



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: May 5, 2025

To: Honorable Mayor and City Council

Date: May 5, 2025

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Kevin Okada, Assistant Director of Public Works – (650) 558-7230**

Subject: Adoption of Resolutions Initiating Proceedings to Renew the Levy and Collection of Assessments for the Downtown Burlingame Avenue Streetscape Improvement Project for Fiscal Year 2025-26; Approving the Annual Engineer's Report for Fiscal Year 2025-26; and Declaring the Intention to Levy and Collect Assessments for Fiscal Year 2025-26 and Setting a Public Hearing

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolutions to initiate proceedings to renew the levy and collection of assessments for the Downtown Burlingame Avenue Streetscape Improvement Assessment District No. 2012-1 for fiscal year 2025-26 as follows:

- a. Initiate proceedings for the levy and collection of assessments for fiscal year 2025-26;
- b. Approve the Annual Engineer's Report for fiscal year 2025-26; and
- c. Declare the intention to levy and collect assessments for fiscal year 2025-26 and set a public hearing.

BACKGROUND

At its April 2, 2012 meeting, the City Council initiated the proceedings to form the Downtown Burlingame Avenue Streetscape Improvement Assessment District No. 2012-1. The proceedings were conducted under the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15, of the California Streets and Highways Code (Act) (Streets and Highways Code section 22500 et seq.). The City sent weighted ballots via certified mail to the property owners on April 5, 2012. At the May 21, 2012 meeting, the City Council conducted a Public Hearing to tabulate ballots for the Assessment District. The results of the ballot showed no "majority protest", thereby allowing the City Council to order improvements, form the Assessment District, and levy assessments totaling \$335,787 annually for 30 years to the downtown Burlingame Avenue property owners. Property owners were given the option to pre-pay their assessments to avoid paying annually. Five property owners have exercised this option.

DISCUSSION

The Engineer's Report (Annual Report) is updated annually to reflect any changes that may have occurred to property configuration in the Assessment District. There are no changes to existing

improvements, nor are there any items being added to the list of improvements previously approved at the formation of the Assessment District. The Act requires the City Council to order preparation of the Annual Report; describe any new improvements or changes to existing improvements since formation of the Assessment District; and initiate proceedings for the levy and collection of assessments for the next fiscal year (Fiscal Year 2025-26). The first resolution provides for these requirements.

The Act then requires the City Council to approve the Annual Report, which is provided by the second resolution.

Finally, the Act requires the City Council to declare its intention to levy and collect assessments for the Assessment District, set a Public Hearing to confirm and levy the assessment, and describe any increase of assessments from the previous year. The Public Hearing will be held on May 19, 2025, at 7:00 p.m. in the Council Chambers. There are no increased assessments proposed from the previous year above those that the property owners previously approved.

FISCAL IMPACT

The total assessment for fiscal year 2025-26 is \$310,156, which reflects pre-payments by property owners. There are no changes to the annual assessment from last year. Funds collected through assessments will be used as part of the debt payment for the Burlingame Avenue Streetscape bonds.

Exhibits:

- Resolution Initiating Proceedings for Levy & Collections
- Resolution Approving Annual Report for FY 2025-26
- Updated Engineer's Report for FY 2025-26
- Resolution Declaring Intention to Levy & Collect Assessments
- Staff Report – April 2, 2012
- Staff Report – May 21, 2012