

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date:09/07/2010

Reviewed by: \_\_\_\_\_

**SUBJECT:** Ordinance No. 2010-08 AN ORDINANCE OF THE ALBANY CITY COUNCIL  
MODIFYING ALBANY MUNICIPAL CODE SECTION 5-2.2 CHANGING THE CPI  
MONTH FOR THE PURPOSES OF CALCULATING THE ADJUSTMENT OF  
BUSINESS LICENSE TAXES

**REPORT BY:** Kim Denton, City Treasurer

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**STAFF RECOMMENDATION**

Adopt Ordinance No. 2010-08 AN ORDINANCE OF THE ALBANY CITY COUNCIL  
MODIFYING ALBANY MUNICIPAL CODE SECTION 5-2.2 CHANGING THE CPI  
MONTH FOR THE PURPOSES OF CALCULATING THE ADJUSTMENT OF  
BUSINESS LICENSE TAXES

**BACKGROUND**

Albany Municipal Code Section 5-2.2 provides that the October CPI (CPIW) established by the U.S. Bureau of Labor Statistics, All Urban Wage Earners and Clerical Workers San Francisco Bay Area Index be used for calculating the adjustment of business license taxes each calendar year. The October CPIW figure is made public in mid-November. The Finance Department is in charge of processing business license notices, and the Business License Account Technician has to process and mail out the renewal notices in December. Business Licenses are delinquent if payment is not received by City Hall by January 31<sup>st</sup> of each year.

**DISCUSSION/ANALYSIS**

Since the October CPIW figure isn't made public until mid-November, the Business License Account Technician has approximately one month to process, stuff, and mail out our business license renewal notices by the end of the December. Notices should be mailed out at least one month in advance of the due/delinquent date to give businesses ample time to pay. Using the June CPIW figure, which would be available in mid-July, would give staff more time to process the renewal notices in order to get them out in a timely manner each year. We chose the June figure as it is the standard used for other City CPI purposes, and we wanted to be consistent with that standard.

**SUSTAINABILITY IMPACT**

None

**FINANCIAL IMPACT**

None

Attachments:  
Ordinance No. 2010-08