



STAFF REPORT

AGENDA NO: 8h

MEETING DATE: April 1, 2019

To: Honorable Mayor and City Council

Date: April 1, 2019

From: Carol Augustine, Finance Director – (650) 558-7222

Subject: Adoption of a Resolution of Intention to Levy Broadway Avenue Business Improvement District Assessments for Fiscal Year 2019-20 and Setting a Public Hearing for May 6, 2019; and Approving the District's Annual Report for Fiscal Year 2018-19

RECOMMENDATION

Staff recommends that the City Council:

- (1) Approve the Broadway Avenue Business Improvement District Annual Report for Fiscal Year 2018-19;
- (2) Adopt a Resolution of Intention to Levy Assessments for Fiscal Year 2019-20; and
- (3) Set a public hearing for Monday, May 6, 2019 at 7:00 p.m.

BACKGROUND

The Broadway Avenue Business Improvement District (BABID) submitted its annual report to the City on February 22, 2019. A review of its financial activities through February 20, 2019 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 date of the hearing is May 6, 2019 at 7:00 p.m.

DISCUSSION

Since the BABID was first established in the 1990s, the Broadway Avenue Business Improvement District has operated to promote the businesses in the district and provide for the area's physical attractiveness. Each year, the BABID files an annual report of the district's improvements and activities with the City.

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

FISCAL IMPACT

The proposed assessment for fiscal year 2019-20 is \$27,250, and will be collected with the City's annual business license renewal process. The funds are forwarded to the 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:

- Broadway Business Improvement District Annual Report
- Resolution of the City Council of the City of Burlingame Declaring Its Intention to Renew the Broadway Area Business Improvement District, to Establish 2019-20 Assessments for the Broadway Area Business Improvement District, and Approving the District's 2018-19 Annual Report
- Notice of Proposed Assessments and Public Hearing for the Broadway Area Business Improvement District for Fiscal Year 2019-20