

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

Agenda Date: 7/06/09
Reviewed by: BP

SUBJECT: Resolution #09-35 to adopt a revised Master Fee Schedule

FROM: Charlie Adams, Finance & Administrative Services Director
Beth Pollard, City Administrator

STAFF RECOMMENDATION

Approve Resolution #09-35 -- 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 1, 2009.

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 CPI for the San Francisco-Oakland-San Jose area has increased 3.1% 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.

A draft of the proposed Master Fee Schedule was posted to the City's website on June 24, 2009.

ANALYSIS

Some permit fees, such as those in planning review, were found to be deficient in recovering even a majority of cost. Fees that were added or adjusted separately from the CPI to meet current staff time, costs and ordinance provisions are listed on Attachment 1.

SUSTAINABILITY

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

At a later date, in conjunction with collaborative work currently underway with neighboring cities, staff anticipates returning to Council with a recommendation on lowering permit fees related to certain types of energy conservation projects. For example, cities in Alameda County are organizing to develop “green packages” of standardized energy conservation plans and specifications, with the goals of making it easier for both property owners and cities to process building permits for those sustainability improvements, and to provide consistency across jurisdictions.

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 reduce the necessity of subsidizing these services with other General Fund revenues.

Attachments:

1. New Fees and Increases Greater than 3.1%
2. Resolution No. 09-35
3. Master Fee Schedule

Master Fee Schedule
New Fees and Increases Greater than 3.1%

Fee	Old	New	Percent Increase
Planning & Zoning - Amendments	A/C	A/C Min. \$1,110	
Appeals	\$340	\$550	62%
Major Use Permit	A/C Min. \$1,110	A/C Min. \$1,784	61%
Design Review - Admin. Hearing	\$400	\$639	60%
Design Review - Commission	A/C Min. \$1,000	\$1,784	78%
Design Review - Signs	\$183	\$423	131%
Design Review - P&Z action	\$400	\$1,185	196%
Design Review - Master Sign Program	\$1,000	\$1,784	78%
Variance	\$777	\$1,784	130%
Parking Exception - residential & Com'l	\$1,160	\$1,784	54%
Parking Exception - parking survey	A/C Min. \$1,110	A/C Min. \$540	-52%
Subdivisions	A/C Min. \$1,230	A/C Min. \$1,784	45%
Condominium Conversion	\$492	A/C Min. \$1,785	63%
Notary Service	-	\$10	
Violation of Planning & Zoning Code	\$100	\$250	150%
Appeals	\$340	\$550	57%
Construction Permits		New Schedule	
First Responder	\$125	\$300	140%
Impound Release	\$100	\$175	75%
Anti-scavenger Ordinance	-	\$100 to \$500	
Memorial Park - non-residents	\$31/hr	\$38.25/hr	23%
Jewel's Terrace Park - non-residents	\$15/hr	\$22.5/hr	50%