



# STAFF REPORT

AGENDA NO: 10a

MEETING DATE: January 20, 2026

**To:** Honorable Mayor and City Council

**Date:** January 20, 2026

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

**Subject:** Public Hearing and First Reading 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 hold a public hearing to consider any protests to adjusting the fiscal year of the Burlingame Avenue Area Business Improvement District (DBID) from October 1 – September 30 to July 1 – June 30, and if there is not a majority protest, introduce and adopt the first reading of the proposed Ordinance amending the DBID fiscal year.

### **Recommended Procedure and Order of Operations**

- Open the public hearing, receive the staff report, and ask any questions of staff.
- Receive any public comment and protest votes.
- Close the public hearing and ask the City Clerk to report out the number of written protests filed with the City; and
- Discuss the Ordinance and by motion determine whether to bring it back for a second reading and adoption.

## **BACKGROUND**

Pursuant to California Streets and Highways Code Section 36500 et seq., the Burlingame City Council adopted Ordinance No. 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 (Ordinance No.1854, BMC 6.54 et seq.) 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 City Council adopted a resolution of intention to set the public hearing for adjusting the DBID's fiscal year 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). Following the Council's adoption of the Resolution of Intention, the Resolution of Intention and the Notice of Public Hearing were published in a local newspaper on January 7, 2026, and the Finance Department mailed 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 may receive testimony and evidence. Interested persons may submit oral protests at the hearing, or written protests or comments before or at the public hearing. Written protests may also be sent by mail or delivered to the City Clerk at City Hall. Any written protest against the proposed assessments or programs and services must be filed with the clerk at or before 7:00 pm 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. A written protest that does not comply with the Streets and Highways Code will not be counted in determining a majority protest. 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 owners representing 50% or more of the total assessments levied by the DBID during the 2025-2026 fiscal year have submitted lawful written protests, then the City Council shall not consider an ordinance adjusting the fiscal year of the District for one year following the finding of a majority protest. If there is no majority protest, the City Council may 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.

Exhibit:

- Proposed Ordinance