



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 6

Section Name: {{section.name}}

Account Number: 14-1311

File ID: {{item.tracking\_number}}

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**TO:** City Council

**FROM:** Drew Corbett, City Manager

**PREPARED BY:** City Manager's Office

**MEETING DATE:** November 07, 2022

**SUBJECT:**  
Downtown Business Improvement Area – Ordinance Adoption

**RECOMMENDATION:**  
Adopt an Ordinance to modify the basis and method of levy for the Downtown Business Improvement Area (DBIA).

**BACKGROUND:**  
On November 7, 2022, the City Council introduced the attached ordinance to modify the basis and method of levy for the Downtown business Improvement Area (DBIA) and amending ordinances 1986-12, 1995-21, 1996-13, and 2008-7.

At the October 17, 2022 City Council approved the draft ordinance with the addition of a “Sole Proprietor” to the business size tiers in the Service and Professional categories. Additionally, Council made a fee modification to the 6-15 employee business tier for the Service and Professional categories.

**BUDGET IMPACT:**  
Modifying the DBIA assessment fee does not have an impact on the General Fund.

**ENVIRONMENTAL DETERMINATION:**  
This item is exempt from California Environmental Quality Act (CEQA) requirements because it is an administrative activity that will not have a significant effect on the environment per CEQA Guidelines section 15378(b)(5).

**NOTICE PROVIDED**  
All meeting noticing requirements were met. Businesses within the DBIA were sent a letter announcing the public hearing with a copy of the adopted resolution of intent on October 24, 2022. A public notice and the adopted resolution of intention was also published in the San Mateo Daily Journal for 7 days.

**ATTACHMENTS**  
Att 1 – Ordinance  
Att 2 – Public Comments

**STAFF CONTACT**  
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