

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

Agenda Date: September 4, 2018

**SUBJECT:** Resolution No. 2018-105, adopting the Updated City Council  
Administrative Policies

**REPORT BY:** Nicole Almaguer, City Manager

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**SUMMARY**

The City Council Strategic Plan includes a goal to “Engage our Diverse Community”, by establishing a policy to evaluate options for inclusion of a low-income exemption for home owners and rebate for renters for future taxes, and any franchise agreement. This staff report aims to formalize the current practice of the Council to consider options for inclusion of a low-income exemption for home owners and rebate for renters as part of any future tax levied on real property, and any franchise agreement.

**STAFF RECOMMENDATION**

That the Council adopt Resolution No. 2018-105, approving an update to the City Council Administrative Policies to include a policy to evaluate options for inclusion of a low-income exemption for home owners and rebate for renters for any future tax levied on real property, and any franchise agreement.

**BACKGROUND/DISCUSSION**

The City Council Strategic Plan includes a goal to “Engage our Diverse Community”, by establishing a policy to evaluate options for inclusion of a low-income exemption for home owners and rebate for renters for future taxes, and any franchise agreement.

Since the adoption of the current City Council Strategic Plan, the Council has worked to include a low-income exemption for home owners and rebate for renters on proposed taxes levied on real property, including the sidewalk repair parcel tax adopted by the voters in November 2016, and the parcel tax measure that will be on the November 2018 ballot, “Measure M”, which is intended to provide funding to maintain and improve park and open space facilities.

**SUSTAINABILITY IMPACT**

N/A.

## **FINANCIAL IMPACT**

There is no immediate financial impact to adopt the policy. The proposed policy intends to ensure the Council evaluates options for including a low-income exemption for home owners and rebate for renters on proposed taxes levied on real property, as well as any franchise agreements. During the course of analysis, the overall financial impact to include the exemption/rebate will be evaluated to determine financial impact, if any, based on the particular framework of each future parcel tax or franchise agreement.

## **Attachments**

1. Resolution No. 2018-105
2. City Council Administrative Policies (Draft Update)

**RESOLUTION NO. 2018-105**

**A RESOLUTION OF THE ALBANY CITY COUNCIL APPROVING THE  
UPDATED CITY COUNCIL ADMINISTRATIVE POLICIES**

**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. 2012-65 and 2012-75, respectively, 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**, the City Council 2017-2019 Strategic Plan was adopted by the Council on February 21, 2017 and is intended to outline goals and priority projects the City, and this plan was updated by the City Council per Resolution No. 2018-42; and

**WHEREAS**, the City Council Strategic Plan includes a goal to establish a policy to consider a low-income exemption for home owners and rebate for renters as part of any future tax levied on real property, and any franchise agreement; and

**WHEREAS**, the Council has considered and taken action to include a low-income exemption for home owners and rebate for renters as part of all recent parcel tax measures.

**NOW, THEREFORE, BE IT RESOLVED**, that the Albany City Council does hereby adopt the updated City Council Administrative Policies to include a policy to consider a low-income exemption for home owners and rebate for renters as part of any future tax levied on real property, and any franchise agreement.

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PEGGY MCQUAID, MAYOR

## **Policy Statement**

As part of the consideration of any future tax levied on real property, and any franchise agreement, the Council shall evaluate options for inclusion of a low-income exemption for home owners and rebate for renters.

## **Procedure**

In preparing any future tax measure and/or franchise agreement for consideration by the City Council, staff shall include analysis for the option of a low-income exemption for homeowners and a low-income rebate for renters.

The low-income property owner exemption/renter rebate are typically defined as follows:

- a) Single-family residential parcels and units on multi-family residential parcels owned and occupied by a person or persons whose combined family income, from all sources for the previous calendar year, is at or below the income level qualifying as "very low-income" for a family of such size under Section 8 of the United States Housing Act of 1937 (42 U.S.C.A. Sections 1437 *et seq.*) for property owners, and;
- b) Renters who reside in a residential rental unit within the City of Albany whose combined family income, from all sources for the previous calendar year, is at or below the income level qualifying as "very low-income" for a family of such size under Section 8 of the United States Housing Act of 1937 (42 U.S.C.A. Sections 1437 *et seq.*)