



STAFF REPORT

AGENDA NO: 9j

MEETING DATE: August 18, 2025

To: Honorable Mayor and City Council

Date: August 18, 2025

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

Subject: Annual Renewal of the Burlingame Avenue Area Business Improvement District (DBID): Resolution Approving the 2024-25 Annual Report; Declaring the City's Intention to Establish and Levy Assessments for Fiscal Year 2025-26 and Setting Required Public Hearing for September 15, 2025 at 7:00 p.m. at the City Council Chambers, 501 Primrose Road, Burlingame CA

RECOMMENDATION

Staff recommends that the City Council adopt a resolution:

- Approving the 2024-25 annual report of the Burlingame Avenue Area Business Improvement District.
- Stating the Council's intent to levy assessments on businesses within the District for the 2025-26 fiscal year; and
- Setting a public hearing for Monday, September 15, 2025, at 7:00 p.m. in the City Council Chambers

BACKGROUND

Pursuant to California Streets and Highways Code Section 36500 et seq., the Burlingame City Council adopted Ordinance 1735 in 2004 establishing the Burlingame Avenue Area Business Improvement District (DBID) for the purpose of promoting the downtown Burlingame Avenue business area. In the summer of 2010, the DBID was re-instituted after a hiatus of several years. Since that time, the DBID has provided business-enhancing activities, events, and publicity for the downtown Burlingame businesses. Pursuant to the Streets and Highways Code, the DBID must file a report with the City each year detailing its activities, its past-year activities, its finances for the past year, and its proposed budget for the coming year.

DISCUSSION

The DBID submitted its 2024-25 annual report and its 2025-26 fiscal year proposed budget on July 7, 2025. Copies of the documents are attached to the Resolution of Intention. Note that the DBID's operating year begins October 1 and ends September 30. The DBID's 2025-26 fiscal year budget provides a total of \$143,800 in expenditures. The estimated assessment amount of \$73,450 will be billed to the businesses for the DBID's upcoming fiscal year. The DBID expects to collect \$70,350

in revenue from events and contributions. The DBID has an available fund balance to cover any overages that may occur in expenditures or any delinquent payments of member assessments.

Under the law, the City must, after a noticed public hearing, levy the annual assessments on the businesses within the District. The resolution attached to this report sets that public hearing and provides notice to the businesses in the District. The public hearing will be conducted at the Council meeting on September 15, 2025, at 7:00 p.m. in the Council Chambers. The method of assessment will remain the same as in the prior year.

Following the Council's adoption of the Resolution of Intention, the Finance Department will mail a letter to all affected businesses within the DBID. The letter will inform each business that the annual renewal process has commenced. The letter will also provide each business with the geographic zone in which they are located, the square footage of the business, and the proposed assessment to be charged in the new fiscal year.

In addition, each business will also receive a copy of the adopted Resolution of Intention and a Notice of Public Hearing as required by law. The Resolution of Intention to Levy Assessments notifies all businesses within the District of the City Council's intention to levy and collect fees. The public hearing gives the businesses an opportunity to voice their opinions, comments, suggestions, and concerns directly to the City Council. **The recommended hearing date is September 15, 2025, at 7:00 p.m.** The meeting is scheduled to be held in the Council Chambers, 501 Primrose Road, Burlingame, CA. Members of the public may view the meeting either in person or by logging into the Zoom meeting through the link published within the meeting agenda on the City's website or by accessing the meeting by phone. Access information will be found at www.burlingame.org.

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 be sent by mail or delivered to the City Clerk at City Hall. At the public hearing, any and all persons may make oral or written protests against the proposed assessments. In order for a protest to be counted in the majority protest against the proposed assessments or programs and services, the protest must be submitted in writing to the City Clerk at or before the close of the public hearing on September 15, 2025. Each written protest must identify the business and its address, include a description of the business and the amount of the assessment proposed for that business. If the person signing the protest is not shown on the official records as the owner of the business, then the protest must contain or be accompanied by written evidence that the person is the owner of the business or otherwise empowered to enter a protest on its behalf. A written protest that does not comply with the provision of this paragraph will not be counted in determining a majority protest. Any written protest as to the regularity or sufficiency of the proceeding must be in writing and clearly state the irregularity or defect to which the objection is made. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

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 downtown Burlingame Avenue Area Business Improvement District which will pay fifty percent (50%) or more of the total assessments of the entire District, as to the proposed assessments, the City Council cannot levy any assessment for the District. 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 District which will pay fifty percent

(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 cannot be included in the District.

FISCAL IMPACT

Approximately \$73,450 in assessments is anticipated to be collected annually. The funds are forwarded to the DBID for expenditures as authorized by their board of directors. The City of Burlingame covers the expenses associated with the renewal of the DBID.

Exhibits:

- Resolution of the City Council of the City of Burlingame Approving the 2024-25 Burlingame Avenue Area Business Improvement District Annual Report and Declaring its Intention to Establish and Levy 2025-26 Assessments for the Burlingame Avenue Area Business Improvement District
- Notice of Public Hearing: Consideration of Establishment and Levy of Annual Assessments on Businesses Within the Burlingame Avenue Area Business Improvement District for the 2025-26 fiscal year