



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** BOARD OF SUPERVISORS  
**DISTRICT 2**  
**File #:** 22-957

Board Meeting Date: 12/13/2022

**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 an amendment to the grant agreement with the San Mateo Area Chamber of Commerce for the Business Assistance Center, extending the term through June 30, 2024, providing an exception to the criteria for district-discretionary **Measure K** funds to allow for advance payment, with no change to the not-to-exceed amount of \$115,000, 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 for the Business Assessment Center.

### **DISCUSSION:**

The Chamber of Commerce has requested a change to the grant disbursement schedule, requesting 50% (\$57,500) of the grant amount as upfront, rather than reimbursement payment, and the remaining 50% (\$57,500) paid on a reimbursement basis. This amendment requires Board approval because the criteria for district-discretionary **Measure K** funds approved by the Board in December 2018 provide for reimbursement payments. The partially upfront payment schedule is necessary to support the payment of a part-time employee and acquisition of technology equipment and software for the Business Assistance Center. The Board may approve this exception to the criteria by adopting the resolution.

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

### **FISCAL IMPACT:**

There is no fiscal impact as a result of this amendment to the agreement. There are sufficient

**Measure K** funds for this specific FY 2021-23 **Measure K** request. These funds are budgeted in the Non-Departmental Services FY 2021-23 Adopted Budget.