**2016 SPECIAL ASSESSMENT SCHEDULE OF EVENTS**

**SANTA FE BID**

| **Required Timing** | **Event** | **Statute Cite** | **Proposed Calendar Date** | **Person Responsible** |
| --- | --- | --- | --- | --- |
| September, 2015 | * Board approves **Preliminary Work Plan & Budget** * Board approves **Assessment Timeline** | 31-25-1211 | September 15, 2015  (Board Meeting) | Andrea |
| September 30, 2015 | Submit **Preliminary Work Plan & Budget** to the City & County of Denver. |  | September 30, 2015 | Andrea |
| At October board meeting | Calculate and prepare preliminary 2016 estimates of property owner assessments. | Not Statutory | November 10, 2015 | Lynda |
| 20 – 40 days prior to the date of the assessment hearing | Adopt resolution setting a date, time and location for a hearing on the question of the imposition of a special assessment. (Includes a notice describing the property on which the assessment is to be levied, the purposes for which the assessment is to be levied, the proposed method of assessment and manner of payment and the right of the owners of property to be assessed to file a remonstrance petition.)  Adopt a resolution setting a date, time and location for a hearing on the proposed budget and work plan.  Proposed Hearing: December 1, 2015 | 31-25-1219(2)(a) | November 10, 2015 | Andrea/Rick |
| Date to coincide with Denver Assessor freeze | Adopt a resolution freezing data, as of November 14,2015. | Not statutory | November 10, 2015 | Lynda |
| 20 – 40 days prior to the assessment hearing | Mail by first class mail, notice of public hearing, estimate of assessment & property owner letter to all owners of record.  Complete affidavit of mailing; send to attorney. | 31-25-1219(2)(a)  Estimate is not statutory | November 11, 2015 | Lynda |
| After City freezes assessment data | Provide preliminary file of property IDs to City Treasury Department. | Not statutory | November 20, 2015 | Lynda |
| Prior to hearing | Publish notice in Daily Journal (email to: [official.bids@construction.com](mailto:official.bids@construction.com)); deadline 10 am prior day. | 31-25-1219(2)(a) | November 23 | Andrea |
| December | Conduct public hearing on assessments, 2016 budget, and amended 2015 budget (if needed). | 31-25-1219(2)(b) | December 1 | Andrea |
| Determined in November | No assessment if remonstrance petition objecting signed by owners of more than ½ of the proposed assessment. | 31-25-1219(2)(b) | (No date) | Board |
| After Public Hearing | After hearing, Board adopts resolution. The resolution shall apportion the relative benefits to the real properties benefited by the service. | 31-25-1219(2)(b | December 1 | Andrea / Rick |
|  | Board prepares a local assessment roll. Assessments shall be delinquent if not paid w/in 30 days of due date | 31-25-1219(2)(b | December 1 | Lynda |
|  | Furnish final assessment roll to City Treasury Department | (Not statutory) | December 2 | Lynda |
| January, 2016 | Mail to each owner of property on the assessment roll a notice of the amount of the assessment, the due date, a statement that the assessment shall constitute a perpetual lien from the date of mailing and have priority over all other liens except general tax liens. | 31-25-1219(2)(b) | January, 2015 | Denver Treasury |