

TO: James L. App, City Manager  
FROM: Mike Compton, Director of Administrative Services  
SUBJECT: Appointment of Council Ad Hoc Committee – Fee Study (Cost of Services)  
DATE: July 15, 2003

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Needs: For the City Council to appoint an ad hoc committee to assist in the selection of outside expertise for fee study.

Facts:

1. The adopted fiscal year 2003-04 operating budget included a \$25,000 appropriation for the preparation of a fee study.
2. Requests for proposals (RFPs) have been prepared and widely distributed.
3. Responses are due August 1, 2003.

Analysis

and

Conclusion:

It is desirable that the Council appoint an ad hoc committee to assist in the evaluation and selection of outside expertise for preparation of city wide fee study. The fee study will not include utility user fees (but does include special service fees) nor development impact fees.

Fiscal

Impact:

None.

Options:

- a. That the Council appoint a two-member ad hoc committee to assist with the evaluation and selection of outside expertise to prepare city wide fee study (cost of services), reporting back to Council by September 30, 2003.
- b. Amend, modify, or reject the above option.