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**To:** Mayor Nelson and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** November 17, 2021

**Subject:** Public Hearing – Certify Delinquent Utility, Escrow and Administrative Citations

City staff has assembled an assessment roll of outstanding delinquent utility, escrow and administrative citations for review and approval by the City Council.

Staff is proposing assessing \$68,070.61 to various properties throughout the City. Of that total, \$23,739.72 is related to outstanding utility bills, \$28,466.99 is related to unpaid Administrative Offense tickets, and \$988.90 is related to unpaid planning escrows. In addition, the City's fee schedule calls for a \$125.00 administrative service charge to be levied against each property certified, resulting in \$14,875 in service fees.

City staff has worked diligently to collect these outstanding balances prior to submitting this list to the City Council for assessment.

Prior to approval of the assessment resolution, the City Council must hold a public hearing on the proposed assessment roll. That has been noticed for Monday, November 21 at 7:00pm (or as soon thereafter).

If you have any questions regarding the proposed assessments, please don't hesitate to contact me at 763-784-6491.