



# STAFF REPORT

AGENDA NO: 9k

MEETING DATE: December 15, 2025

**To:** Honorable Mayor and City Council

**Date:** December 15, 2025

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

**Subject:** Adoption of a Resolution Declaring the City Council's Intention to Adjust the Fiscal Year of the Burlingame Avenue Area Business Improvement District from October 1 – September 30 to July 1 – June 30 and Setting a Public Hearing and First Reading of the Associated Ordinance for Tuesday, January 20, 2026, at 7:00 p.m. at the City Council Chambers

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## **RECOMMENDATION**

Staff recommends that the City Council adopt a resolution:

- Declaring the City Council's intention to adjust the fiscal year of the Burlingame Avenue Area Business Improvement District (DBID) from October 1 – September 30 to July 1 – June 30; and
- Setting a public hearing and first reading of the associated ordinance for Tuesday, January 20, 2026, at 7:00 p.m. at the City Council Chambers

## **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 at that time. 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 downtown Burlingame businesses' activities, events, and publicity.

## **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 1<sup>st</sup>.

The resolution attached to this report sets that public hearing and provides notice to the businesses in the District. The public hearing will be held at the Council meeting on **January 20, 2026, at 7:00 p.m., in the Council Chambers, 501 Primrose Road, Burlingame, CA 94010**. Following the Council's adoption of the Resolution of Intention, the Finance Department will mail a copy of the adopted Resolution of Intention and a Notice of Public Hearing as required by law to all affected businesses within the DBID.

The public hearing allows the businesses to voice their opinions, comments, suggestions, and concerns directly to the City Council. Members of the public may view the meeting either in person or by logging into the Zoom meeting through the link published within the meeting agenda on the City's website or by accessing the meeting by phone. Access information will be found at [www.burlingame.org](http://www.burlingame.org).

At the public hearing, the City Council will receive testimony and evidence, and interested persons may submit written comments before or at the public hearing, or they may be sent by mail or delivered to the City Clerk at City Hall. At the public hearing, any and all persons may make oral or written protests against the proposed assessments. In order for a protest to be counted in the majority protest against the proposed assessments or programs and services, the protest must be submitted in writing to the City Clerk at or before the close of the public hearing on January 20, 2026. Each written protest must identify the business and its address and include a description of the business and the amount of the assessment imposed on that business for the 2025-26 fiscal year. If the person signing the protest is not shown on the official records as the owner of the business, then the protest must contain or be accompanied by written evidence that the person is the owner of the business or otherwise empowered to enter a protest on its behalf. A written protest that does not comply with the provisions of this paragraph will not be counted in determining a majority protest. Any written protest as to the regularity or sufficiency of the proceeding must be in writing and clearly state the irregularity or defect to which the objection is made. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

At the conclusion of the public hearing, if the City Council determines that there are, of record, written protests by the owners of businesses within the downtown Burlingame Avenue Area Business Improvement District that will pay fifty percent (50%) or more of the total assessments of the entire District, for the 2025-26 fiscal year, the City Council shall not adopt the ordinance adjusting the fiscal year of the District. If there is no majority protest, the City Council will introduce and have the first reading of the ordinance, with a second reading at a subsequent regular City Council meeting.

### **FISCAL IMPACT**

There is no fiscal impact from changing the fiscal year period, except for staff time and costs associated with mailing notices to businesses within the DBID district.

Exhibits:

- Resolution of the City Council of the City of Burlingame Declaring its Intention to Change Fiscal

Year Period for the Burlingame Avenue Area Business Improvement District's Levy Assessment.

- Notice of Public Hearing: Consideration of Changing the Fiscal Year Period for Levy of Annual Assessments on Businesses Within the Burlingame Avenue Area Business Improvement District.