



STAFF REPORT

AGENDA NO: 9e

MEETING DATE: April 7, 2025

To: Honorable Mayor and City Council

Date: April 7, 2025

From: Helen Yu-Scott, Finance Director – (650) 558-7222

Subject: Adoption of a Resolution of Intention to Levy Broadway Area Business Improvement District Assessments for Fiscal Year 2025-26, Setting a Public Hearing for May 5, 2025, and Approving the District's Annual Report for 2024-25

RECOMMENDATION

Staff recommends that the City Council adopt a resolution:

- 1) Declaring its intention to levy assessments for fiscal year 2025-26.
- 2) Setting a public hearing for Monday, May 5, 2025, at 7:00 p.m. at the City Council Chambers, 501 Primrose Road, Burlingame CA; and
- 3) Approving the Broadway Area Business Improvement District Annual Report for fiscal year 2024-25

BACKGROUND

Pursuant to California Streets and Highways Code Section 36500 et seq., the City Council of the City of Burlingame established the Broadway Area Business Improvement District in 1992 for the purpose of promoting economic revitalization and physical maintenance of said business district.

The Broadway Area Business Improvement District (BABID) submitted its annual report to the City on March 18, 2025. A review of its financial activities through December 31, 2024, is included as part of the report. There are no recommended changes in the boundaries, assessments, or classifications of businesses within the improvement district for the new fiscal year.

The Resolution of Intention to Levy Assessments notifies all businesses within the district of the City Council's intention to levy the assessments and collect the fees for the district. The public hearing associated with these actions gives the businesses an opportunity to voice their opinions, comments, suggestions, and concerns directly to the City Council. The recommended date of the hearing is May 5, 2025, at 7:00 p.m. at the City Council chambers.

DISCUSSION

Since the BABID was first established in the 1990s, the Broadway Area Business Improvement District has operated to promote the businesses in the district and provide for the area's physical

attractiveness. The BABID files an annual report of the district's improvements and activities with the City each year.

The attached Resolution establishes a public hearing on the proposed BABID assessments and programs for the 2025-26 year. Staff recommends the public hearing be set for May 5, 2025, at 7:00 p.m. at the City Council Chambers, 501 Primrose Road, Burlingame, CA.

At the public hearing, the City Council will receive testimony and evidence, and interested persons may submit written comments before or at the public hearing, or they may send the comments by mail or deliver them to the City Clerk. At the public hearing, any and all persons may make oral or written protests of this proposed assessment. In order for a person's protest to be counted in the majority protest against the proposed assessments or programs and services for 2025-26, the individual must submit the protest in writing to the City Clerk at or before the close of the public hearing on May 5, 2025. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall identify the business and its address, include a description of the business, and state the number of employees of the business. If the person signing the protest is not shown on the official records of the City of Burlingame as the owner of the business, then the protest shall contain or be accompanied by written evidence that the person is the owner of the business. Any written protest as to the regularity or sufficiency of the proceeding shall be in writing and clearly state the irregularity or defect to which objection is made.

At the conclusion of the public hearing, if the City Council determines that there are of record written protests by the owners of businesses within the BABID that will pay 50% or more of the total assessments of the entire BABID, as to the proposed assessments for 2025-26, the City Council shall not levy any assessment for 2025-26. At the conclusion of the public hearing, if the City Council determines that there are of record written protests by the owners of businesses within the BABID that will pay 50% or more of the total assessments of the entire District only as to a particular improvement or activity proposed, then that particular improvement or activity shall not be included in the District for the 2025-26 fiscal year.

Upon approval of the annual report and subsequent to a public hearing on the matter, the City Council levies assessments on the district's businesses for the subsequent fiscal year and collects the levies with the annual renewal of business licenses.

FISCAL IMPACT

The proposed assessment for fiscal year 2025-26 is approximately \$27,850 and will be collected with the City's annual business license renewal process. The funds are forwarded to BABID for expenditures as authorized by the Board of Directors. The City will continue to cover the expenses associated with the renewal of the BABID. These expenses include staff time, postage, and supplies.

Exhibits:

- Resolution
- Broadway Business Improvement District Annual Report
- Notice of Proposed Assessments and Public Hearing