

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

Agenda Date: June 17, 2024
Reviewed by: NA

SUBJECT: Proposed Amendments to the City of Albany Master Fee Schedule

REPORT BY: Cassandra Murphy, Finance Manager
Reina Schwartz, Interim Finance Director

SUMMARY

This item provides an update to the City Council regarding proposed amendments to the Master Fee Schedule that sets the cost for City permits, licenses, rentals, fines, and other services or programs.

STAFF RECOMMENDATION

That the City Council adopt Resolution No. 2024-53, amending the City of Albany Master Fee Schedule for Fiscal Year 2024/25.

BACKGROUND

The Master Fee Schedule is a single document that consolidates various user and services fees, regulatory and permit fees, development impact fees, infrastructure connection fees, and fines and penalties associated with violations of the Municipal Code. The Master Fee Schedule is updated annually.

DISCUSSION

In coordination with the Finance Department, each City department uses an appropriate methodology to set fees that correspond to the costs of their operations. In general, fees are set at a level intended to recover some or all costs of providing City services, programs, or facilities. Aside from general formatting changes, staff are suggesting that several fees increase based on changes to the CPI – Bay Area for all items. The change was 3.66% from calendar year 2023 to 2024.

All changes are proposed and highlighted in green in Attachment 1.

Community Development: Updates to existing fees are included to fully capture costs associated with operations and to better define the existing fees listed. Some new fees also have been included. Most changes reflect the need to more accurately align rates with

required staff time and the cost of processing projects or applications. Fees were either added to the schedule or existing fees had additional descriptions added to better reflect costs incurred by the department.

Public Works: Fees associated with use of vehicles and equipment that are not currently in the department fleet were removed.

Recreation and Community Services: The Recreation fee schedule has been updated to include commercial rates for all courts as well as to allow for rentals per court. A new fee schedule for rental of two rooms in the Memorial Park Building has also been added. An increase to the fee for use of the audio/visual system has been updated to reflect recent equipment upgrades as well as staff time.

Police Department: A brief survey was done of nearby cities to determine fees for two parking violations. Based on the results of this survey staff found fees of two violations were well under the average. These slight increases continue to keep City charges below the average so they should not be overly burdensome but will still help to off-set increasing operation costs. Fees for a newly required concealed weapons permit process were added as well.

Pursuant to the Government Code, a notice of the public hearing has been published and a draft of the revised Master Fee Schedule will be posted to the City’s website in advance of the City Council meeting.

SUSTAINABILITY CONSIDERATIONS

Not applicable.

SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS

Not applicable.

CITY COUNCIL STRATEGIC PLAN INITIATIVES

Not applicable.

FINANCIAL CONSIDERATIONS

The changes are not anticipated to have a significant impact on the overall revenue collected.

FINANCIAL ADVISORY COMMITTEE REVIEW

On June 5, 2024, the Financial Advisory Committee (FAC) received a presentation on the proposed updates to the Master Fee Schedule for FY2024/25. Committee members had reviewed the fee schedules of neighboring and similar agencies. It was noted that some agencies charge fees for services or items that may be applicable to City of Albany, but

similar charges do not currently appear on the schedule. Committee members expressed that reviewing charges that can be added to the City of Albany's fee schedule ahead of the preparation of the FY2025/26 is recommended for potential revenue enhancement.

Attachments

1. Resolution 2024-53 Adopting the FY2024/25 Master Fee Schedule
2. Exhibit A to Resolution 2024-53 - FY2024/25 Master Fee Schedule with Highlighted Changes

**CITY OF ALBANY
MASTER FEE SCHEDULE**



Effective July 1, 2024

1. ADMINISTRATIVE FEES	Fiscal year 23-24	Fiscal year 24-25
Unless otherwise noted, electronic copies of records are provided at no cost		
COPIES PUBLIC RECORDS/INFORMATION		
Printed Copies of Public Records (Letter sized/black and white)	\$0.25 per page	\$0.25 per page
Other sizes or color copies/prints (11x17 inches or less)	\$1.00 per page	\$1.00 per page
Oversized and/or specialized documents	actual cost	actual cost
City Clerk Document Certification	\$5.00 for 1st page, \$3.00 for each additional page	\$5.00 for 1st page, \$3.00 for each additional page
Subpoena Duces Tecum	per CA Evidence Code §1563	per CA Evidence Code §1563
Notary Services (for City documents only)	\$15.00 per signature (or maximum per State law)	\$15.00 per signature (or maximum per State law)
Commercial Business License Listing	\$80.00	\$82.93
Rental Business License Listing	\$80.00	\$82.93
New Licenses Issued During Prior Month	\$18.00	\$18.66
STAFF TIME (per hour)		
City Manager	\$176.00	\$182.44
City Attorney	\$300.00	\$300.00
Dept. Heads & Senior Management	\$154.00	\$159.64
Supervisory/Professional/Technical Staff	\$106.00	\$109.88
Administrative Staff	\$74.00	\$76.71
Fire & Police Staff	\$146.00	\$151.34
Maintenance Worker	\$83.00	\$86.04
MISCELLANEOUS		
Returned Checks	\$30.00	\$30.00
Candidate's Statement – printing fee	Entire fee, as set by the County of Alameda (waived by Council)	Entire fee, as set by the County of Alameda (waived by Council)
Notice of Intent to circulate a petition	Entire fee, as set by the County of Alameda of State of CA	Entire fee, as set by the County of Alameda of State of CA
FRANCHISE RENEWAL AGREEMENTS		
Staff time – per above rates	Deposit \$20,000.00	Deposit \$20,000.00
Consultant & Attorney fees	City's cost	City's cost
MEDIA FEES:		
On-Site public meeting broadcast for outside agency	\$150/hr; \$200/hr after 3 hrs meeting time billed on the 1/4 hr	\$155/hr; \$207/hr after 3 hrs meeting time billed on the 1/4 hr
Off-Site public meeting 1 camera recording for outside agency	\$175/hr; \$225/hr after 3 hrs meeting time billed on the 1/4 hr	\$181/hr; \$233/hr after 3 hrs meeting time billed on the 1/4 hr
Remote event livestream - includes all equipment	\$300/hr; \$350/hr after 3 hrs meeting time billed on the 1/4 hr	\$311/hr; \$363/hr after 3 hrs meeting time billed on the 1/4 hr
KALB video pre & post production	\$200/hr.	\$207/hr.
KALB Consulting Services	\$250/hr.	\$259/hr.
KALB 1 camera shoot - includes all equipment	\$350/hr.	\$363/hr.
KALB multi-camera shoot	quote provided upon request	quote provided upon request
RENT REVIEW ORDINANCE:		
Annual per rental unit fee	\$15.00	\$15.00
Rent Review Request Application fee *	\$15.00	\$15.00
*Fee waiver available - if tenant is receiving any public benefits including, but not limited to Medi-Cal, CalFresh (food stamps), CalWorks, General Assistance, SSI, SSP, Tribal TANF, IHSS or CAPI.		

2. GENERAL LICENSE AND BUSINESS FEES	Fiscal year 23-24	Fiscal year 24-25
BUSINESS LICENSE FEES		
Issuance of First License (plus regular tax from Exhibit B)	\$18.00	\$19.00
Lost License Replacement	\$18.00	\$19.00
Transfer of License (Apartment Rental Property License exempt from transfer fee)	\$44.00	\$46.00
Business License Taxes. Business Tax rates are established separately in accordance with Albany Municipal Code, Section 5-2.2. The code provides for an annual adjustment that is effective for the calendar year. The current Business Tax Rates are maintained in a separate document.		
DOG LICENSE: (Service Dogs Exempt)		
Resident:		
Regular:		
1 year	\$21.00	\$22.00
2 year	\$41.00	\$43.00
3 year	\$51.00	\$54.00
Spayed or Neutered:		
1 year	\$11.00	\$11.40
2 year	\$20.00	\$20.73
3 year	\$25.00	\$25.92
Senior Citizen (62 years old) :		
Regular:		
1 year	\$4.50	\$4.66
2 year	\$9.00	\$9.33
3 year	\$13.00	\$13.48
Spayed or Neutered:		
1 year	\$2.50	\$2.59
2 year	\$4.50	\$4.66
3 year	\$6.50	\$6.74
Replacement Tag Fee	\$9.00	\$9.33
TOBACCO RETAILER LICENSE (AMC 5-24 Initial fee and annual renewal)	\$250.00	\$250.00
CHRISTMAS TREE/PUMPKIN LOT PERMIT (Fire Permit fee refundable)	\$449.00	\$465.43
FILM PERMIT (plus Encroachment Permit fees and any City out of pocket cost)	\$500 for up to 3 days, \$100 every additional day	\$500 for up to 3 days, \$100 every additional day
GARAGE SALE PERMIT (valid for 60 days)	\$13.00	\$13.48
BUSINESS LICENSE INVESTIGATION FEE: (not including staff investigation costs)		
Individual	\$112.00	\$118.00
Business Establishment	\$155.00	\$164.00
SALES (Going Out of Business Sale)	\$56.00	\$59.00
RELEASE OF LIEN FEE	An amount equal to the amount charged by the Alameda County Recorder's Office	An amount equal to the amount charged by the Alameda County Recorder's Office

3. COMMUNITY DEVELOPMENT	Fiscal Year 23-24	Fiscal Year 24-25
PLANNING & ZONING		
DOCUMENTS (See Administrative Fees)		
Special printing & scanning	Sent to vendor of choice at no cost	Sent to vendor of choice at no cost
Informational Handouts and forms	No Cost	No Cost
Planning applications under active consideration (printed copies)	No Cost	see Administrative Fees
Property History (printed copies)	\$0.25 per page	\$0.25 per page
GENERAL PLAN AMENDMENT, ZONING ORDINANCE OR MAP AMENDMENT, DEVELOPMENT AGREEMENT, OR SPECIFIC PLAN	Actual Cost per written agreement	Actual Cost (consultant plus staff time) per written agreement with initial deposit of \$10,000
PRE-APPLICATION & PRELIMINARY PROJECT REVIEW:		
SB 330 Pre-Application		\$330.00
Pre-Application Project Review (staff level)		\$330.00 base fee plus hourly staff time in excess
Pre-Application Project Review with Referral to Planning & Zoning Commission		\$3,509.00
USE PERMITS:		
Minor Use Permit *	\$ 1,316.00	\$1,364.17
Major Use Permit *	\$ 2,851.00	\$2,955.35
Seasonal Use Permit - Staff Approval	\$ 439.00	\$455.07
Temporary Use Permit - Staff Approval	\$ 1,316.00	\$1,364.17
Temporary Use Permit with Referral to Planning & Zoning Commission	\$ 2,851.00	\$2,955.35
DESIGN REVIEW		
Administrative Hearing *	\$ 1,536.00	\$1,592.22
Planning & Zoning Commission Design Review		
Residential*	\$ 3,509.00	\$3,637.43
Residential (Complex) - new construction of 3 or more units*	\$ 8,991.00	\$9,320.07
Commercial/Mixed Use - alternations, accessory structures, additions up to 2K sqft*	\$ 3,509.00	\$3,637.43
Commercial/Mixed Use (Complex) - addition >2K sqft; new construction*	\$ 8,991.00	\$9,320.07
Signs (Planning Review)		
Signs (administrative) *	\$ 220.00	\$228.05
Signs (requiring P&Z action) *	\$ 877.00	\$909.10
Master Sign Program *	\$ 2,631.00	\$2,727.29
MINISTERIAL PROJECT REVIEW		
SB 35/ SB 6 or other Multi-Unit Development Review		\$9320.07 plus Parcel Map fee below as applicable
SB 9 Lot Split and/or Development	\$ 3,876.00	\$4017.86 plus Parcel Map fee below as applicable
AFFORDABLE HOUSING		
Planning and zoning fees are to be reduced by an amount equal to the proportion of the building area allocated to affordable housing units, (beyond affordable units required by City's inclusionary housing requirement and/or qualifying Density Bonus units).		
VARIANCE*	\$ 5,263.00	\$5,455.63
PLANNED UNIT DEVELOPMENT*		\$5,455.63 base fee + hourly staff time in excess
PARKING EXCEPTIONS:		
Residential & Commercial *	\$ 1,536.00	\$1,592.22
Parking Survey if required	\$ 2,413.00	\$2,501.32
* For Projects that contain multiple entitlements/applications simultaneously, the applicant shall be charged full prices for the most expensive entitlement or application type and half for any additional entitlement or application type(s)		
MISCELLANEOUS PERMITS		
Beekeeping Permit	\$ 439.00	\$455.07
Chicken (Hens)/Rabbit Permit	\$ 439.00	\$455.07
Goat Permit	\$ 439.00	\$455.07
Animal Breeding	\$ 439.00	\$455.07
Permit for Tree Removal on unimproved private property (HD and H: zones only)	\$ 657.00	\$681.05
Large Family Home Day Care	N/A per CA State Law	N/A per CA State Law
Zoning Clearance/Zoning Permit Letter (staff approval)	\$ 657.00	\$220.00 base fee + hourly staff time in excess
Zoning Clearance/Planning and Zoning Commission	\$ 1,316.00	\$1,364.17
EXTENSION OF APPROVALS:		
No Changes to Project within two years of original approval	\$ 220.00	no fee
Minor Changes to Project within two years of original approval	\$ 1,316.00	\$1,364.17
Significant changes to project or more than two years from original approval	\$ 1,316.00	New Application
APPEALS:		
Appeal of Staff Decision to Planning and Zoning Commission	\$ 1,316.00	\$1,364.17
Appeal of Planning & Zoning Commission Decision to City Council	\$ 3,070.00	\$3,182.36
CALIFORNIA ENVIRONMENTAL QUALITY ACT		
Categorical Exemption (written Notice of Exemption filed with the County Clerk)	\$ 989.00	\$1025.20 or actual cost at City's discretion: Consultant fee plus hourly staff time for contract management
Initial Study, Negative Declaration or Environmental Impact Report	Actual Cost + Consultant Fee	Actual Cost: Consultant Fee plus hourly staff time for contract management
Mitigation Monitoring		\$2,400 base fee (15 hours) plus hourly staff time in excess or, at the City's discretion, cost of consultant contract plus hourly staff time for contract management

3. COMMUNITY DEVELOPMENT	Fiscal Year 23-24	Fiscal Year 24-25
SUBDIVISION MAP ACT (Note: Fees below are base fees. Applicant responsible for actual cost for consultant compliance review with an initial \$2,500 deposit required on intake.)		
Certificate of Compliance	\$ 1,097.00	\$1,137.15
Parcel Map Waiver	\$ 1,097.00	\$1,137.15
Lot Line Adjustment or Lot merger	\$ 2,631.00	\$2,727.29
Parcel Map	\$ 2,631.00	\$2,727.29
Tentative Subdivision Map	\$ 2,631.00	\$2,727.29
Final Subdivision Map	\$ 3,290.00	\$3,410.41
Extension of Tentative Map	\$ 1,097.00	\$1,137.15
Condominium Conversion	\$ 4,386.00	\$4,546.53

3. COMMUNITY DEVELOPMENT	Fiscal Year 23-24		Fiscal Year 24-25	
CONNECTION FEES, IMPACT FEES, AND EXACTIONS				
SCHOOL IMPACT FEE				
a. Residential (applicable to all new square footage over 500 SF)		As adopted by AUSD		As adopted by AUSD
b. Commercial (applicable to all new square footage over 500 SF)		As adopted by AUSD		As adopted by AUSD
CAPITAL FACILITIES IMPACT FEE				
Residential additions and conversions per square foot	\$	0.65	\$	0.65
Industrial or other non-residential development per square foot	\$	0.65	\$	0.65
New Residential unit:				
New ADU less than 750 sq ft in size		Exempt by State Law		Exempt by State Law
600 square feet or less	\$	375.00	\$	375.00
601 square feet to 1,000 square feet	\$	840.00	\$	840.00
1,001 square feet or over	\$	1,365.00	\$	1,365.00
SEWER CONNECTION FEE				
New Construction/New Service	\$	1,293.00		\$1,340.32
Per New Plumbing Fixture (existing service)	\$	208.00		\$215.61
Commercial & Industrial Grease Trap per gallon per minute	\$	8.00		\$8.29
STORM DRAIN IMPACT FEE				
		\$0.10 per square foot		\$0.10 per square foot
ART IN PUBLIC PLACES		1.75% of project valuation on qualifying projects		1.75% of project valuation on qualifying projects
PARKLAND DEDICATION		\$21.00 per required square foot dedication		\$21.71 per required square foot dedication
BUILDING PERMITS & PLAN CHECK FEES:				
APPLICATION FEE	\$	82.00		\$85.00
BUILDING PERMIT FEE				
Single Family Residential				
ROUNDING FIX TO FY23-24 SCHEDULE				
Permit Valuation of up to \$2000	\$	123.07		\$127.57
Per each additional \$1000 or fraction thereof up to \$25,000	\$	10.70		\$11.09
Permit Valuation at \$25,000	\$	369.22		\$382.73
Per each additional \$1000 or fraction thereof up to \$50,000	\$	4.92		\$5.10
Permit Valuation at \$50,000	\$	492.29		\$510.31
Per each additional \$1000 or fraction thereof up to \$100,000	\$	19.69		\$20.41
Permit Valuation at \$100,000	\$	1,476.87		\$1,530.92
Per each additional \$1000 or fraction thereof up to \$500,000	\$	1.23		\$1.28
Permit Valuation at \$500,000	\$	1,969.15		\$2,041.22
Per each additional \$1000 or fraction thereof up to \$1,000,000	\$	0.99		\$1.03
Permit Valuation at \$1,000,000	\$	2,462.55		\$2,552.68
Per each additional \$1000 or fraction thereof	\$	2.46		\$2.55
Commercial/Multi-Family/Industrial				
Permit Valuation of up to \$2000	\$	246.14		\$255.15
Per each additional \$1000 or fraction thereof up to \$25,000	\$	5.36		\$5.56
Permit Valuation at \$25,000	\$	369.22		\$382.73
Per each additional \$1000 or fraction thereof up to \$50,000	\$	14.77		\$15.31
Permit Valuation at \$50,000	\$	738.43		\$765.46
Per each additional \$1000 or fraction thereof up to \$100,000	\$	14.77		\$15.31
Permit Valuation at \$100,000	\$	1,476.87		\$1,530.92
Per each additional \$1000 or fraction thereof up to \$500,000	\$	1.23		\$1.28
Permit Valuation at \$500,000	\$	1,969.15		\$2,041.22
Per each additional \$1000 or fraction thereof up to \$1,000,000	\$	0.99		\$1.03
Permit Valuation at \$1,000,000	\$	2,462.55		\$2,552.68
Per each additional \$1000 or fraction thereof	\$	2.46		\$2.55
Building Plan Check				
City Processing Fee				
Up to \$100,000	\$	246.00		\$255.00
\$100,001-\$500,000	\$	492.00		\$510.01
\$501,000-\$1,000,000	\$	738.00		\$765.01
Over \$1,000,000	\$	985.00		\$1,021.05
Consultant Fee				
Actual Cost				
Additional Plan Review Required by Changes, Additions, or Revisions to plans.	\$	492.00		\$510.01
Miscellaneous Fees- Flat Rate Permits				
Photovoltaic Systems (Solar Systems)				
Solar-Residential (Up to 15 kW) - or as limited by State Law				
Solar-Residential (Up to 15 kW) - or as limited by State Law	\$	492.00		\$510.01
Solar-Commercial (Up to 50 kW)	\$	738.00		\$765.01
Solar- Commercial- Ground Mount (Up to 30 kW)	\$	985.00		\$1,021.05
Remodel/Repair/Windows & Doors				
Residential				
Up to \$10,000	\$	246.00		\$255.00
\$11,000-\$25,000	\$	369.00		\$382.51
\$26,000-\$50,000	\$	492.00		\$510.01
\$51,000-\$100,000	\$	615.00		\$637.51
Over \$100,000	\$	738.00		\$765.01
Commercial/Multi-Family/Industrial				
Up to \$10,000	\$	246.00		\$255.00
\$11,000-\$25,000	\$	369.00		\$382.51
\$26,000-\$50,000	\$	492.00		\$510.01
\$51,000-\$100,000	\$	615.00		\$637.51
Over \$100,000	\$	738.00		\$765.01
Re-Roof				
Residential				
Residential	\$	246.00		\$255.00
Commercial				
Commercial	\$	246.00		\$255.00

3. COMMUNITY DEVELOPMENT	Fiscal Year 23-24	Fiscal Year 24-25
Signage		
Illuminated	\$ 492.00	\$510.01
Non-Illuminated	\$ 246.00	\$255.00
Monument	\$ 738.00	\$765.01
Mechanical, Electrical, Plumbing Permit and Plan Check Fees		(Fees waived by Council if replacing a gas-fired appliance with an electric appliance, and electric vehicle charger, and any associated panel upgrades)
For the Issuance of each permit	\$ 82.00	\$85.00
Water Heater	\$ 123.00	\$127.50
Residential/Simple Standalone MEP Permit (Fee includes up to 3 from the lists below.) (Fees waived by Council if replacing a gas-fired appliance with an electric appliance, and electric vehicle charger, and any associated panel upgrades)	\$ 246.00	\$255.00
Simple Mechanical Items		
Addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system.	1 of 3 included in MEP fee	1 of 3 included in MEP fee
HVAC Change out- Existing Dwelling	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Evaporative Cooler	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Ventilation fan connected to a single duct	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Hood and Duct system	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Duct systems	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Miscellaneous mechanical (Wall furnace, condensing units, gas outlet/gas test,etc.	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Simple Electrical Items		
Receptacle, switch, and lighting outlets	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Lighting fixtures	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Pole or platform-mounted lighting fixtures	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Residential appliances	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Appliances not exceeding one horsepower, kilowatt, or kilovolt-ampere, in rating	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Busways	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Trolley and plug-in-type busways - each 100 feet or fraction thereof	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Signs, outline lighting, and Marquees	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Services of 600 volts or less and not over 400 amperes in rating	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Miscellaneous apparatus, conduits, and conductors	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Residential swimming pools	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Portable generators less than 10,000 W	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Temporary power panel/service	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Temporary power pole	1 of 3 included in MEP fee	1 of 3 included in MEP fee
other simple electrical	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Simple Plumbing Items		
Plumbing Fixtures	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Water Heater	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Building Sewer	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Rainwater systems	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Water treating equipment	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Repair or alteration of drainage or vent piping	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Backflow devices	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Gas test	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Gas outlets	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Residential remodel/repairs - bathrooms	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Solar water systems	1 of 3 included in MEP fee	1 of 3 included in MEP fee
Other simple plumbing	1 of 3 included in MEP fee	1 of 3 included in MEP fee
COMPLEX MEP (e.g. whole house rewiring/repipe, etc.)		\$510.00
CONSTRUCTION TRADES FEES		
Mechanical Minimum Flat Fee	\$ 82.00	\$85.00
Alternative Fee per Sq. Foot if Total Improvement Area Greater than 750 Sq. Feet	\$ 0.07	\$0.07
Electrical	See Above MEP Fees	See Above MEP Fees
Plumbing	See Above MEP Fees	See Above MEP Fees
Minimum Fee	\$ 181.00	\$187.62
If greater than 50 cubic yards	Minimum fee plus 5% of estimated cost	Minimum fee plus 5% of estimated cost
CONSTRUCTION DEPOSIT	1% of project value if project valuation > \$1,000,000.	1% of project value if project valuation > \$1,000,000.
STATE OF CALIFORNIA REQUIREMENTS		
Building Standards Administration Fee	.01% of Valuation	.01% of Valuation
Strong Motion Instrumentation Program		
a. Three stories or less	.013% of valuation	.013% of valuation
b. More than three stories	.028% of valuation	.028% of valuation
Additional Plan Review/Inspection Services		
Voluntary seismic upgrade of residential structures (not applicable to remodeling and conversion applications)	No fee	No fee
Building permit extension	No fee	No fee
Building permit transfer	No fee	No fee
Partial Permit Processing Fee	\$ 395.00	\$409.46
Re-Inspection Fee	\$ 246.00	\$255.00
Temporary Certificate of Occupancy	\$ 369.00	\$382.51
Appeal of Building Official decision to Board of Appeals (bldg. permit)	\$ 2,463.00	\$2,553.15
Inspections outside of normal business hours	\$ 273.00	\$282.99

3. COMMUNITY DEVELOPMENT	Fiscal Year 23-24	Fiscal Year 24-25
AFFORDABLE HOUSING PROJECT ADJUSTMENT	Construction permit fees are to be reduced by an amount equal to the proportion of the building area allocated to affordable housing units (beyond units required by City inclusionary housing requirements and State Density Bonus requirements).	Construction permit fees are to be reduced by an amount equal to the proportion of the building area allocated to affordable housing units (beyond units required by City inclusionary housing requirements and State Density Bonus requirements).
CONSTRUCTION VALUATION PER SQUARE FOOT		
A-1 Assembly, theaters, with stage	\$ 455.00	\$471.65
A-1 Assembly, theaters, without stage	\$ 417.00	\$432.26
A-2 Assembly, nightclubs	\$ 370.00	\$383.54
A-2 Assembly, restaurants, bars, banquet halls	\$ 368.00	\$381.47
A-3 Assembly, churches	\$ 423.00	\$438.48
A-3 Assembly, general, community halls, libraries, museums	\$ 361.00	\$374.21
A-4 Assembly, arenas	\$ 415.00	\$430.19
B Business (e.g., banks, offices, professional offices)	\$ 354.00	\$366.96
E Educational	\$ 377.00	\$390.80
F-1 Factory and industrial, moderate hazard	\$ 217.00	\$224.94
F-2 Factory and industrial, low hazard	\$ 216.00	\$223.91
H-1 High Hazard, explosives	\$ 203.00	\$210.43
H-2,3,4 High Hazard	\$ 203.00	\$210.43
H-5 HPM	\$ 354.00	\$366.96
I-1 Institutional, supervised environment	\$ 356.00	\$369.03
I-2 Institutional, hospitals	\$ 589.00	\$610.56
I-2 Institutional, nursing homes (16+ residents)	\$ 410.00	\$425.01
I-3 Institutional, restrained	\$ 401.00	\$415.68
I-4 Institutional, day care facilities	\$ 356.00	\$369.03
M Mercantile (e.g., retail)	\$ 276.00	\$286.10
R-1 Residential, hotels	\$ 359.00	\$372.14
R-2 Residential, multiple family	\$ 301.00	\$312.02
R-3 Residential, one- and two-family	\$ 285.00	\$295.43
R-4 Residential, care/assisted living facilities (5 - 15 residents)	\$ 356.00	\$369.03
S-1 Storage, moderate hazard	\$ 201.00	\$208.36
S-2 Storage, low hazard	\$ 200.00	\$207.32
U Utility, miscellaneous	\$ 155.00	\$160.67
1. Remodel valuation	75% of new construction.	75% of new construction.
2. Porches and decks valuation	35% of new construction.	35% of new construction.
3. Conversion of non-occupiable space to occupiable space (e.g., habitable space plus bathrooms, hallways, closets, utility areas, etc.)	85% of new construction.	85% of new construction.
4. Demolition cost estimated (applicable to stand-alone demolition permits only).	10% of new construction	10% of new construction
PERMITS FOR ENCROACHMENTS INTO PUBLIC RIGHT-OF-WAY		
Minor encroachment for reconstruction of curb, gutter, sidewalk, driveway, landscaping, storm drain, lower sewer lateral in street r-o-w or easement	\$ 246.00	\$255.00
Major project encroachment per 20 linear feet of street frontage of work	\$ 246.00	\$255.00 per 20 ft of linear frontage
Utility provider or other public works project encroachment (fee estimate to be provided at acceptance of application)	\$246.00 plus staff time billed at applicable rate	\$269.28 plus staff time billed at applicable rate
Special activities in City right-of-way. Note: Permit and/or waiver of fee requires Council approval	\$ 246.00	\$255.00
Sidewalk vending and sidewalk installation permit		\$510.00
Temporary storage or placement of materials in r-o-w, including construction parking permit (up to seven days)	\$ 246.00	\$255.00
Temporary "No Parking" signs for Encroachment Permit	\$1.00 per sign	\$1.00 per sign
OTHER FEES AND CHARGES		
Address Change	\$ 355.00	\$367.99
Special assessment fee on delinquent Waste Management accounts	\$ 55.00	\$57.01
CODE ENFORCEMENT		
Construction without Required Permits	Double building and/or encroachment fee portion of total permit cost	Double building and/or encroachment fee portion of total permit cost
Violation of Planning & Zoning Code requirements, nuisance abatement, or Building & Housing Code violations, not otherwise specified by ordinance or set forth herein.	\$100.00 per violation, per day for first violation; \$250.00 per violation, per day for second citation of same provision within a 24 consecutive month period; \$500.00 per violation, per day for third citation of same provision within a 24 consecutive month period.	\$100.00 per violation, per day for first violation; \$250.00 per violation, per day for second citation of same provision within a 24 consecutive month period; \$500.00 per violation, per day for third citation of same provision within a 24 consecutive month period.
1. Tier One fines shall be imposed for Code violations other than those specifically listed below under Tier Two fines and shall be as follows:	A. First Citation--\$250.00 for the first violation; B. Second Citation--\$500.00 for the second violation of the same provision of this Code within any 24 consecutive month period;	A. First Citation--\$250.00 for the first violation; B. Second Citation--\$500.00 for the second violation of the same provision of this Code within any 24 consecutive month period;
2. Tier Two fines shall be imposed for the following Code violations only: Albany Municipal Code §12-6.1; the State Housing Code codified in the Health and Safety Code including §17920.3 et al (substandard dwelling structures); and, the Uniform code of Abatement of Dangerous Buildings, which are adopted by reference in Section 12-6.1 of the Albany Municipal Code. Tier Two fines shall be set as follows:	A. First Citation--\$1,000.00 for the first violation; B. Second Citation--\$2,500.00 for the second violation of the same provision of this Code within any 24 consecutive month period; C. Third and Additional Citations--\$5,000.00 for the third and any additional violations of the same provision of this Code within any 24 consecutive month period.	A. First Citation--\$1,000.00 for the first violation; B. Second Citation--\$2,500.00 for the second violation of the same provision of this Code within any 24 consecutive month period; C. Third and Additional Citations--\$5,000.00 for the third and any additional violations of the same provision of this Code within any 24 consecutive month period.
Appeal of Building Official decision to Board of Appeals (Code Enforcement)	\$ 681.00	\$705.92
Appeal of Notice & Order	\$ 681.00	\$705.92
Appeal of Administrative Citation	\$ 681.00	\$705.92

4. FIRE	Fiscal Year 23-24	Fiscal Year 24-25
EMERGENCY RESPONSE		
First Responder	\$300.00 (Standard charge of \$100.00 for engine and \$100.00 each for firefighter/paramedic) per hour	\$300.00 (Standard charge of \$100.00 for engine and \$100.00 each for firefighter/paramedic) per hour
Ambulance	Current composite rate for paramedic services, as approved by the Alameda County Board of Supervisors	Current composite rate for paramedic services, as approved by the Alameda County Board of Supervisors
Ambulance Treatment without Transport not covered by ALCO BOS	\$300.00	\$300.00
FALSE ALARM		
Up to two calls in a 90 day period	\$200.00 per call, per hour	\$200.00 per call, per hour
Three or more calls in a 90 day period	\$300.00 per call, beginning with third call, per hour	\$300.00 per call, beginning with third call, per hour
DOCUMENT FEE (See Administrative Fees)		
FIRE PREVENTION AND LIFE SAFETY PROGRAM		
Businesses per unit increment	\$34.00	\$35.24
<p>Unit increment determined by the Fire Chief. Fees recapture the costs associated with: Fire & Life Safety inspections, administrative functions, public education, and code review/development). If a business location is vacant, the property owner will be charged. In situations where multiple business license holders share the same workspace, unit increments may be modified. Fees will be collected from either the primary business owner or the tenant.</p>		
Apartments: All apartment complexes will be charged base fee plus the listed fee below.	\$197.00	\$204.21
3 - 5 units	\$137.00	\$142.01
6 - 10 units	\$206.00	\$213.54
11 - 15 units	\$275.00	\$285.07
16 - 20 units	\$343.00	\$355.55
21 - 25 units	\$412.00	\$427.08
26 - 30 units	\$481.00	\$498.60
31 - 35 units	\$549.00	\$569.09
36 - 40 units	\$618.00	\$640.62
41 - 45 units	\$687.00	\$712.14
46 - 50 units	\$755.00	\$782.63
51 - 55 units	\$824.00	\$854.16
56 - 60 units	\$893.00	\$925.68
61 - 65 units	\$961.00	\$996.17
66 - 70 units	\$1,030.00	\$1,067.70
71 - 75 units	\$1,099.00	\$1,139.22
76 - 100 units	\$1,167.00	\$1,209.71
101 - 150 units	\$1,236.00	\$1,281.24
151 - 200 units	\$1,373.00	\$1,423.25
201+ units	\$2,060.00	\$2,135.40
Call-back by Fire Marshal	\$165.00	\$171.04
Code Violation Compliance Inspection	\$165.00	\$171.04

4. FIRE	Fiscal Year 23-24	Fiscal Year 24-25
PERMITS		
Operational Permit Fees for Businesses are included as part of the "unit increments"		
Miscellaneous Fire Permits not listed below	\$65.00	\$67.38
* additional plan review/inspection time, or additional inspections are charged per hour	\$165.00	\$171.04
Fumigation permit	\$33.00	\$34.21
Compressed Gases:		
Storage, handling or use	\$65.00	\$67.38
Installation or modification of system	\$132.00	\$136.83
Cutting and welding	\$65.00	\$67.38
Automatic Fire Suppression System:		
Residential: includes one plan review, hydrostatic test, & final inspection *	\$661.00	\$685.19
Commercial: includes plan review, hydrostatic test, & final inspection *		
0 – 100 sprinklers	\$643.00	\$666.53
101-200 sprinklers	\$827.00	\$857.27
201-400 sprinklers	\$996.00	\$1,032.45
401 + sprinklers	\$1,149.00	\$1,191.05
Hood and Duct Kitchen System: includes plan review, test, & final inspection.	\$1,321.00	\$1,369.35
Hood and Duct Kitchen System: additional plan review/inspection time, or additional inspections are charged per hour	\$165.00	\$171.04
Explosive permit (manufacture, selling, disposal, purchase, storage, use, or transport)	\$136.00	\$140.98
FIRE ALARM SYSTEM		
Commercial: includes first hour for plan review, & first hour for final inspection. Additional plan review/inspection time, or additional inspections are charged @ \$143.25 per hour	\$682.00	\$706.96
Fire pump and related equipment permit: includes first hour for plan review, & first hour for final inspection. (installation of or modification of fire related fuel tanks, jockey pump, controllers and generators) * additional plan review/inspection time, or additional inspections are charged @ \$143.25 per hour	\$661.00	\$685.19
Flammable and combustible liquids permit: (storage use, handling or transportation of Class I, Class II, or Class IIIA flammable or combustible liquids)	\$66.00	\$68.42
Liquid Petroleum Gas Systems/Storage:		
Storage and use	\$136.00	\$140.98
Installation or modification of LP system. Additional plan review/inspection time, or additional & inspections are charged @ \$143.25 per hour	\$678.00	\$702.81
Tar Kettles permits	\$136.00	\$140.98
Open flame permit	\$136.00	\$140.98
Flammable finish application permit	\$67.00	\$69.45
Standpipe Systems: includes first hour for plan review, & first hour for final inspection. Additional plan review/inspection time, or additional inspections are charged @ \$143.25 per hour	\$678.00	\$702.81
HAZARDOUS MATERIALS, FIRE ENGINE RESPONSE, URBAN WATER RUNOFF		
Engine (Per Hour)		
Per Person	\$125.00	\$129.58
Per Vehicle	\$125.00	\$129.58
Fire Personnel (Per Hour)	\$125.00	\$129.58
Outside agencies, contractors and materials		Actual staff cost plus 18% administrative fee
Weed abatement administrative fee	\$165.00	\$171.04

5. POLICE	Fiscal Year 23-24	Fiscal Year 24-25
FALSE ALARMS:		
First excess false alarm response	\$60.00	\$60.00
Second and subsequent excess false alarm responses	\$86.00	\$86.00
CLEARANCE LETTER or LETTER OF GOOD CONDUCT		
	Resident: No Cost	Resident: No Cost
	Non-Resident: \$45.00	Non-Resident: \$45.00
POLICE REPORTS		
	\$0.25 per page	\$0.25 per page
PHOTOGRAPHS		
	Actual cost	Actual cost
ELECTRONIC RECORDS		
	\$ 69.00 (each data source)	\$ 69.00 (each data source)
SECOND HAND DEALERS APPLICATION		
	\$84.00	\$84.00
IMPOUND RELEASE		
	\$175.00	\$175.00
CONCEALED WEAPONS PERMIT		
Initial Fee (paid upon submission of application)		\$250.00
Issuance Fee (paid upon approval of application)		\$200.00
Renewal Fee		\$165.00
Duplicate/Modification Fee		\$20.00
VIOLATION FINES:		
(All sections are from the Albany Municipal Code unless otherwise specified)		
8-18.2 Possession of Dangerous Weapon	\$186.00	\$186.00
8-18.3 Fighting by Possessor	\$313.00	\$313.00
8-18.4 Discharge of Firearms Prohibited	\$313.00	\$313.00
8-18.5 Bows and Arrows	\$313.00	\$313.00
8-18.6 Hunting, Trapping or Harassing Animals	\$313.00	\$313.00
8-19.3 Firearms Dealer Permit Required	\$624.00	\$624.00
9-3.3 Obedience to Police and Fire Officials	\$129.00	\$129.00
9-4.3 Obedience to Traffic Control Devices	\$129.00	\$129.00
9-5.3 Obedience to No-Turn Signs	\$43.00	\$43.00
9-8.2 Roller Skates, Skateboards and Toy Vehicles	\$26.00	\$26.00
9-10.2 Standing in Parkways Prohibited	\$50.00	\$50.00
9-10.3 Parking for Certain Purposes Prohibited	\$50.00	\$50.00
9-10.4 Parking Parallel with Curb	\$45.00	\$45.00
9-10.5(b) Angle Parking (within markings)	\$45.00	\$45.00
9-10.6(b) Parking Adjacent to Schools	\$45.00	\$45.00
9-10.7 Parking Prohibited on Narrow Streets	\$50.00	\$50.00
9-10.8 Parking on Hills	\$50.00	\$50.00
9-10.9 Unauthorized Parking on Private Property	\$45.00	\$45.00
9-10.10 Parking on City Property	\$42.00	\$42.00
9-10.10(b) Parking during Street Sweeping	\$50.00	\$55.00
9-10.11 No Parking Zones to Prevent Flooding	\$45.00	\$45.00
9-10.12 Vehicles Not to Interfere with Work on Streets	\$50.00	\$50.00
9-10.13 Stopping or Parking at Hazardous Places	\$50.00	\$50.00
9-10.15 Emergency Parking Signs	\$50.00	\$50.00
9-10.17 a. 1-4 Curb Marking to Indicate No Stopping	\$75.00	\$75.00
9-10.17a.5 Curb Marking to Indicate No Stopping-Blue	\$356.00	\$356.00
9-10.18 Parking Time Limited in Business District	\$49.00	\$54.00
9-10.19 Parking Time Limited on Certain Streets	\$45.00	\$45.00
9-10.20 Parking Prohibited at All Times on Certain Streets	\$45.00	\$45.00
9-10.21 Parking of Oversized Vehicles Prohibited	\$50.00	\$50.00
9-10.2 Parking Prohibited Outside of Spaces	\$45.00	\$45.00
9-10.2 Interference with Officers in Enforcement	\$90.00	\$90.00
9-11.5 Standing in Any Alley	\$50.00	\$50.00
9-11.6 Bus Zones	\$313.00	\$313.00

5. POLICE		Fiscal Year 23-24	Fiscal Year 24-25
9-11.7	Funeral Zones	\$50.00	\$50.00
9-12.6	Parking Permits	\$45.00	\$45.00
9-13.2	General Authority of Police	\$45.00	\$45.00
DRUGS/ALCOHOL RELATED ARRESTS (when conviction is obtained):		Actual Staff Cost	Actual Staff Cost
HAZARDOUS MATERIALS RESPONSE		Actual Staff Cost	Actual Staff Cost
ANIMAL CONTROL VIOLATIONS:			
(All sections are from the Albany Municipal Code unless otherwise specified)			
10-2	Inhumane Treatment	\$178.00	\$178.00
10-3.2	Defecation	\$122.00	\$122.00
10-3.4	Rabies	\$122.00	\$122.00
10-3.5	Disposition of Dead Animals	\$122 + staff time	\$122 + staff time
10-3.6	10-4.1 Public Nuisance	\$178.00	\$178.00
10-4.2	Animals At-large	\$178.00	\$178.00
10-4.3	Vicious/Dangerous Animal	\$178.00	\$178.00
10-5	Animal Licensing – See General License Fees		
10-7	Watchdog or Vicious Animal	\$178.00	\$178.00
PARK, OPEN SPACE, WATERFRONT AND ALBANY HILL AREAS			
(All sections are from the Albany Municipal Code unless otherwise specified)			
8-4.3	Hours of Operation		
	First violation	\$100.00	\$100.00
	Second violation (within any twelve month period)	\$200.00	\$200.00
	Third violation (within any twelve month period)	\$300.00	\$300.00
8-4.4	Camping		
	First violation	\$100.00	\$100.00
	Second violation (within any twelve month period)	\$200.00	\$200.00
	Third violation (within any twelve month period)	\$500.00	\$500.00
8-4.5	Fires		
	First violation	\$100.00	\$100.00
	Second violation (within any twelve month period)	\$200.00	\$200.00
	Third violation (within any twelve month period)	\$500.00	\$500.00
8-4.6	Alcoholic Beverages		
	First violation	\$100.00	\$100.00
	Second violation (within any twelve month period)	\$200.00	\$200.00
	Third violation (within any twelve month period)	\$500.00	\$500.00
8-4.7	Unauthorized Activities		
	First violation	\$100.00	\$100.00
	Second violation (within any twelve month period)	\$200.00	\$200.00
	Third violation (within any twelve month period)	\$500.00	\$500.00
ANTI-SCAVENGER ORDINANCE			
15-3.3	Unauthorized Collection Prohibited		
	First violation	\$100.00	\$100.00
	Second violation (within any twelve month period)	\$200.00	\$200.00
	Third violation (within any twelve month period)	\$500.00	\$500.00
15-3.4	Destroying, Scattering or Collection Without Consent		
	First violation	\$100.00	\$100.00
	Second violation (within any twelve month period)	\$200.00	\$200.00
	Third violation (within any twelve month period)	\$500.00	\$500.00
15-3.5	Unauthorized Removal of Container		
	First violation	\$100.00	\$100.00
	Second violation (within any twelve month period)	\$200.00	\$200.00
	Third violation (within any twelve month period)	\$500.00	\$500.00

6. PUBLIC WORKS	Fiscal Year 23-24	Fiscal Year 24-25
Copy of Standard Construction Specifications	available on-line no cost	available on-line no cost
Watershed Management Plan (Technical Appendices)	available on-line no cost	available on-line no cost
Transportation Permit:		
Oversized and overweight vehicles	\$20.00	\$20.73
b. House Moving permit	\$381.00	\$394.94
TREES:		
Concrete removal (\$10.50/SF, Min. 12 SF)		
Cost to plant tree in City R-O-W (Adopt-a-Tree fee)	\$242.00 (waived by Council)	\$250.86 (waived by Council)
Tree replacement in City Right of Way	\$121.00 (waived by Council)	\$125.43 (waived by Council)
Tree Removal Application fee in City Right of Way	\$242.00	\$250.86
Replant City maintained street tree when removed by City initiated action	No fee	No fee
Tree Maintenance fee	\$51.00	\$52.87
Appeal of Parks, Recreation & Open Space Commission decision to City Council	\$222.00	\$230.13
BICYCLE AND VEHICLE PARKING:		
Installation of bike rack in public right-of-way (if required as condition of approval)	\$650.00 (waived by Council)	\$673.79 (waived by Council)
Designated Curb Parking (NO FEE for Accessible Curb Parking & Installations)	(waived by Council)	
a. Initial application	\$50.25	\$52.09
b. Parking installation		
1. Color curb (cost per space)	\$87.00	\$90.18
2. Restricted parking sign	\$440.00	\$456.10
3. Disabled parking logo (if needed)	\$73.00	\$75.67
FLOOD HAZARD LETTER: (determination from Flood Insurance Rate Maps only)	\$515.00	\$533.85
USE OF PUBLIC WORKS VEHICLE AND EQUIPMENT:		
Car, pickup truck, SUV per hour	\$19.00	\$19.70
Light utility vehicle (electric) per hour	\$19.00	
Dump truck, 2 axle per hour	\$38.00	\$39.39
Flat bed truck per hour	\$32.00	
Loader/backhoe per hour	\$51.00	\$52.87
Street sweeper per hour	\$83.00	
High pressure flushing/vacuum truck (Vactor) per hour	\$96.00	\$99.51
Sewer rodding truck per hour	\$58.00	
Street barrier rental fee per week	\$39.00	\$40.43
STREET AND TRASH VIOLATIONS		
14-1.2 Damage to public property	\$145.00 + hourly cost of maintenance worker	\$150.31 + hourly cost of maintenance worker
14-1.3 Obstruction of streets and sidewalks	\$109.00 + hourly cost of maintenance worker	\$112.99 + hourly cost of maintenance worker
15-2.2 Dumping garbage on public property	\$145.00 + hourly cost of maintenance worker	\$150.31 + hourly cost of maintenance worker
15-2.13 Household garbage in City trash can	\$109.00 + hourly cost of maintenance worker	\$112.99 + hourly cost of maintenance worker
MOBILITY SHARING SERVICES		
Permit Application Fee	\$1,003.00	\$1,039.71
Permit Renewal Fee	\$201.00	\$208.36
Annual Fee	\$0.00	\$0.00
Improper Parking Fee	\$103.00	\$106.77
Device Removal Fee	\$97.00	\$100.55
Device Storage Fee	\$250.00	\$259.15

7. RECREATION & COMMUNITY SERVICES	Fiscal Year 23-24		Fiscal Year 24-25	
ATHLETIC FIELDS: Ocean View Park, Memorial Park				
	Resident	Non-resident	Resident	Non-resident
- Youth Teams, Leagues, Groups per hour	\$15.00	\$23.00	\$15.55	\$23.84
- Adult Teams, Leagues, Groups per hour	\$22.00	\$34.00	\$22.81	\$35.24
- Business Teams, Leagues, Groups per hour	\$29.00	\$41.00	\$30.06	\$42.50
Albany Unified School District (subject to joint use agreement) Field Use Only - No Lights	No Charge		No Charge	
Field Lights Fee (Added to hourly rental rate) per hour	\$14.00	\$14.00	\$14.51	\$14.51
PICNIC/BBQ AREAS:				
	Resident	Non-resident	Resident	Non-resident
Memorial Park: (4 hour min.): 9:30 am-1:30 pm; or 2:30 pm-6:30 pm				
- East Side (4 Tables Max 24 people) per time block	\$79.00	\$91.00	\$81.89	\$94.33
- West Side (5 Tables Max 30 people) per time block	\$98.00	\$110.00	\$101.59	\$114.03
- Entire Picnic Area (9 Tables Max 54 people) per time block	\$175.00	\$187.00	\$181.41	\$193.84
Jewel's Terrace Park: (4 hour min.): 9 am-1 pm; 2 pm-6 pm				
- Entire Picnic Area (5 Tables Max 30 people) per time block	\$98.00	\$110.00	\$101.59	\$114.03
Ocean View Park: (4 hour min.): 10 am-2 pm; 3 pm-7 pm				
- Cedar Area (3 Tables Max 18 people) per time block	\$60.00	\$72.00	\$62.20	\$74.64
- Maple, Pine, Oak & Spruce Areas (2 Tables each Max 12 people) per time block	\$41.00	\$53.00	\$42.50	\$54.94
- Ponderosa Area (1 Table Max 6 people) per time block	\$24.00	\$36.00	\$24.88	\$37.32
- Entire Park (Picnic Area 12 Tables Max 144 people) per time block	\$232.00	\$244.00	\$240.49	\$252.93
GARDEN EVENT SPACES				
- Garden Event Area Behind Senior Annex per hour	\$48.00	\$60.00	\$49.76	\$62.20
- Patio Event Area Adjacent to Community Hall per hour	\$48.00	\$60.00	\$49.76	\$62.20
TENNIS COURTS:				
	Resident	Non-resident	Resident	Non-resident
Ocean View Park, Memorial Park, Terrace Park per hour/per court	\$10.00	\$12.00	\$10.37	\$12.44
Commercial Use - Instructor Fee per hour/per court	\$24.00	\$24.00	\$24.88	\$26.00
Use of courts (without lights) by the Albany Unified School District (subject to joint use agreement)			No Charge	
PICKLEBALL COURTS:				
	Resident	Non-resident	Resident	Non-resident
Ocean View Pickleball, per hour/per court	\$19.00	\$24.00	\$9.50	\$11.50
Commercial Use - Instructor Fee per hour/per court	\$24.00	\$24.00	\$24.88	\$26.00
Use of courts (without lights) by the Albany Unified School District (subject to joint use agreement)			No Charge	
COMMUNITY ROOM: Albany Community Center				
4 hours minimum not including set up/clean up Available Rental Hours: 8:30am - 10pm				
	Resident	Non-resident	Resident	Non-resident
- Community Based Organization (Not for Profit) per hour				
Week Day Rate (Monday - Thursday)	\$72.00	\$78.00	\$74.64	\$80.85
Weekend Rate (Friday - Sunday)	\$102.00	\$110.00	\$105.73	\$114.03
- Private Rental for Social or Fundraising per hour				
Week Day Rate (Monday - Thursday)	\$102.00	\$114.00	\$105.73	\$118.17
Weekend Rate (Friday - Sunday)	\$132.00	\$146.00	\$136.83	\$151.34
- Commercial and Business per hour				
Week Day Rate (Monday - Thursday)	\$120.00	\$132.00	\$124.39	\$136.83
Weekend Rate (Friday - Sunday)	\$150.00	\$164.00	\$155.49	\$170.00
Albany Unified School District (subject to joint use agreement)	No Charge		No Charge	
Damage Deposit Flat Fee	\$250.00		\$250.00	

7. RECREATION & COMMUNITY SERVICES	Fiscal Year 23-24		Fiscal Year 24-25	
MULTI-USE ROOM: Albany Senior Center	4 hours minimum not including set up/clean up			
	Resident	Non-resident	Resident	Non-resident
- Community Based Organization (Not for Profit) per hour	\$51.00	\$57.00	\$52.87	\$59.09
- Private Rental for Social or Fundraising per hour	\$60.00	\$72.00	\$62.20	\$74.64
- Commercial and Business per hour	\$78.00	\$89.00	\$80.85	\$92.26
Albany Unified School District (subject to joint use agreement)	No Charge		No Charge	
Damage Deposit flat fee	\$250.00		\$250.00	
MEETING ROOMS: Community Center (EOC, Room 1, Room 2, Craft, Edith Stone), Senior Center (South Room), Senior Annex	4 hours minimum not including set up/clean up			
	Resident	Non-resident	Resident	Non-resident
- Community Based Organization (Not for Profit) per hour	\$36.00	\$42.00	\$37.32	\$43.54
- Private Rental for Social or Fundraising per hour	\$45.00	\$57.00	\$46.65	\$59.09
- Commercial and Business per hour	\$63.00	\$75.00	\$65.31	\$77.75
Community Center Kitchen flat rate	\$50.00		\$50.00	
Albany Unified School District (subject to joint use agreement)	No Charge		No Charge	
Damage Deposit flat fee	\$250.00		\$250.00	
Memorial Park Building: Friendship Club (Room 1, Room 2)				
2-hour minimum, not including set-up/clean up Available hours: 9am-6pm			Resident	Non-resident
- Community Based Organization (Not for Profit) per hour			\$52.87	\$59.09
- Private Rental for Social or Fundraising per hour			\$62.20	\$74.64
- Commercial and Business per hour			\$80.85	\$92.96
Alcohol is prohibited at the facility				
Damage Deposit, Flat Fee			\$150.00	
BLOCK PARTY:				
- Block Party Package: Includes Application Processing; Barrier Delivery & Pick-up flat fee			\$80.00	\$82.93
- Block Party Package when hosting an Albany Fire Department Preparedness talk			\$40.00	\$41.46
MISCELLANEOUS FACILITY RENTAL FEES:				
1. City Alcohol Permit Fee (Exclusive of ABC Fee) per application	\$25.00		\$25.00	
2. Additional Security Required	Cost of service		Cost of service	
3. Late Payment Fee	Late payment fee: 20% of balance of fees due		Late payment fee: 20% of balance of fees due	
4. Audio/Visual system (Projector/Screen/PA System)(Community Center and Senior Center) flat fee	\$50.00		\$100.00	
5. Transfer fee for Room Reservation fee per change	\$25.00		\$25.00	
6. Transfer/Cancellation fee for Field / Tennis Reservation fee per change	\$5.00		\$5.00	

7. RECREATION & COMMUNITY SERVICES

Exhibit A - CLASSIFICATION FOR PRIORITY USE OF CITY PARK & RECREATION FACILITIES

1. Department Sponsored Activities

Recreation and Community Service programs and activities directly sponsored by the Recreation & Community services Department; other City of Albany activities as approved by the Director of Recreation & Community Services.

2. School Sponsored Activities (Senior Center for adult activities)

Adult or youth programs sponsored by the Albany Unified School District and Saint Mary's College High School.
Adult or youth programs sponsored by Peralta Community College or by the University of California, Berkeley.

3. Community Youth Groups and Leagues (At all facilities except Senior Center)

Any organized youth group or league having the following qualifications:

Non profit.

A majority of the members are 17 years or younger and Albany residents.

Has voluntary adult leaders, coaches or chaperones.

Is recreational in nature.

Shall have no membership restrictions other than age and gender.

Has definite organizational structure.

Its primary interest is in community school age youth.

4. Community Disabled/Senior Citizens Groups

An organized youth or adult group having the following qualifications:

Non profit.

Organized to serve a specific group of Albany residents who either suffer from a specific disability or are above the age of 55 years of age. Is primarily recreational in nature, but may also serve some social service need or educational needs for their group.

Has a specific organizational structure.

5. Community Service Clubs & Other Community Groups

Any organized youth or adult service group having the following qualifications:

Non profit.

A majority of members live, work, or own businesses in Albany.

Has officers, a definite organizational structure, meets regularly.

Senior Center Only: (School activities for young people and Community Youth Groups are next in priority order here)

6. Private Rental for Social Activities

All groups in #2 - 6 above who wish to conduct a special activity not open to the general public.

City of Albany business firms and associations conducting official company or group activities.

City of Albany residents conducting private family or individual parties, receptions, picnics, etc.

7. Fund Raising Activities

All fund raising activities by groups in #2 - 7.

8. Commercial Use or Non-Resident Recreational Use

Commercial for-profit activities.

Non-resident reservations for recreational activities.



EXHIBIT B

2024 Business License Tax Rates

Administrative Fees set by City of Albany Master Fee Schedule:

Issuance of 1st License	\$ 18.00
Issuance-Planning & Building Reviews	\$ 44.00
<i>In town businesses except home occupation</i>	
Lost License Replacement	\$ 18.00
Transfer of License	\$ 44.00
<i>Apartment Rental Property is disallowed from license transfer - must reapply</i>	
Rent Review Fee	\$ 15.00

Master Fee Schedule available online at <https://www.albanyca.org/departments/finance/master-fee-schedule>

State Mandated Fee

Senate Bill 1186	\$ 4.00
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Business License Taxes

<i>Business Type</i>	Tax	Term
Businesses with a fixed location within Albany		
Owner or sole employee	\$ 364.00	Annual
Each additional full time equivalent employee	\$ 75.00	Annual

Contractors and Trades

Owner or sole employee	\$ 364.00	Annual
	\$ 212.00	Semi-annual
	\$ 115.00	Quarterly
Each additional full time equivalent Employee	\$ 75.00	Annual
	\$ 38.00	Semi-annual
	\$ 8.00	Quarterly

Note: Contractors and Trades with a fixed place of business within Albany may purchase up to two (2) license per year (Albany Municipal Code § 5-2.3)

Businesses with less than \$7,200 annual gross receipts

Owner or sole employee	\$ 75.00	Annual
Each additional employee	\$ 48.00	Annual

Minors with less than \$500 in annual gross receipts within Albany (Does not include Solicitors and Peddlers)	\$ 18.00	Annual
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Apartment Rental Units-Residential	\$ 115.00	Annual (per unit)
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An apartment rental unit as used herein is a room or suite of two (2) or more rooms which is occupied or which is intended or designed to be occupied by not more than one (1) family, providing complete independent living facilities for one (1) or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation and for which rent is asked, paid or received. This includes, but is not limited to, apartments, single-family houses, cottages, buildings having two (2) or more apartment units, condominiums, flats, or in-law units.

Amusement & Entertainment

Permanent Premises: includes fewer than 100 admissions

5 or more days per week	\$ 1,460.00	Annual
Up to 4 days per week	\$ 1,160.00	Annual
Up to 3 days per week	\$ 869.00	Annual
Up to 2 days per week	\$ 584.00	Annual
1 day or less per week	\$ 435.00	Annual
Occasional	\$ 75.00	Day

Theaters, Occasional: Per 100 admissions sold or fractions thereof

Less than \$10 per ticket	\$ 48.00
\$10 or more per ticket	\$ 75.00



2024 Business License Tax Rates

Business Type		Term
Special Events: Temporary event held for the benefit or enjoyment of public (carnivals, fairs, circuses, auto shows, boat shows and recreational vehicle shows)	\$ 4,360.00	Week
	\$ 1,306.00	Day

Sponsored Events

0 - 10 businesses	\$ 57.00	Per Event
11 - 25 businesses	\$ 129.00	Per Event
26+ businesses	\$ 240.00	Per Event

License is obtained by the event sponsor (who already has an Albany Business License) and must be paid prior to the event

Other Business Types

Advertising Material Distribution	\$ 1,221.00	Annual (per person)
	\$ 303.00	Quarter (per person)
	\$ 101.00	Month (per person)
Advertising Vehicle	\$ 1,056.00	Annual
	\$ 257.00	Quarter
	\$ 88.00	Month
Amusements, Concessions	\$ 291.00	Day
Auctioneers, Real Property	\$ 435.00	Day
Auctioneers, Personal Property	\$ 1,014.00	Quarter
	\$ 215.00	Day
Automobiles for hire	\$ 101.00	Annual (per vehicle)
Bail Bond Brokers	\$ 435.00	Annual
Billboards	\$ 869.00	Annual
Boxer-Wrestling	\$ 4,360.00	Day
Christmas Tree or Seasonal Decorations not connected with another business operating from a fixed location in Albany	\$ 212.00	Quarter
Pawnbrokers	\$ 5,083.00	Annual
Peddlers and Solicitors	\$ 291.00	Quarter (per person)
	\$ 75.00	Day (per person)
Peddlers and Solicitors, personally manufactured articles and produce (Food Trucks, etc.)	\$ 148.00	Quarter (per person)
	\$ 34.00	Day (per truck)
Public Dance (Temporary)	\$ 724.00	Day
Pony Rides & Childrens' Amusements	\$ 101.00	Day
Skating Rink	\$ 5,806.00	Annual
Vendor of racing forms	\$ 2,900.00	Meet
	\$ 211.00	Meet

Utility Service

Per \$1,000 of gross receipts	\$ 1.00	Annual
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ALL BUSINESSES LOCATED WITHIN ALBANY MAY PURCHASE UP TO TWO (2) LICENSES PER YEAR FOR ONE (1) BUSINESS. ALL OTHERS ARE BASED ON LISTED TERMS.

I certify that the foregoing rates are true and correct based on a 2.3124% increase in the CPI for Urban Wage Earners and Clerical Workers (CPI-W) in the S.F. Bay Area from June 2022 to June 2023, pursuant to Albany Municipal Code § 5-2.2.

DATED: August 29, 2023

Cassondra Murphy
Interim Finance Director