - Coordinate public events, increase in public outreach efforts (e.g., Earth Day, Coastal Cleanup, PW Open House, social media)

PUBLIC WORKS

HIGHLIGHTS & INITIATIVES

- Public Works Engineering/Operations
  - Allocate $2.5M in Measure I funds annually
  - Inspect/repair City-owned curbs/gutters, sidewalks, ADA ramps, retaining walls, traffic signals, roadway striping, sewer main lines, lift stations, etc.
  - Manage Parking & Traffic Safety Committee
  - Capital projects and grant administration
    - (Design) Alameda de las Pulgas Corridor Project
    - (Construction) 2025 Pavement Rehabilitation Project
    - (Construction) 2025 Sanitary Sewer Project
    - (Design) San Juan Lift Station and Force Main Improvement Project
    - (Construction) Hiller Lift Station Capacity Enhancement Project
  - Modeling future capital financing requirements (anticipated increase due to Sewer Treatment Facility charge)
- Stormwater & Municipal Regional Permit
  - Asset management, capital planning/implementation, and grant admin
  - Commercial/industrial inspections for MRP compliance and construction stormwater inspections
  - Regulatory compliance with Municipal Regional Permit (MRP 3.0)
  - Belmont Creek dredging
  - Updating Citywide Storm Drain Master Plan
  - Completing design of the Twin Pines Park Detention Basin Project in Spring 2025
  - Construction of Belmont Creek Restoration Project in Summer/Fall 2025
  - Salson Trail Storm Pipe Improvement Project
- Other
  - Coordinate public events, increase in public outreach efforts (e.g., Earth Day, Coastal Cleanup, PW Open House, social media)

ADMINISTRATION

FY 2025-26 BUDGET SUMMARY

FISCAL & ORGANIZATIONAL SUSTAINABILITY

STRATEGIC FOCUS AREA



FUNDING SOURCE	ADMIN SERVICES (HR/IT)	CITY ATTORNEY	CITY MNGR/ CLERK/ ECON DEV & HOUSING	FINANCE
AFFORDABLE HOUSING			X	
FLEET & EQUIPMENT MANAGEMENT	X			
GENERAL FUND	X	X	X	X

ADMINISTRATION

FY 2025-26 BUDGET SUMMARY



	ADMIN SERVICES (HR/IT)	CITY ATTORNEY	CITY MNGR/ CLERK/ ECON DEV & HOUSING	FINANCE
PERSONNEL COUNT *(Proposed)*	9.0	1.0	6.5	9.0
TOTAL OPERATING BUDGET *(Proposed)*	$4.7M	$0.7M	$4.7M	$3.2M

ADMINISTRATION

HIGHLIGHTS & INITIATIVES

- Admin Services (Human Resources/IT)
  - Champion positive employee relations by leading initiatives in talent management, succession planning, and employee engagement – fostering a culture that values individual contributions and promotes a high-performing, collaborative work environment.
  - Attract, develop and retain a diverse and highly qualified workforce that upholds the professional standards and values of the community we serve.
  - Launch the BOLD (Bridging, Opportunities, Leadership and Distinction) program to advance employee growth through training in communication, collaboration, inclusive leadership, and cross-departmental teamwork.
  - Support managers and employees in enhancing performance, navigating organizational transitions, and fostering institutional knowledge transfer through the "Know and Grow" onboarding and mentoring framework.
  - Ongoing support of the "New Hire Lunch with the City Manager", two regional Leadership Academies, a High School Summer Internship program and the 35 classes through the countywide training consortium.
  - Foster positive labor relations and collaborative resolution of outstanding issues.
  - Complete the "refresh" of the City's website to reflect Belmont's Welcoming Digital Front Door
  - Develop Continuity of Operations Automation Plan
  - Analyze and reconfigure Community Development software to improve payment system functionality and data consistency in Comm Dev applications.
  - Explore options for replacing the existing VOIP (Voice Over Internet Protocol) phone system.
  - Provide twelve tech training sessions on City software and promote the 60 online BOLD tech training opportunities.
  - Initiate preliminary discussions with user groups about a process to select new software for financial transactions (Enterprise Resource Planning – ERP).
  - Implement enhanced cybersecurity strategies for City IT systems and provide ongoing training system users.
  - Complete Phase 1 of Questys Document Management Solution. Migration of public meeting documents, staff training and public access portal.

ADMINISTRATION

HIGHLIGHTS & INITIATIVES

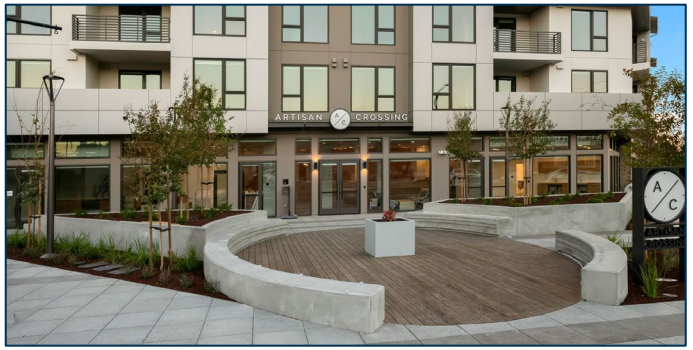
- City Attorney
  - Collaborating with executive team on Harbor Industrial Area specific plan and annexation.
  - Advising on Belmont Creek Restoration Project grant and contracting process.
  - Collaborated with executive team in obtaining passage of business license tax update.
  - Obtained significant recovery of legal costs associated with unsuccessful lawsuit against the City alleging storm damage to property.
  - Defending lawsuit challenging the Parks and Recreation Open Space (PROS) Plan.
  - Assisted the council's exploration and decision to allow two commercial cannabis businesses.
  - Conducted orientation and trainings on city government structure and operation for city commission members.
- City Manager's Office / City Clerk
  - Manage organization's financial stability, policy implementation, and overall performance
  - Ensure the community understands the City's work and that the City is meeting their needs
  - Respond to Council, citizen, and staff requests for information, and management of state-mandated filings
  - Facilitates the election process including any ballot initiatives placed by City Council or through voter referendum
  - Implement City-wide communication strategy to enhance awareness of City activities and events
  - Advance Economic Development initiatives, including local business support, downtown revitalization, and infrastructure financing

ADMINISTRATION

HIGHLIGHTS & INITIATIVES

- Economic Development and Housing Highlights
  - Since 2015, the City has issued building permits for 902 new housing units, including 285 affordable units
  - The City has approved entitlements for an additional 144 housing units (including 126 affordable units), and is processing applications for 139 housing units (including 25 affordable units)
  - Adopted the 2023-2031 Housing Element in September 2024 and achieved certification in October 2024 from the State
  - Issued a $1.0M loan from City Affordable Housing Funds and provided land to support a 37-unit 100% affordable project currently under construction at Hill Street and El Camino
  - Provided financial support to local housing service providers HIP Housing, HEART, and Homeless Outreach Team SMC
  - Issued approvals for two cannabis businesses to operate at 1485 and 1538 El Camino Real
  - Continued work on the Harbor Industrial Specific Plan to allow for consideration of the future annexation of the area





ADMINISTRATION

HIGHLIGHTS & INITIATIVES

- Finance
  - Received highest recognition from GFOA and CSMFO for financial reporting and budget document
  - Full compliance and implementation of GASB 75 on leases and GASB 96 on SBITAs
  - Issued a Request for Qualifications (RFQ) to identify and select a new Third-Party Administrator (TPA) for liability claims, enhancing service efficiency and risk management
  - Department restructure to better align and support operational needs; no new headcount
  - Support Measure I Advisory Committee
  - Support ongoing efforts to address long-term fiscal sustainability



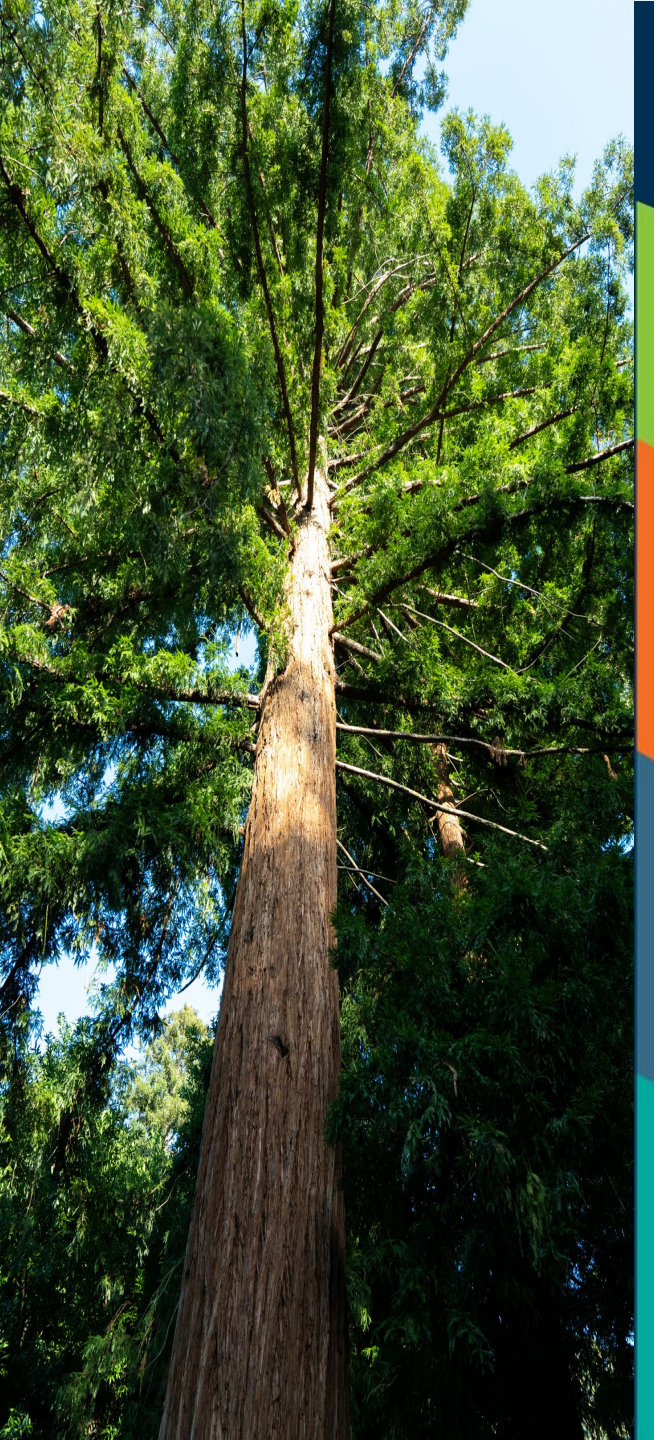


City Manager's MESSAGE

With this budget as our roadmap, we are confident that Belmont will continue to move forward with purpose. Whether facing new challenges or embracing new opportunities, we will emerge stronger, more resilient, and better prepared to serve our community.

The development of this budget was truly a collaborative effort, the result of months of hard work by staff across the entire organization. I want to extend my sincere appreciation to:

- The City Council, for your leadership and clear vision that guided this process;
- Our senior management team and department staff, for developing thoughtful and responsible budgets aligned with strategic goals;
- And most importantly, our Finance Department, whose expertise, dedication, and commitment brought this budget together and ensured it reflects the priorities and values of our community.



NEXT STEPS

May 27, 2025
Proposed Budget Intro to City Council

June 5, 2025
Audit Committee Review

June 9, 2025
Measure I Advisory Committee Meeting

June 10, 2025
City Council Public Hearing and Adoption

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April 28, 2025

City of Belmont
1 Twin Pines Ln
Belmont, CA 94002

Subject: City of Belmont Funds for The Ridge at Ralston – 678 Ralston Avenue Belmont, CA 94002

To the city of Belmont,

We are writing to request city affordable housing funds for our Ridge at Ralston project located at 678 Ralston Avenue. The Ridge at Ralson ("Project") is a proposed new construction 100% affordable, multifamily that will feature 65 units housed within an eight-story mid-rise building. Emphasizing affordability, the units will all be set-aside to tenants earning no more than 70% of the Area Median Income. The Project will include 30 one-bedroom, 18 two-bedroom, and 17 three-bedroom units. It is important to note that 17 units (11 one-bedroom units, 3 two-bedroom units, and 3 three-bedroom units) are reserved for permanent supporting housing. The Project will offer a variety of community amenities including community gathering spaces, central laundry on each floor, children's play area, and bike storage. Construction is anticipated to begin in Q1 2026 and be completed Q4 2027.

The Project site is located in a High Resource Area as determined by CTCAC/HCD. This means that CTCAC/HCD have determined this area possesses the highest level of opportunity by considering levels of poverty or wealth, degree of segregation, and quality of education. CTCAC/HCD prioritizes the funding of affordable housing in Highest Resource areas because studies have shown that this results in both racial integration of neighborhoods and offers new economic opportunities to low-income people. In addition to being in a High resource area, the Project will have access to a variety of amenities within ½ mile, including a grocery store, a light rail station, a gas station, and a variety of retail and restaurants.

Financing Plan

The Project anticipates applying for Tax-Exempt Bonds, State Tax Credits, in the second CDLAC round on May 20, 2025. The project has already secured $11,403,263 in San Mateo County funding for both construction and permanent financing. We expect a competitive CDLAC application for this project based on the project's high resource location, deep levels of affordability, and awarded county funds. If successful, we expect the project to follow the below anticipated schedule.

Milestone	Completed/Anticipated	Date
Site Acquisition	Completed	February 29, 2024
Entitlements	Completed	May 22, 2024
SMC AHF 11.0 Award	Completed	August 31, 2023
SMC AHF 12.0 Award	Completed	June 15, 2024
SMC AHF 12.5 Award	Completed	January 31, 2025
Tax Credit Application Submission	Anticipated	May 20, 2025
Tax Credit Award Date	Anticipated	July 29, 2025
Closing Date/Construction Start	Anticipated	January 1, 2026
Construction Completion	Anticipated	October 1, 2027
100% Occupancy	Anticipated	January 1, 2028
Stabilization	Anticipated	April 1, 2028
Receipt of 8609	Anticipated	April 1, 2029

Funding Request

During this project, we are grateful for both the cooperation and persistence during the entitlement and approval process. We view the city of Belmont as much more than just the jurisdiction of where this project is located, but as a valued partner in the overall development. During these challenging economic times and geopolitical uncertainty, it is more important than ever to deliver desperately needed affordable housing in the present when the opportunity arises. The Ridge at Ralston is that opportunity that could be ready to break ground by January of 2026. As a requirement for our awarded San Mateo County funding, we are requesting $1.00 MM in city funds that will further support the construction of 65 units of affordable housing within the city of Belmont. These funds will be utilized to fund construction costs that are increasing year-over-year. We believe these funds will be the final financing piece for this project.

We appreciate your consideration for this funding request, and we are grateful for your continued partnership with the project.

Please do not hesitate in reaching out for any further questions or clarification.

Sincerely,

DocuSigned by:
Paul Salib
4B2ABD89EF604C6...

Paul Salib
Chief Executive Officer