



County of San Mateo

Inter-Departmental Correspondence

Department: BOARD OF SUPERVISORS
DISTRICT 1
File #: 23-339

Board Meeting Date: 5/23/2023

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 One

RECOMMENDATION:

Measure K: Adopt a resolution authorizing a one-time grant of district-discretionary **Measure K** funds, not to exceed \$500,000, to the City of Burlingame for the Burlingame Town Square project, and authorizing the County Executive, or designee, to execute the grant agreement.

BACKGROUND:

Measure K is the half-cent general sales tax initially approved by San Mateo County voters in November 2012 and extended in November 2016 for a total of thirty years.

On March 9, 2021, and March 23, 2021, the Board of Supervisors (Board) held study sessions on **Measure K** expenditures and anticipated revenue for fiscal years (FY) 2021-23. The Board-appointed **Measure K** sub-committee, consisting of Supervisor Pine and Supervisor Canepa, convened the study sessions to, among other things, work with staff to facilitate the Board's development of **Measure K** priorities and continuing initiatives for FYs 2021-23. The Board approved \$5 million in one-time loans or grants for the FY 2021-23 budget cycle, divided equally among the five supervisorial districts, for district-discretionary needs and projects. District One has submitted a request to use their district-discretionary **Measure K** funds as shown below and described in the Project Summary section of this memorandum:

District/Project	Amount
District 1 (Supervisor Dave Pine) - City of Burlingame Town Square project	\$500,000

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

PROJECT SUMMARY:

This is a request to authorize a grant to the City of Burlingame, and resulting grant agreement, in an amount not to exceed \$500,000, to provide for the building of a Town Square in Burlingame's downtown. The County Executive's Office will administer and manage the proposed agreement.

Over the past three years, the City of Burlingame has been pursuing the design and development of a town square/community open space on the City-owned Parking Lot E in Burlingame's downtown. The property is located between Park Road and Lorton Avenue, just south of Burlingame Avenue and adjacent to the historic former Post Office property.

A "signature open space" was a key element of the City's Downtown Specific Plan, envisioned to be in the heart of downtown in the vicinity of the former Post Office. While creating the signature open space/town square has continued to be a goal over the years since, the opportunity to pursue the project came to the forefront with a proposal for the adaptive reuse and development of the former Post Office.

The Town Square project is in the core of Burlingame's downtown and presents a rare opportunity to create a focal point for the area. The plaza is intended to be "Burlingame's Living Room," providing a public gathering space in an inviting environment. The square will include areas for both active and passive enjoyment, with the goal of ensuring that the space is properly suited for downtown events and community gatherings.

The design concept for the Town Square includes a grove of trees on the Lorton Avenue side of the square, arranged in a formal orthogonal layout. One of the rows extends to Park Road to tie into the Park Road side of the square. Elements include a series of terraces at the edge of the former Post Office building, outdoor seating along the rear of the Burlingame Avenue buildings, a green wall to screen the parking behind 238 Park Road, and a distinctive "water wall" feature oriented to the grove. A public restroom and an equipment storage room will be built into the water wall structure. Plans and renderings from the most recent design phase can be found at www.burlingame.org/townsquare <../../../../Users/igoldman/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/8JYET2CA/www.burlingame.org/townsquare>.

The project is being funded by a \$2 million contribution from the developer of the adjacent Post Office project, \$1 million from the State, \$750,000 from the federal government through a Congressional earmark. The City will cover the remaining costs through General Fund monies and fundraising. The **Measure K** grant of \$500,000 would go toward design development and construction documents; construction cost; construction contingencies; construction management; and/or construction engineering support.

The total cost of the project is estimated at \$10,620,000 as follows:

• Design Development and Construction Documents	\$1,420,000
• Construction Cost	\$6,863,000
• Construction Contingencies	\$1,029,450
• Construction Management	\$1,007,550
• <u>Construction Engineering Support</u>	<u>\$300,000</u>
Total	\$10,620,000

Construction is expected to begin in Fiscal Year 2024-25, once the Post Office project is nearing

completion.

Total Measure K Request: Not to Exceed \$500,000

The release of funds will be contingent on the execution of an agreement providing for the County’s confirmation of the expenditure of funds for the purposes stated herein. The County will disburse the funds to the following organization for the purposes described above:

Lisa K. Goldman
City Manager
City of Burlingame
501 Primrose Road
Burlingame, CA 94010

lgoldman@burlingame.org <mailto:lgoldman@burlingame.org>
650-558-7243

PERFORMANCE MEASURES:

Description	Target
Construction of City of Burlingame’s Town Square project	Complete

The County Attorney’s Office has reviewed and approved the agreement and resolution as to form.

FISCAL IMPACT:

There are sufficient **Measure K** funds for this specific FY 2022-23 **Measure K** request. These funds are budgeted in the Non-Departmental Services FY 2022-23 Adopted Budget.