



AGENDA REPORT

Public Works

DATE:	January 18, 2022
TO:	Mayor Butt and Members of the City Council
FROM: <i>(List all relevant/responsive staff persons)</i>	Joe Leach, PE, Public Works Director Greg Hardesty, Parks & Landscaping Superintendent
Subject: <i>(This will appear on the agenda)</i>	Resolution ordering the preparation of the annual engineer's report for fiscal year 2022-2023 regarding improvements and costs for the Hilltop Landscape Maintenance District
FINANCIAL IMPACT:	The proposed expenditure of \$10,750 was funded in the approved Fiscal Year 2021-2022 - Public Works Department Operational Budget (11233731-400201).
PREVIOUS COUNCIL ACTION: <i>(List all dates items were heard or council action took place)</i>	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The proposed resolution initiates the process for the annual levy of a benefit assessment for the Hilltop Landscape Maintenance District by ordering the preparation of the Fiscal Year 2022-2023 Engineer's Report for this District
RECOMMENDED ACTION: <i>(This will appear on the agenda)</i>	ADOPT a resolution ordering the preparation of the Engineer's Report for Fiscal Year 2022-2023 regarding improvements and costs for the Hilltop Landscape Maintenance District - Public Works Department (Joe Leach 510-620-5478/Greg Hardesty 510-620-6920).

DISCUSSION:

On June 23, 1998, the City Council adopted Resolution No. 91-98, approving the Engineer's Report, establishing the rate of assessment, authorizing annual increases thereof, and ordering maintenance services within the Hilltop Landscape Maintenance District. The rate of assessment for this District must be confirmed annually by action of the City Council.

In accordance with Section 12.60.240 of the Richmond Municipal Code, and in accordance with State law, the first step in this process is to order the preparation of an Engineer's Report of assessment for the 2022-2023 fiscal year. As required by Section 12.060.250 of the Richmond Municipal Code, a copy of the report and a property owner response form will be mailed to all owners of real property subject to the annual benefit assessment as a subsequent part of the process. The City Council will be asked to hold a public hearing and accept the Engineer's Report to then finalize the process.

DOCUMENTS ATTACHED:

Attachment 1 – Resolution