

---

## BROADWAY BUSINESS IMPROVEMENT DISTRICT (BBID)

650-347-3400  
[chris@pot-pourri.com](mailto:chris@pot-pourri.com)

1235 Broadway  
Burlingame, CA  
94010

February 20, 2019

City Manager  
City of Burlingame  
Burlingame, CA

RE: BBID Annual Report and 2019-20 Budget

Dear City Manager:

The BBID proposes no changes in boundaries or assessments.

Budget outline for fiscal 2019-20 activities (in percent of total revenue):

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

Detail of Funds as of February 20, 2019 (Funds on Hand)

Income Received:

Interest Income	\$ 18.67
BBID Assessment Collected	\$ 24,958.00
Sponsorship	\$ 1,000.00
<b>TOTAL INCOME RECEIVED:</b>	<b>\$ 25,976.67</b>

Expenditures:

Advertising	\$ 8,137.93
Bank Charges	\$ 4.00
Beautification	\$ 8,371.33
Maintenance	\$ 8,499.53
Supplies	\$ 251.90
Insurance	\$ 595.00

---

---

Burlingame Trolly	\$ 4,000.00
Website	\$ 1345.73
Promotions	\$ 6,121.79

TOTAL EXPENDITURES:	\$ 37,327.21
---------------------	--------------

Status of Funds as of February 20, 2019 (Funds on Hand):

Saving Account - Chase Bank	\$ 29,748.63
Checking Account - Chase Bank	\$ 4,101.51

TOTAL:	\$ 33,850.14
--------	--------------

If you have any questions, please do not hesitate to contact Christopher Diez at Pot-Pourri, 650-347-3400.

Sincerely,



Christopher Diez  
Treasurer, BBID



Ross Bruce,  
Secretary, BBID

---