

RESOLUTION NO. 2944

A RESOLUTION ESTABLISHING COUNCIL PROCEDURES FOR OUTSIDE AGENCY REQUESTS FOR FUNDING.

WHEREAS, periodically the City Council is presented with requests for funding by outside nonprofit and other public service agencies; and

WHEREAS, the Council wishes to be responsive to community needs while maintaining a commitment to meeting its priority municipal public service responsibilities.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the following guidelines be established for receiving and processing requests for outside agency funding:

1. All agencies which have continuing funding requests from City resources shall be encouraged to submit their requests in writing to the City Manager in the month of March of each year for consideration in the preparation of the budget for the following fiscal year. Such agencies shall be encouraged to publicly present their requests at a meeting of the Albany Budget Committee and to be present during public hearings on the proposed budget.
2. Agencies which have immediate funding requests outside of the normal budget cycle shall be encouraged to submit supportive information to the City Manager, who shall investigate the request and make a report to the appropriate Council subcommittee. If the subcommittee recommends full or partial funding of the request, it shall forward a report to the full Council at the next opportunity. In addition, requests for funding may be made at any regular meeting of the City Council. However, except in emergency situations, the Council shall refer all such requests to an appropriate Council subcommittee for investigation and subsequent recommendation to the entire Council.
3. Agencies which are granted City funds shall make a written request for payment to the City Finance Director including a complete report on the intended use of the funds. The Finance Director will arrange a payment schedule which is appropriate to the amount of funds granted and the time period for which the funds are required. In addition, each agency shall make a full accounting to the City on the use of such funds at least annually.

Dated this 11th day of April 1990.



Mayor

ATTEST:



City Recorder