

**Request for City Administrator to take necessary and expedient action  
under City of Altoona Resolution 4B-20 Declaring an Emergency (COVID-19 Outbreak)**

---

**1. Describe Action to be Taken: (Shall be necessary and expedient for the health, safety and welfare of the City)**

Local businesses have been severely impacted by restrictions put in place due to the COVID-19 pandemic. City establishment license renewal fee and delinquent amounts are due June 30, 2020. To assist businesses, it is proposed to allow a standard payment plan. The plan would require payment of the State-required minimum amount by the June 30, 2020; any remaining balances would be due by December 31, 2020, with late fees and penalties applying after that date. During the deferral period, late fees and penalties would be waived.

**2. Cite current City of Altoona Code of Ordinance Section to which you seek temporary, modified or suspended application. Altoona Municipal Code Chapters 5.24, 3.08**

**3. Department Director Requesting Action/Date: Cindy Bauer, City Clerk**

**4. Legal Review—name/date/comments:**

*[Signature]* / city attorney / 4-29-20

**5. City Administrator Approval Signature/Date:**

*[Signature]* / 4-29-20

**6. Implementation Date: 4/29/20**

**7. Assigned Emergency Declaration Number: COV--01**

	Alcohol with Cigarette	Class A Beer	Combination Class A	Class A Liquor	Class B Beer	Combination Class B	Reserve Combination Class B	Class C Wine	Amusement Coin Permit - Base fee \$50	Amusement Coin Permit - plus add \$10 per machine	NOTES:
Current number of licenses	4	0	7	0	4	10	0	2	6	*6	*Note: 6 establishments that pay for a coin operated permit
2020 Cost	\$100	\$150	\$550	\$400	\$100	\$600		\$100	\$50 base fee	\$650.00	Total of 65 machines (pool tables, dart boards, etc.)
Minimum	\$5	0	\$50	\$50	0	\$50		0	0	0	
Difference	\$95	\$150	\$500	\$350	\$100	\$550		\$100	300	\$650	
Revenue deferred until December 31, 2020	\$380	0	\$3,500		\$400	\$5,500	0	\$200	\$300	\$650	