



# STAFF REPORT

AGENDA NO: 10c

MEETING DATE: May 4, 2026

**To: Honorable Mayor and City Council**

**Date: May 4, 2026**

**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 2026-27**

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## **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 2026-27.

## **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 to the various services for which fees are 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 for new City services when applicable, and provides for the elimination of fees for discontinued services.

The City Council reviewed the proposed fees on April 6, 2026, and the Council established a public hearing for May 4, 2026 (Resolution No. 036-2026), in the City Council Chambers to consider adoption of the Master Fee Schedule. In compliance with the California Government Code § 66016, notice of the public hearing was duly provided. The proposed Master Fee Schedule for fiscal year 2026-27 was posted to the City's web page at [Master Fee Schedule](#).

## **DISCUSSION**

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 8, 2026, the Fire Board approved the CCFD Master Fee Schedule for fiscal year 2026-27.

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, 2026.

**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
- FY2026-27 Proposed Master Fee Schedule