

**SPECIAL ASSESSMENTS  
PROCEDURES**

- I. 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.
  - B. May limit portion of cost to be assessed.
- II. Class I Notice, 10 days before hearing. Council must act 10-40 days after publication and notice to property owners.
- III. Public Hearing.     }
- IV. Final Resolution    } Same Date
- V. Final Resolution published as a Class I Notice and a copy mailed to each property owner.
- VI. Bills sent after completion of construction. Bills shall include all construction, engineering and City Administration costs.

*undated*

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