



## **AGENDA MEMORANDUM**

First Reading for the City Council Meeting of 07/09/13  
Second Reading for the City Council Meeting of 07/16/13

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**DATE:** June 28, 2013  
**TO:** Ronald L. Olson, City Manager  
**FROM:** Valerie H. Gray, P.E., Director of Storm Water and Street Operations  
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<p><b>Ordinance approving and adopting an appeals process for the Street Maintenance Fee</b></p>
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**CAPTION:**

Ordinance adopting the Appeals Process for the Street Maintenance Fee attached as Exhibit "A" (Appeals Process); authorizing the City Manager to establish rules and procedures related to the Appeals Process; and authorizing the City Manager to take actions necessary to effectuate its purposes.

**PURPOSE:**

The purpose of this item is to establish by Ordinance a general appeals process for the Street Maintenance Fee established by Ordinance on its Second Reading by Council on June 25, 2013.

**BACKGROUND AND FINDINGS:**

On June 25, 2013, City Council approved on its Second Reading ordinances which established a Street Maintenance Fee and set policies and rates. Council had previously requested that staff develop an appeals process for customers. The attached Ordinance and Exhibit A reflect the general process staff anticipate using for such appeals by customers.

**ALTERNATIVES:**

Council may choose not to approve the proposed process.

**OTHER CONSIDERATIONS:**

None.

**CONFORMITY TO CITY POLICY:**

The Ordinance follows all appropriate policy.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Finance Department

**FINANCIAL IMPACT:**

Operating       Revenue       Capital      X Not applicable

<b>Fiscal Year: 2012-2013</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget				
Encumbered / Expended Amount				
This item				
BALANCE				

Fund(s):

**Comments:** None

**RECOMMENDATION:**

Staff recommends passage of the Ordinance in all of its parts.

**LIST OF SUPPORTING DOCUMENTS:**

Ordinance  
Exhibit A – Street Maintenance Fee Appeals Process  
Presentation