



Memorandum

DATE: July 21, 2015
TO: Mayor and City Council
THROUGH: City Manager
FROM: Director of Utilities & Environmental Services
SUBJECT: Special Assessment for Delinquent Sewer Bills and Water Bills Incurred by Property Owner

The purpose of this memorandum is to clarify the public notification actions taken as part of the special assessment procedures for delinquent water and sewer service charges (item No. 7 on the July 21, 2015 City Council meeting). Agenda report No. 7 lists all delinquent water and sewer service charges to be included as special assessments on the property tax roll. The report requests that the Council confirm the report and authorize the subject charges to become special assessments against the properties if not paid by July 31, 2015. The matter does not require a Public Hearing.

The associated agenda report states that “a notice of the City Council’s scheduled confirmation of this report was published in the *Daily Review* on July 11, 2015.” This is to clarify that due to an administrative oversight, the notice was not published in the newspaper. However, affected property owners have had ample notification of special assessments in advance of the July 21, 2015 Council meeting, including three separate notification letters as noted below;

- 1st Notice Mailed: March 18, 2015
- 2nd Notice Mailed: April 17, 2015
- 3rd Notice Mailed: May 13, 2015

These notices informed property owners that they had the right to request an administrative hearing before a hearing officer to object to the imposition of the charges on the property tax roll. They were also informed that the City Council would consider confirmation of the delinquencies in July. No administrative hearings were requested. The City Attorney has advised that the property owners have received sufficient notice of their delinquencies consistent with due process. Additionally, the Finance Director may continue to receive payments up to 5:00 p.m. on July 31 in the event an affected property owner wishes to make payment prior to transmittal of the delinquency to the County. Consequently, staff recommends the Council confirm the report and assessment of delinquent charges. The City Attorney also concurs with this recommendation.

Alex Ameri,
Director of Utilities & Environmental Services

Fran David, City Manager