



## STAFF REPORT

Agenda  
Item # 9a  
Meeting  
Date: April 2, 2012

SUBMITTED BY

APPROVED BY

TO: HONORABLE MAYOR AND CITY COUNCIL  
DATE: MARCH 26, 2012  
FROM: PUBLIC WORKS  
SUBJECT: DOWNTOWN BURLINGAME AVENUE STREETSCAPE  
IMPROVEMENTS - ASSESSMENT DISTRICT 2012-1.

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**PURPOSE:** It is recommended that Council take the following actions to initiate the formation of the Downtown Burlingame Avenue Streetscape Improvement Assessment District No. 2012-1.

1. Review and approve the final project concept plan.
2. Review and approve the following attached resolutions.
  - a. Adopt the Downtown Burlingame Avenue Streetscape Improvement Project Assessment Ballot Procedures.
  - b. Initiate proceedings for the proposed Assessment District.
  - c. Approve the preliminary Engineers Report with proposed boundary of the Assessment District.
  - d. Declare the intention to order the formation of the Assessment District.
3. Review and approve the sample public notice and ballot to be sent to each property owner within the district.

**BACKGROUND:** At the January 17, 2012 meeting, the Council reviewed three options for the Burlingame Avenue Streetscape Improvements Project and directed staff to proceed with Alternative 1 for the project design. Since that time, staff and the consultant team have met with the stakeholder group to further develop the design and held a community workshop with the Council to obtain public input. In general, the recommended streetscape project concept includes 50% wider sidewalks with concrete pavers, parallel parking, intersection bulb-outs, and shorter crosswalks for pedestrian safety, site furnishings, new street lights, street trees, landscaping and new site furnishings. In addition, the project construction will also include utility replacements for water, sewer, and storm drain systems; asphalt roadway paving; concrete paving for the parking and intersection areas.

**Funding:** The total overall estimated cost of the project (streetscape and utilities) is \$15.9 M. Approximately \$11.475 M would be contributed by the City using various funding sources including water and sewer enterprise funds; parking meter rate

increases, storm drainage funds, state gas tax and Measure A Grant as well as existing funds in the streetscape CIP budget. The remaining \$4.475M is proposed to be funded by the Burlingame Avenue property owners through an Assessment District.

**DISCUSSION:** In order to initiate the formation of the Downtown Burlingame Avenue Streetscape Improvements Assessment District 2012-1, Council must review and approve the following.

**The Final Concept Plan:** The following are the key elements of the final project concept plan (The project consultant RHAA will make the presentation at the meeting).

- 16 foot wide sidewalk made of concrete pavers
- 10 foot wide asphalt concrete travel lanes
- 8 foot wide concrete parallel parking stalls
- 2 feet of parking / assist area
- Accessible crosswalks of concrete pavers at all intersections
- Pedestrian and roadway safety lighting
- Hanging flower baskets with irrigation system
- Street furnishings including bicycle racks and benches
- Informational signage and kiosks
- Replacement street trees and landscaping as well as
- Gateway entry columns.

**Assessment District Proceedings:** In order to proceed with the formation of the Assessment District 2012-1, the Council should review and approve the attached resolutions for establishing protest hearing procedures; initiation of Assessment District proceedings; the Engineer's Report; and declaration of intention to form the Assessment District.

The Assessment District comprises a total of 50 parcels fronting Burlingame Avenue between El Camino Real and California Drive. The attached Engineer's Report provides the Assessment District Boundary Map and details of the special and general benefits. The assessments to individual parcels are based on three factors - aesthetics, safety, and economic benefits. The aesthetic and safety factors use linear lot frontage while the economic factor uses the individual parcel's square footage. The total annual revenue from the proposed Assessment District 2012-1 is estimated at \$335,787. The average annual assessment per parcel is \$6,716. Actual annual assessment for a given parcel may vary depending on the actual linear frontage and square footage area of the parcel. The annual assessments will be for a period of 30 years. The property owner may pay off the annual assessments at any time during the 30 year period.

Upon Council approval, the public notices and ballots will be sent via certified mailed to property owners within the proposed assessment district at least 45 days prior to the public hearing. The public hearing is set for May 21, 2012 at which the Council will hold the public hearing to receive protests and review the ballots received to determine the formation of an assessment district. The ballots are weighted by the

proposed assessment amount on each property and the results announced by the City Council. If there is not a majority protest of the total ballots received prior to the close of the public hearing, the Council may proceed with the assessment district formation and pursue the project.

**BUDGET IMPACT:** If approved, the Burlingame Streetscape Improvements project will be funded by a combination of City and Assessment District financing as described above in the staff report.

**EXHIBITS:** Resolutions

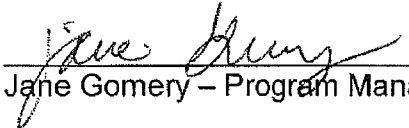
- a. Assessment District Procedures
- b. Initiating proceedings for Assessment District No. 2012-1
- c. Approve preliminary Engineers Report
- d. Declare intention to order the formation of the Assessment District No. 2012-1

Preliminary Engineer's Report with Assessment Boundary Map

Sample Public Notice

Sample Assessment Ballot

Final Concept Plan (8 pages)

  
Jane Gomery – Program Manager

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