



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: February 2, 2026

To: Honorable Mayor and City Council

Date: February 2, 2026

**From: Helen Yu-Scott, Finance Director – (650) 558-7222
Tamar Burke, Assistant City Attorney – (650) 558-7275**

Subject: Second Reading and Adoption of an Ordinance Amending Chapter 6.54 “Burlingame Avenue Area Business Improvement District” to Adjust the Fiscal Year of The Burlingame Avenue Area Business Improvement District from October 1 – September 30 to July 1 – June 30; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Sections 15378, 15601(b)(3)

RECOMMENDATION

Staff recommends that the City Council adopt the proposed Ordinance amendment to adjust the fiscal year of the Burlingame Avenue Area Business Improvement District from October 1 – September 30 to July 1 – June 30. Staff recommends the following procedure:

Recommended Procedure and Order of Operations:

- A. By motion, adopt the proposed Ordinance amendment.
- B. Direct the City Clerk to publish a summary of the Ordinance within 15 days of adoption.

BACKGROUND

Pursuant to California Streets and Highways Code Section 36500 et seq., the Burlingame City Council adopted Ordinance 1735 in 2004, establishing the Burlingame Avenue Area Business Improvement District (DBID) for the purpose of promoting economic revitalization and physical maintenance of the downtown Burlingame Avenue business area. A majority protested the renewal of the DBID in 2007, and the DBID assessment was not renewed as a result. In the summer of 2010, the DBID was reinstated after the City Council amended the ordinance to revise the assessment method and amount. Since that time, the DBID has provided important services to enhance the activities, events, and publicity of downtown Burlingame businesses.

DISCUSSION

The DBID currently operates on a fiscal year that begins October 1 and ends September 30. California Streets and Highway Code section 36541 authorizes the City Council by resolution of intention to change the method and basis of levying assessments, including changing the fiscal year for the District, provided that notice is given and a public hearing is held in accordance with the statute. The DBID desires to align the District’s fiscal year with the City’s regular fiscal year,

beginning July 1 and ending June 30, to improve administrative efficiency, budgeting consistency, financial reporting, and service coordination. With the City Council's support, the District wishes to adjust the next fiscal year and every subsequent fiscal year to begin on July 1st.

The City Council adopted a resolution of intention to set the public hearing for adjusting the fiscal year of DBID on December 15, 2025, and established January 20, 2026, at 7:00 p.m. as the public hearing date and time (Resolution No.148-2025). At the regular meeting of January 20, 2026, the City Council considered the first reading of the Ordinance. Following public comment and discussion of the item, the City Council unanimously voted to adopt the first reading and return the Ordinance for second reading and adoption without changes.

FISCAL IMPACT

There is no fiscal impact from changing the fiscal year period, except for staff time.

Exhibit:

- Proposed Ordinance