



# STAFF REPORT

AGENDA NO: 10b

MEETING DATE: May 4, 2026

**To: Honorable Mayor and City Council**

**Date: May 4, 2026**

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

**Subject: Public Hearing and Adoption of a Resolution Approving and Levying the Downtown Burlingame Avenue Business Improvement District Assessments for Fiscal Year 2026-27**

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## **RECOMMENDATION**

Staff recommends that the City Council:

1. Hold a public hearing to consider any protests to the Downtown Burlingame Avenue Business Improvement District (BID) assessments;
2. Close the public hearing and ask the City Clerk to report any protests filed with the City; and
3. If protests do not constitute a majority of the value of the assessments, adopt the resolution approving and levying the 2026-27 assessments.

## **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. At that time, the Council reviewed and approved a new annual assessment formula (revising Chapter 6.54 of the Burlingame Municipal Code, attached as an exhibit to this staff report), which has remained unchanged since that time.

## **DISCUSSION**

For the past 16 years, the DBID has provided business-enhancing activities, events, and publicity for the downtown Burlingame businesses. In the fall of 2025, the DBID Board of Directors expressed the desire to align the district's fiscal year with the City's regular fiscal year, beginning July 1 and ending June 30, to improve administrative efficiency, budgeting consistency, financial reporting, and services coordination. With the City Council's support and proper noticing to the DBID businesses, the City Council held a public hearing and approved the change on February 2, 2026. Fiscal year 2026-27 will be the first fiscal year in which the DBID assessment is levied under the new fiscal year cycle.

Since 2023, the City has partnered with HdL Companies to support the business community with business license and tax needs. HdL Companies will send out fiscal year 2026-27 business license renewal notices in May 2026, and the DBID assessment will be included on the renewal form as a separate line item for the businesses in the DBID boundary. Businesses that made the assessment payment by March 31, 2026, for the prior year's levy will automatically receive a one-quarter credit while the City transitions to the new fiscal year cycle.

The City Council adopted a resolution of intention to set the 2026-27 Downtown Burlingame Avenue BID assessments on April 6, 2026, and established May 4, 2026, at 7:00 p.m. as the public hearing date and time (Resolution No. 037-2026). If there is a protest by businesses representing a majority of the assessed value, the resolution cannot be approved. Protests may be presented in writing before or at the hearing. **Any and all protests must be received by the City Clerk at or before the time fixed for the public hearing.**

### **FISCAL IMPACT**

Approximately \$90,000 in assessments is collected annually from businesses within the district; all of these funds are forwarded to the Downtown Burlingame Avenue Area Business Improvement District for improvements as authorized by the BID Board of Directors. The City of Burlingame has covered the expenses associated with renewing the Downtown Burlingame Avenue BID in the past.

Exhibits:

- Method and Formula of Assessment, Burlingame Avenue Business Improvement District
- Resolution of the City Council of the City of Burlingame Establishing 2026-27 Assessments for the Downtown Burlingame Avenue Business Improvement District