



STAFF REPORT

AGENDA NO: 10b

MEETING DATE: May 5, 2025

To: Honorable Mayor and City Council

Date: May 5, 2025

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

Subject: Public Hearing and Adoption of a Resolution Approving the City of Burlingame Master Fee Schedule for Fiscal Year 2025-26

RECOMMENDATION

Staff recommends that the City Council:

- 1) Hold a public hearing in connection with updates to the City's Master Fee Schedule, and
- 2) Adopt a resolution approving the Master Fee Schedule for fiscal year 2025-26.

BACKGROUND

California law allows cities to impose fees for governmental services when an individual's use of the City service is voluntary, and the fee charged is reasonable to the level of service and the cost of providing the service. In fiscal year 2023-24, the City updated its User Fee Cost Recovery Policy, which provided guidelines for cost recovery appropriate for the various services for which a fee is charged. Staff recommendations for fees were developed in accordance with these guidelines.

The City Council has traditionally approved a Master Fee Schedule as part of the budget process. Fee adjustments are not automatic; they require annual review and approval by the City Council. An annual review and update ensures that fees reflect current costs to provide services, allows the addition of fees when applicable for new City services, and provides for the elimination of fees for discontinued services.

The City Council reviewed the proposed fees on April 7, 2025, and the Council established a public hearing for May 5, 2025 (Resolution No. 028-2025). In compliance with the California Government Code § 66016, notice of the public hearing was duly provided. The proposed Master Fee Schedule for fiscal year 2025-26 was posted to the City's web page at [Master Fee Schedule](#).

DISCUSSION

After the April 7th City Council meeting, staff incorporated the Council's feedback and proposed a number of edits to the Master Fee Schedule. Below is a description of the proposed changes, which are noted in the proposed Master Fee Schedule in **red type**.

1. Building Fees Section
 - a. Page 2 – added “minimum 1 hour” to the unit description for Arborist Review.
2. Fire Fees Section
 - a. Page 8 – added “Permit for Combination|Automatic System|Core & shell build out TI > 6 stories or Highrise” under the Fire Alarm Systems category.
 - b. Page 8 – added “Each” unit to the False Alarms category.
 - c. Page 9 – changed the wording from “less” to “fewer”.
3. Library Fees Section
 - a. Page 10 – modified the fee and format for Lane Community Room Rental and U.L. Meeting Room Rental to align with Recreation rental fees.
4. Parks and Recreation Fees Section
 - a. On pages 11-12, added “refundable” to the Deposits category to clarify the description for the public.
 - b. Page 13 – added “Security Fee” to the rental charges category.
 - c. Page 13 – modified the non-resident rate for Group A-1 from \$90 to \$110 to be more consistent with the resident rate charge.
5. Trees and Parks Fees Section
 - a. Page 19 – changed the “Appeal to City Council...” to “Hearing Officer...”
 - b. Page 21 – added “minimum 1 hour” to the unit description for Arborist Review.
6. Police Fees Section
 - a. Page 24 – added “Towing Fees category” to the section.

The Central County Fire Department (CCFD) establishes fees for Fire services. As a separate JPA funded by the City of Burlingame, the Town of Hillsborough, and the City of Millbrae, CCFD has historically established fees based on the service's cost. On April 9, 2025, the Fire Board approved the CCFD Master Fee Schedule for fiscal year 2025-26.

Pursuant to State law, certain fees associated with development projects (to be charged by the Community Development Department and the Engineering Division of the Public Works Department) become effective 60 days after the adjusted fees are adopted. All other fees will be effective July 1, 2025.

FISCAL IMPACT

Changes to the City’s Master Fee schedule should result in some additional revenue in the new fiscal year. However, the actual amounts are difficult to calculate because some services are voluntary, and the volume/demand of each activity varies.

Exhibits:

- Resolution
- City of Burlingame Proposed Master Fee Schedule