

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BURLINGAME APPROVING THE 2025-26 MASTER FEE
SCHEDULE FOR CITY SERVICES**

WHEREAS, the City of Burlingame regularly reviews the fees that the City charges persons or entities for the use of City facilities, or the provision of City services; and

WHEREAS, in order to ensure that the cost of such services and facilities is borne by the users of said services and facilities in a fair and equitable manner, the City periodically adjusts the fees for services and facility use to ensure that the fees charged reflect the actual costs to the City and the City's taxpayers in providing those services and facilities; and

WHEREAS, in 2024 the City conducted an update of the City's Cost Allocation Plan (CAP) and a comprehensive review of the City's schedule of fees to ensure that the fees charged by the City to the users of City services and facilities do not exceed the actual costs of providing the services or facilities; and

WHEREAS, these studies have informed the annual review of the City's fee schedule, resulting in numerous adjustments to ensure that the City recovers the full cost of providing services and facilities while at the same time not exceeding the cost of providing those services and facilities; and

WHEREAS, the City Council has determined to keep some fees below the level of full cost recovery to make the related services more readily available to citizens; and

WHEREAS, on April 7, 2025, the City Council set a public hearing for May 5, 2025, to consider the adjusted fees (Resolution No. 028-2025); and

WHEREAS, notice of the City's proposed fee schedule and of the May 5, 2025, public hearing in connection therewith has been duly provided pursuant to Government Code section 6601; and

WHEREAS, certain fees to be charged by the Planning and Building Divisions of the Community Development Department and the development fees to be charged by the Fire Department and the Engineering Division of the Public Works Department cannot become effective until sixty (60) days after adoption of this Resolution, pursuant to Government Code section 66017; and

WHEREAS, all adjusted fees as delineated in the Master Fee Schedule shall become effective July 1, 2025; and

WHEREAS, despite every effort to ensure that all City fees for services are contained in the 2025-26 Master Fee Schedule, there may be some existing fees provided for in the Municipal Code, administrative procedures, or elsewhere that have been omitted from the Master Fee Schedule, and nothing in this resolution or Council action is intended to repeal those fees, nor is this resolution or Council action intended to affect in any way any taxes or assessments of any kind.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME DOES
HEREBY RESOLVE AND ORDER AS FOLLOWS:**

1. All of the facts and assertions recited above, in the staff report, and supporting documentation, are true and correct, and the Council relies upon the same in adopting the Master Fee Schedule.
2. The City Council approves the 2025-26 Master Fee Schedule, attached hereto as Exhibit A and incorporated as if fully set forth herein.
3. The 2025-26 Master Fee Schedule shall become effective on July 1, 2025.

Peter Stevenson, Mayor

I, Meagan Hassel-Shearer, City Clerk of the City of Burlingame, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the Burlingame City Council held on the 5th day of May, 2025, by the following vote to wit:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSENT:	Councilmembers:

Meagan Hassel-Shearer, City Clerk