

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

Agenda Date: 7/2/12  
Reviewed by: BP

**SUBJECT:** Resolution #2012-40 to adopt a revised Master Fee Schedule

**FROM:** Charlie Adams, Finance & Administrative Services Director

---

**STAFF RECOMMENDATION**

Approve Resolution #2012-40 – A resolution of the Albany City Council establishing and amending the City of Albany Master Fee Schedule for various permits, services and fines effective July 3, 2012.

**BACKGROUND**

On June 17, 2002, the City Council approved Resolution #02-39, amending the City of Albany Master Fee Schedule, and authorizing an annual cost of living adjustment to the fees each year thereafter.

The Council has established an objective that fees cover the cost of services provided. Analysis of cost of services such as recreational activities, planning review, building construction inspection, and fire prevention activities are ongoing activities and fees are set annually based upon the projected costs.

**DISCUSSION**

The Consumer Price Index (CPI) for the San Francisco-Oakland-San Jose area has increased 2.6% over the prior year, triggering a general adjustment of service fees that reflect salaries of City employees providing the services and out-of-pocket costs incurred by the City. Staff analyzed the staff time required and other costs to provide services and recommended adjustments accordingly.

For Community Development, the amount of time allocated to particular Planning applications varies greatly depending on the quality of plans and the degree of controversy. The proposed changes to the Planning and Zoning and Subdivision fees incorporate an update to the amount of time staff allocates to relatively non-controversial routine applications to reflect our current practices. Staff work includes meetings with the applicant, detailed review of plans, preparation and mailing of public notices, preparation of detailed staff reports, and time in the Commission meeting discussing the application. In addition, the fee calculation includes an adjustment to hourly rates. For major projects, the standard fee is not applicable, and instead, the City enters into a cost recovery agreement that provides for reimbursement of staff time.

Projects involving variances or planned unit development applications consistently require at least two public hearings, thus the fees have been increased to cover staff time of multiple meetings. In addition, staff is introducing a technology surcharge of \$18 to contribute to the cost of purchasing and maintaining an electronic permitting system. The goal of the electronic permitting system is to allow applicants to both prepare and submit applications on-line at their convenience. The electronic systems also are expected to improve internal workflow. In addition, a reduction in the cost of printing documents in the Department's electric "Laserfiche" filing system is proposed.

For Recreation & Community Services, some fees have been modified in an effort to simplify fees for the public, to create consistency from one facility to another, and to provide for easier inputting for the department's new reservation software system.

A draft of the proposed Master Fee Schedule was posted to the City's website on June 22, 2012.

### **SUSTAINABILITY**

An objective of the Master Fee Schedule is to recover costs of providing services so as to keep the City services fiscally sustainable.

### **FINANCIAL IMPACT**

Because revenues produced by the many fees contained in the Master Fee Schedule are influenced more by volume of activity than by the fee rates, the dollar amount generated by the adjustment of fees cannot be accurately projected. However, the fee adjustments are designed to cover increased costs of services, and to avoid the necessity of subsidizing these services with other General Fund revenues.

Attachments:

1. Resolution No. #2012-40
2. Master Fee Schedule