

Downtown Burlingame Business Improvement District

Minutes from meeting held on August 8, 2023

In attendance: Jenny Keleher, Pookie Selig, Laurie Hilt, Nick Kosturos, Joseph San Filippo (COB), Rachel Ni, Hadia Makdisi, Jira, Batya Berenfus, Neli (Floral Art and Décor)

Jenny called the meeting to order at 6:05pm

No minutes to Approve from July's Closed Meeting

President's Report: Jenny will forward the templates for the Branding for Social Media "Downtown Burlingame", so we can all use them. Jenny reported that lighting donations are up to \$1,500 (QR code donations only!).

Treasurer's Report: Nick reported that we have \$ 42,049.89 balance in our Checking Account. Laurie will report on assessment / collections update in her report.

Executive Director Report: Laurie reported that our Annual Reports have been submitted to City Council for their 8/21 and 9/18 meetings. Pookie has agreed to attend the 8/21 City Council Meeting on behalf of the DBID and Nick will attend the 9/18 meeting. We appreciate their continued support! DBID 2023 Taxes have been submitted and Charitable Trust Filings have been submitted as well. Continued work with the City on the Outstanding assessments. Emails and snail mail letters have been sent to all outstanding accounts explaining that this is the last chance before collections. Overdue accounts (14K) will be sent to collections on 8/12/23.

Committee Reports:

- **Wine Walk Update:** Pookie reported that we have 26 merchants signed up to participate in the wine walk. She will let us know what she needs from us, in terms of volunteers on the night of the event. Jenny and Susan will be at the Woman's Club and Laurie will be at Coconut Bay to check in participants.
- **Fall Fest Update:** Disen Kai has become a sponsor at \$1,500.00, Jason Tan at \$1,200.00, things are starting to move forward. Laurie will begin work on the Fall Fest permit, Pookie will send her the map.
- **Beautification Committee:** Hadia reports that she is continuing to pound the pavement and talking to as many people as she can to raise awareness about the QR code and lighting up Downtown. She's happy to give postcards to us to help her with this effort.
- **Holiday Event –** Laurie reported that the Holiday Event discussions are starting up once again. We will do the Trackless Train (free to the participants), Laurie getting quote note from vendor. Parks and Rec having the tree lighting at City Hall, Santa on the Avenue. We will get bands from BHS and Clubs from BHS along with singers from the Elementary schools. This event will look and feel much like last years event, which was very popular and successful. Parks and Rec is also planning to do a "Holiday Market" at Washington Park / Parks and Rec Building on the Saturday following the Tree Lighting. More to come.

Old Business:

- **Photographer –** Tom Upton will be on hand at wine walk on 8/30. Need to set a date for picture and downtown photos.

New Business: Discussion was had on the Business License Invoice that went out from HDL (Contracted through City of Burlingame) to Merchants. The Invoice was unclear and states verbiage about the DBID Assessment being collected in the invoice. We had no idea about this and there was no communication. Laurie will contact Helen at the City Finance Department to find out what happened and then to ask them to issue a communication straightening the matter out because our Assessments are done completely separately.

Public Comment: Joseph reported that the Wine Walk will be advertised in the eNews. He's working with the Chamber on the 1200 – 1300 block street closure after Art on the Avenue. He will have a New Business List to the group shortly.

Meeting was adjourned at 7:45pm

