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**RESOLUTION NO. 2018-81**

**A RESOLUTION OF THE ALBANY CITY COUNCIL AMENDING CITY COUNCIL ADMINISTRATIVE POLICIES RELATED TO FEE WAIVERS**

**WHEREAS**, the City of Albany is a municipal government organization that desires to operate effectively and efficiently; and

**WHEREAS**, the Albany City Council recognizes the need for rules of procedure and order for the effective administration of City Council functions; and

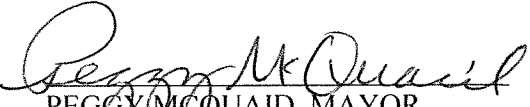
**WHEREAS**, the Albany City Council Rules of Procedure and Order and Administrative Polices were adopted by Resolution No. 2018-42, and these guiding documents are updated as needed to incorporate current or best practices, and ensure compatibility with other policies, protocols and laws; and

**WHEREAS**, updates to the City Council Administrative Policies are conducted as needed to ensure ongoing relevancy of the policies; and

**WHEREAS**, the Council has requested a policy to help guide consideration of fee waiver requests for community events; and

**WHEREAS**, the update to the City Council Administrative Policies is provided as Exhibit A to this Resolution and shall be incorporated into the City Council Administrative Policies upon approval by the City Council.

**NOW, THEREFORE, BE IT RESOLVED**, that the Albany City Council does hereby approve amendments to City Council Administrative Policies as provided in Exhibit A.

  
PEGGY MCQUAID, MAYOR



1 EXHIBIT A

2 CITY COUNCIL ADMINISTRATIVE POLICY: FEE WAIVER REVIEW POLICY

3  
4 Proposed addition (underlined) to Section VI of the Albany City Council Administrative  
5 Policies:

6 **VI. FINANCIAL REPORTS, BUDGET AND FEE POLICY**

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8 Prior to adoption of the budget, the City Council will receive a financial report from the  
9 City's Finance and Administrative Services Director. This report will contain revenue and  
10 expenditure projections, projected fund balances and fund transfer information. Budget  
11 revisions or updates will occur at approximately six-month intervals, if necessary. The City  
12 Council must approve all budget revisions that change the initial fund appropriations. All fees  
13 will be assessed and collected by the City Staff, in accordance with the most current Master  
14 Fee Schedule as adopted by the City Council.

15  
16 Every year, the City shall receive an Annual External Audit. The Finance and Administrative  
17 Services Director will schedule this audit as an agenda item for City Council review and  
18 approval. The Finance and Administrative Services Director or designee will submit a staff  
19 report summarizing the auditor's findings and the general financial condition of the City for  
20 the audit period.

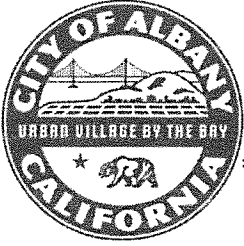
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22 City staff shall make every effort to collect all City fees. However, on rare occasion, waiver  
23 of a fee for hardship, miscommunication or to rectify a problem may be necessary. The City  
24 Manager, Finance & Administrative Services Director, City Treasurer and Community  
25 Development Director or their respective designees may waive fees including penalties and  
26 interest (if applicable) up to \$1,000 provided that a written explanation as to why the fee is  
27 being waived is submitted to the Finance and Administrative Services Department. Fee  
28 Waivers in excess of \$1,000 require approval by both the City Manager and the Finance &  
29 Administrative Services Director in the manner outlined above.



1 The City Council shall be the decision-making body for fee, permit, and license waiver  
2 requests from local community groups. When reviewing a fee waiver request, the City  
3 Council shall consider factors such as: (1) if the event advances one or more of the City  
4 Council's Strategic Plan Goals; (2) if the event is open to the general public; (3) if the nature  
5 of the event is compatible with its location; and (4) if safeguards are in place to avoid adverse  
6 impacts and to ensure safety of participants and the surrounding community. Prior to taking  
7 action, the City Council will be given an analysis of fees to be waived, and any other costs  
8 that may be incurred by City staff. City sponsored events shall be exempt from fee and  
9 license requirements.

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# City of Albany

1000 San Pablo Avenue • Albany, California 94706  
(510) 528-5710 • [www.albanyca.org](http://www.albanyca.org)

## RESOLUTION NO. 2018-81

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

The 4th day of June, 2018, by the following votes:

AYES: Council Members Barnes, Maass, Nason, Pilch and Mayor McQuaid

NOES: None

ABSENT: none

ABSTAINED: none

RECUSED: none

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this

5th day of June, 2018.

Eileen Harrington  
DEPUTY CITY CLERK

