



# STAFF REPORT

**To:** Parks and Recreation Commission

**Date:** January 16, 2020

**From:** Margaret Glomstad, Parks and Recreation Director

**Subject:** Update on the Relocation Plan for the New Community Center Construction

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## **RECOMMENDATION**

Staff recommends that the Commission review an update regarding the relocation plan for the construction of the new Community Center.

## **BACKGROUND**

Since 2012, City staff, in collaboration with Group 4 Architecture, the Citizens' Advisory Committee (CAC), and community members, has been working on developing plans for a new community center in Washington Park. The work included the development of a Master Plan for the active areas of the park and identified the site locations of the park amenities (Community Center Master Plan) and conceptual designs of the proposed building within the Master Plan. The City Council approved the Community Center Master Plan on July 7, 2014.

At the July 2, 2018 Council meeting, the City Council chose to move forward with the pavilions style building, a 35,700 square foot community center with parking under and adjacent to the new center. At the September 20, 2018 Parks & Recreation Commission meeting and the September 24, 2018 Planning Commission meeting, City staff and Group 4 presented a schematic design progress update, including relaying the input that the Council provided at its study session. On November 5, 2018, the City Council unanimously approved the schematic design and phasing for the new Community Center and work began on the Design Development documents.

At the July 1, 2019 City Council meeting, the Council approved the including a sprung wood floor in the Community Hall and the infrastructure for the Green Roof on Kids Town so work on the Construction Documents could begin.

Since that time, the consultants have been with City staff on the Construction Documents and staff has been working on the relocation plan and temporary facilities for the duration of the construction.

## **DISCUSSION**

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Temporary class space will be available through the use of the Lions Club during the week and portables in Lot X (adjacent to the Lions Club) seven days a week. The portable spaces include:

1. One large portable (48x60) for programming
2. One large portable divided in half (24x30 on each side) for programming
3. Two office portables (12x40) for staff and one small meeting room

Each portable will have a restroom and sink. The large portable will house fitness, youth and some dance classes. The divided large portable will host art and craft classes primarily, but will share with some dance programs that need mirrors or mats. The smaller portable will have the piano and a meeting table to provide space for community meeting and music classes. When the relocation has been completed, future commission and Foundation meetings will be held in the Library. If a commission agenda item is expected to draw a larger audience, a new location for that meeting will need to be secured.

Additional spaces at Village preschool will be utilized after hours for some toddler classes and private music classes, and Mercy will provide space for all in-house vacation camps and summer enrichment classes. The Burlingame Library will also provide assistance with additional space for community meetings and one-time programming.

Staff began working with Department instructors in 2018, and have been instrumental in helping develop the relocation spaces. Recently, the coordinators have been educating their instructions about the spaces and to date, the spring programming has been scheduled in the portables.

Prior to installation of the portables, temporary power needs to be installed in Lot X. This work is currently in process and is expected to be completed by the end of February. The portables will then be installed and the temporary power hooked up. The parking lot exit will also need to be renovated to allow for in and out access. The work requires coordination between multiple agencies/companies which leads to a complex timing process.

Parks and Recreation administrative staff will be housed in a variety of locations. The front office staff, building attendants, one supervisor and one or two coordinators will be located in the portable complex in Lot X. One supervisor and 3 to 4 coordinators will be located in the Public Works Corp Yard at 420 Rollins Road. The office location of the Parks Superintendent, Parks Administrative Assistant, Recreation Administrative Assistant, and the Parks and Recreation Director is still being decided upon.

The plan is to phase the moving of the staff starting with relocation to the Public Works Corp Yard. Once that is completed staff will be moved into the portables with the remaining staff to be moved after that is done.

The existing furnishings will be stored in a variety of locations depending on the amount of use they receive. Staff will be utilizing containers at the Murray Field Corp Yard, the Grandstands, the portables, and other locations as needed. This process is already underway.

Below is a very general timeline that is subject to change due to a variety of circumstances that could change over the next four months.

<b>Project</b>	<b>Estimated Completion</b>
Power to Lot X	Mid-February
Installation of Portables	Mid-March
Relocation to PW Corp Yard	Mid-March
Relocation to Portables	Early April
Relocation of Remaining Staff	Mid-April
Demolition of Rec Center	May

**FISCAL IMPACT**

In November 2017, the voters of Burlingame approved Measure I, a ¼ cent sales tax measure that generated \$2.5 million in the fiscal year ending June 30, 2019. According to the Measure I expenditure plan approved by the Council in February 2018, \$1 million of Measure I proceeds are pledged toward annual debt service on the issuance of bonds to finance the Community Center Project. An additional \$1 million annual General Fund transfer was approved by the Council in the 2018-19 fiscal year budget, also intended to fund the debt service, to allow for a lease revenue bond issuance of approximately \$30 million for the project. In December, the 2019 Lease Revenue Bonds were issued, garnishing bond proceeds of over \$39.2 million. The bonds were structured so as to achieve the highest possible amount of proceeds consistent with an annual debt service payment of \$2 million for the next 30 years.

As the total costs of the entire project are expected to exceed \$52 million, the City will need to rely on an additional \$12.8 million in funding to pay for the project. Some combination of money from the Capital Investment Reserve, additional Measure I revenues, or other funding may be considered.

**EXHIBITS**