

SPECIAL ASSESSMENT DISTRICT FORMATION FLOW CHART

“Public Hearing
of Necessity”

“Public Hearing for
Confirmation
of the Roll”

<u>INITIATING ACTION</u>	<u>RESOLUTION NUMBER 1</u>	<u>RESOLUTION NUMBER 2</u>	<u>RESOLUTION NUMBER 3</u>	<u>RESOLUTION NUMBER 4</u>	<u>RESOLUTION NUMBER 5</u>	<u>PROJECT CONSTRUCTION</u>	<u>PROJECT CLOSE OUT</u>
		Council recognizes that the project may be warranted	Council determines that the project is necessary	The Engineering plans and specifications and the assessment roll are received by Council	The Special Assessment Roll is confirmed		Administrator compiles actual costs and recommends to City Council the appropriate close out procedure
	Council directs Administrator to prepare a preliminary report	A cost spread is estimated between the District and the City at large	The preliminary plans and cost estimates are approved and adopted	Council directs that the plans, specifications and assessment roll be placed on file with the City Clerk	It is directed that the Assessment Roll be placed on file in the office of the City Clerk	Project constructed	
Special Assessment District initiated by citizen petition or City Council directive	Report and preliminary plans placed on file with City Clerk	The limits of the District are established	The Special Assessment District is ratified and confirmed	Council sets date, time and place for public review of the project and confirmation of the assessment roll	The Treasurer is directed to levy the various sums appearing on the Assessment Roll	Final project costs are determined	
				The City Clerk is directed to publish notice of the public meeting and notify members of the proposed district, 14 full days prior to the Hearing	The terms of the payment schedule are delineated		
		Resolutions 1 & 2 are placed on file with the Administrator's report in the office of the City Clerk	The estimated cost spread between City and SAD is adopted				
		The date, time and location of the Public Hearing of Necessity are established	The City Engineer is directed to produce plans and specifications				
		The City Clerk is directed to publish notice and notify all persons in the proposed District by first-class mail, 14 days prior to the Hearing	The City Assessor is directed to prepare a Special Assessment Roll in accordance with the determination of Council				

ALTERNATIVES:

1. Assessment Roll Insufficient -
Council may make an additional assessment not to exceed 15%
2. Assessment Roll greater than required
 1. over 5%, monies refunded
 2. under 5%, monies transferred to General Fund