



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 23-308

Board Meeting Date: 5/9/2023

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Michael P. Callagy, County Executive  
**Subject:** Use of District-Discretionary **Measure K** Funds - Supervisorial District Two

**RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing Amendment 2 to the grant agreement with the San Mateo Area Chamber of Commerce, redefining the payment terms, amending the term of the Agreement from June 14, 2022, through June 30, 2024, to a new term of June 14, 2022 through December 31, 2023 and adding to the scope of services, with no change to the not-to-exceed amount, and authorizing the County Executive, or designee, to execute the amendment.

**BACKGROUND:**

On June 14, 2022, this Board approved a one-time grant of district-discretionary **Measure K** funds in an amount not to exceed \$115,000 to the San Mateo Area Chamber of Commerce ("Chamber") to support the Chamber's Business Assessment Center (supporting a part-time employee and the purchase of new technology for the Center). On December 13, 2022, this Board approved an amendment of the agreement to extend the term through June 30, 2024, provide an exception to the criteria for district-discretionary **Measure K** funds to allow for advanced payment of half of the grant, and replacing Exhibits A and B in their entireties, with no change to the not-to-exceed amount of the agreement.

**PROJECT SUMMARY:**

The Chamber of Commerce has requested a further change to the grant disbursement schedule, requesting that the remainder of payments be invoiced in two further installments, with payment number 2 being invoiced for up to \$28,750 and thereafter payment number 3 being invoiced for the remaining payment of \$28,750. In addition, the Chamber has requested a change to the scope of work to include the development of a new brand for the Business Center, including the development of a logo and messaging; the development of advertisements; the development of a business directory and community guide; promotion of the Business Assistance Center through social media; and the purchase of new technology for the Business Assistance Center. Finally, the term of the Agreement is requested to be shortened. There is no change to the not-to-exceed amount of \$115,000.

This item is consistent with the criteria for district-discretionary **Measure K** funds approved by the Board in December 2018.

The County Attorney's Office has reviewed and approved Amendment 2 to the agreement and accompanying resolution as to form.

**FISCAL IMPACT:**

There is no fiscal impact as a result of this amendment to the agreement, as the previously approved not-to-exceed amount is unchanged.