

BROADWAY BURLINGAME BUSINESS IMPROVEMENT DISTRICT (BBID)

March 17, 2025

City Manager
City of Burlingame
Burlingame, CA 94010

RE: BBID 2024 Annual Report and 2025 Budget

Dear City Manager:

The BBBID proposes no changes in boundaries or assessments.

Budget outline for fiscal 2024 activities (in percent of total revenue):

A. Advertising & BBID Events	30%
B. Burlingame Shuttle	30%
C. Streetscape Beautification	30%
D. Website Design & Maintenance	10%

Detail of 2024 Income & Expenditures:

INCOME

Merchant Association Dues	28,162.50
Other Income	
Interest Income	1.85
Sponsorship Donations	3,500.01
Total Other Income	3,501.86
TOTAL INCOME	31,664.36

EXPENSE

Operating Expenses	
Repairs & Maintenance Expense	
Electrical Repairs & Upgrades	8,550.00
Site Repairs	825.00
Total Repairs & Maintenance Expense	9,375.00
Taxes & Insurance Expense	
General Liability Insurance	819.00
Other Taxes, Licenses, & Fees	25.00
Total Taxes & Insurance Expense	844.00
Legal and Other Professional Fees	
Tax Prep & Filing	400.00
Total Legal and Other Professional Fees	400.00

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General & Administrative Expense	
Advertising	886.53
Web Hosted Services	786.85
Total General & Administrative Expense	<u>1,673.38</u>
Total Operating Expenses	11,790.61
Events	
Event Supplies	511.34
Event Expenses	4,119.67
Total Events	<u>4,631.01</u>
TOTAL EXPENSE	16,923.39

Status of Funds as of December 31, 2024 (Funds on Hand):

Wells Fargo Operating Account	\$32,543.93
Wells Fargo Savings Account	\$15,536.00
TOTAL	\$48,079.93

If you have any questions, please do not hesitate to contact me,
Ayn Gilmore at AVR Realty, 650-342-2073.

Sincerely,



Ayn Gilmore
Treasurer, BBBID
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1169 Broadway
Burlingame, CA 94010