

## **SPECIAL ASSESSMENTS PROCEDURES**

1. Preliminary resolution, declaring intent to exercise such powers.
  - A. Resolution shall describe purpose, limits of district, number of installments to pay and direct engineer to prepare report.  
  
May limit portion of cost to be assessed.
2. Class I Notice, 10 days before hearing. Council must act 10-40 days after publication and notice to property owners.
3. Public Hearing.      }
4. Final Resolution    } Same Date
5. Final Resolution published as a Class I Notice and a copy mailed to each property owner.
6. Bills sent after completion of construction. Bills shall include all construction, engineering and City Administration costs.