



STAFF REPORT

Agenda
Item # 6a
Meeting
Date: May 21, 2012

SUBMITTED BY

APPROVED BY

Syed Mustafa
[Signature]

TO: HONORABLE MAYOR AND CITY COUNCIL
DATE: MAY 13, 2012
FROM: PUBLIC WORKS
SUBJECT: PUBLIC HEARING TO FORM ASSESSMENT DISTRICT 2012-1 FOR
DOWNTOWN BURLINGAME AVENUE STREETSCAPE
IMPROVEMENTS.

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

1. Hold a public hearing to:
 - a. Hear all interested persons in the matter of the proposed assessment district and the amounts of the assessments to be imposed;
 - b. Hear all objections, protests, support or other written communications relative to the formation of the district or the amounts of the assessments from any person;
 - c. Receive any remaining ballot submissions (must be submitted PRIOR to the conclusion of the public hearing).
2. At the conclusion of the public hearing, Council should continue the proceeding until later in the meeting and direct the City Clerk to review all the ballots and report back to the Council before the end of the meeting.
3. Once the ballots have been tabulated, the Council should then review the ballot results and do one of the following:
 - a. If there is not a "majority protest" the Council may adopt the attached Resolution ordering improvements, ordering formation of the City of Burlingame Streetscape Improvement Assessment District No. 2012-1, confirming the assessment diagram, confirming and levying assessments, and authorizing necessary action; or
 - b. If there is a "majority protest", then Council must abandon the creation of the district.

BACKGROUND: At the April 2, 2012 meeting, Council initiated the proceedings to form the Downtown Burlingame Avenue Streetscape Improvement Assessment District No. 2012-1. Weighted ballots were sent via certified mail to all the property owners on April 5, 2012. Ballots are weighted based on the assessment amount

calculated for each parcel. To date, of the fifty (50) ballots mailed to property owners, twenty-five (25) have been received by the City Clerk.

DISCUSSION: In order to complete the formation of the Downtown Burlingame Avenue Streetscape Improvements Assessment District 2012-1, Council must review the ballots and determine if there is a "majority protest" vote. In the event that the weighted assessment ballots cast in opposition, exceed the weighted assessment ballots in support, there will be a "majority protest" and the City Council will be precluded from proceeding with formation of the district. If a "majority protest" does not exist, Council may proceed with formation of the assessment district by adoption of the attached resolution.

The City Clerk will review the validity of the ballots after the close of the public hearing, and report back to the Council before the end of the meeting. The ballot tabulations will be performed by the City Clerk with assistance from NBS Consultant and staff in Conference Room A at the City Hall, which will be open to the general public for observation.

BUDGET IMPACT: If approved, the Burlingame Streetscape Improvements project will be funded by a combination of City and Assessment District financing.

EXHIBITS: Resolution ordering improvements and formation of assessment district 2012-1; Affidavit of mailing; Sample ballot; and Engineer's report.



Jane Gomery – Program Manager