

## Exhibit 7 Special Assessment Process

### City of Albany

#### **Pre-Special Assessment Process Activities**

- A. **Prior to the January 15** start of the Special Assessment process Waste Management of Alameda County (WMAC) billing department will obtain the most current Parcel Data information for the City.
- B. Using the current parcel data, WMAC billing department will reconcile parcel data with WMAC's MAS customer service database to update and match parcel owner and address information. Once this reconciliation process is complete, WMAC will start the Special Assessment Process.

#### **Special Assessment Letter to Owners**

1. **On or before January 15** WMAC will send a letter to all property owners advising owners of their obligation to pay for Solid Waste and Recycling services for properties they own. The letter will clearly state that the owner is ultimately responsible for payment regardless if the tenant has agreed to make the payment for solid waste and recycling services as part of the rental agreement for the property. Applicable Sections of the Municipal Code will be included in this letter.
2. **Prior to March 1**, WMAC's billing department will identify all customers that are delinquent **over 90-days** and subject to the Special Assessment.
3. **On or before March 1**, WMAC will send out the first "Delinquency Subject to Special Assessment" letters to all owners and tenants.
4. **On or before April 1**, WMAC will send out the second "Delinquency Subject to Special Assessment" letter to all owners and tenants.
5. **On or before May 1**, WMAC will send out the third "Delinquency Subject to Special Assessment" letter to all owners and tenants.
6. **On or before May 15**, WMAC will send out the fourth "Delinquency Subject to Special Assessment" letter to all owners and tenants.
7. **On or before June 1**, WMAC will apply all payments received to the respective delinquent accounts and will remove the accounts from the Special Assessment List.
8. After all delinquent accounts are credited and removed from the Special Assessment list, WMAC sends the updated list to the Jurisdiction. **(June 1)**

9. **On or before June 5**, the jurisdiction sends out a Final Request for Payment to owners of all remaining delinquent accounts **as of June 1**, advising the owner that payment is **due by June 30**, or a special assessment will be placed on the property.
10. WMAC and/or the Jurisdiction will apply all payments received **on or before June 30** to the respective delinquent accounts. Remaining delinquent accounts are placed on the final Special Assessment list, which is given to WMAC and the City Council. The City Council reviews each account on the final list and either approves or denies placement of the Special Assessment on the property.
11. After the City Council completes their review and renders their decisions on placement of the Special Assessments on the properties listed, the Special Assessment list will be updated and provided to WMAC. **(July)**
12. On all accounts that the Jurisdiction approves the Special Assessment, WMAC will apply credit to the specific accounts and create One (1) general Special Assessment Account for each Jurisdiction. On all accounts that the Jurisdiction denies the Special Assessment, WMAC will review and determine if the account will be pursued for Special Assessment in the following year, or will take other necessary actions to resolve the status of the account. **(July)**
13. City receives payment from the County on all Special Assessments collected, which is then paid to WMAC, in turn WMAC pays the corresponding franchise fees back to the City. **(August)**
14. Monies received by WMAC from the City are applied to the General Special Assessment account previously created for the City, and WMAC performs a final reconciliation of all accounts involved. **(August)**

