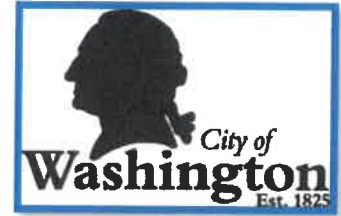


Memorandum



TO: Mayor Manier and City Council
FROM: Ray Forsythe, City Administrator *RPF*
DATE: August 9, 2019
SUBJECT: Special Service Areas N. Lawndale Avenue & W. Holland Street

Ed Andrews and I have engaged the assistance of City Attorney Timothy Yuhasz, Davis & Campbell L.L.C to ensure that the City is following the correct procedures in establishing the Special Service Area for these Capital Improvement Projects. As I have mentioned, this process will be utilized in the future years as we look to establish a funding mechanism for the private participation of these street reconstruction projects. My goal is to ensure we are following the correct procedures and create a process that can be replicated each year.

Mr. Yuhasz is working through the proposed SSA adoption schedule and Ordinances. In addition, he is determining the process to provide the access to the private property owner's utilities. We anticipate that we will have an update for the Committee of the Whole Meeting on Monday, August 12th and the first action on the establishment of the Special Service Area's on the Council Agenda, August 19th. Meanwhile, staff is proceeding with the necessary documents to bid the public portions of the projects in a timely manner to coincide with the creation of the SSA's.

It is anticipated that an update will be available for the Committee of the Whole meeting August 12th.