



STAFF REPORT

AGENDA ITEM NO:

MEETING DATE: October 21, 2024

To: Honorable Mayor and City Council

Date: October 21, 2024

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

Subject: Adoption of a Resolution of Intent to Amend the City of Burlingame Master Fee Schedule for the 2024-25 Fiscal Year and Set the Public Hearing for Such Amendment for November 18, 2024, at 7:00 p.m. at the City of Burlingame City Council Chambers

RECOMMENDATION

Staff recommends that the City Council review and discuss staff recommendations for changes to the City's Master Fee Schedule for fiscal year 2024-25, and establish a Public Hearing for November 18, 2024, at 7:00 p.m. at the City of Burlingame City Council Chambers in connection with updates to the document.

BACKGROUND

The City Council traditionally approves a Master Fee Schedule as part of the budget process. The City Council reviewed the proposed fees for fiscal year 2024-25 on April 15, 2024, held the public hearing, and approved the Master Fee Schedule on May 6, 2024 (Resolution No. 063-2024).

DISCUSSION

Staff discovered that there are a few fees missing from the schedule, and some of the fee descriptions are not clear. Staff believes that it is necessary to update the descriptions, including the missing items, and bring the fee schedule back to the City Council for further review and approval. The edits are noted in the proposed Master Fee Schedule in **red type** and are described below.

1. Building Division Fee Section
 - a. Page 1 of 29 – update the valuation table for amount of \$1,000,001 and up based on the most recently published ICC information.
 - b. Page 1 of 29 – add “Single-Family & Duplex Re-Roof & Window Replacement” and “City of Burlingame Permit Fee Multiplier” under “Other Building Permit Fees” service category.
 - c. Page 2 of 29 – add “Heat Pump Water Heater*” under “Plumbing Permit Fees”

- service category.
- d. Page 3 of 29 – add “Heat Pump” under “Mechanical Permit Fees” service category.
 - e. Page 4 of 29 – modify the fees for “Residential Photo Voltaic System” under “Electrical Permit Fees” service category.
2. Public Works Engineering Division Section
 - a. Page 5 of 29 – minor wording changes to add more clarity.
 - b. Page 6 of 29 – remove the fees for “Leaf Blower Testing Certification” and minor wording changes.
 - c. Page 7 of 29 – minor wording changes to add more clarity.
 3. Library Section
 - a. Page 11 of 29 – add “Miscellaneous Fee” section to the library fees.
 4. Parks and Recreation Fee Section
 - a. Page 13 of 29 – update the “Large Room” rental fees for Group B and Group C under “Sequoia A or B” service category.
 - b. Page 20 of 29 – update the “15-gallon Memorial Tree Planting” under the “Trees and Parks Fees” service category.
 5. Public Works – Sewer Division Section
 - a. Page 27 of 29 – update the “Bimonthly Sewer Service Charges” and “New Customers in Single-Family or Duplex Classification” under the “Sewer” service category.
 6. Public Works – Water Division Section
 - a. Page 28 of 29 – add “Maintenance of Water in Fire Protection System” and “Temporary Water Service Meter Charges” sections under “Water Service Fees” service category.

FISCAL IMPACT

Changes to the City’s Master Fee schedule will provide clarity to the public and result in potential revenue. However, the actual amounts are difficult to calculate because the use of some services is voluntary, and the volume/demand of each activity varies.

Exhibits:

- A Resolution of Intent of the City Council of the City of Burlingame to Amend the Master Fee Schedule for City Services
- City of Burlingame Proposed Master Fee Schedule