

Voluntary Assessments

Section 2.07 of the Master Assessment Ordinance provides a process to allow individuals to request the creation of a special assessment program for construction of neighborhood capital improvements, for the following types of improvements:

- Sidewalks
- Neighborhood road paving and maintenance
- Beautification (landscaping, signs, entrance markers)
- Street lighting
- Stormwater

This voluntary process is intended to be used primarily for improvements on public property but may be used for improvements on private property or for private facilities if the property owners impacted by the improvements agree. It may be used for private roads, if the County is granted the right to construct the improvements by donation of all necessary right-of-way. This process is comprised of the following major steps:

Year Prior to the Year Assessment Imposed*	
<u>Deadline</u>	<u>Action</u>
October 1	Property owners submit petitions and right-of-way deeds signed by at least 51% of the affected property owners in the neighborhood to the BOCC, along with necessary fee. ROW deeds or easements to be accepted by resolution of the BOCC if project goes forward. Initial fee to be comprised of: (1) \$1.50 per parcel for the development, printing, and mailing of the ballot and (2) \$30 per parcel (estimated min. \$1,500/max. \$3000) for development of project budget, benefit area, and apportionment methodology to arrive at preliminary rates for ballot.
October-November	BOCC adopts a resolution approving development of the assessment program and preparation and mailing of non-binding ballot.
Year Assessment Imposed	
<u>Deadline</u>	<u>Action</u>
January-April	County staff or a consultant develop the proposed assessment program, including costs of improvements or maintenance, a project budget, and the apportionment methodology.
April 15	The neighborhood association provides financing terms to County staff or consultant for calculation of rates. It is the responsibility and obligation of the neighborhood association or property owners to obtain financing and repay any debt. Debt will be issued in the name of the neighborhood association or other entity created by the neighborhood for this purpose, not the County. The County will not be a signatory to or have responsibility for repayment of any debt, but will use the assessment proceeds to make scheduled payments directly to lender.
End of April	County staff prepares and mails non-binding ballot to all persons subject to assessment. Ballots due 30 days from the date mailed. Ballots must include proposed rates and description of proposed improvements.
End of May	Ballots returned and results counted by County. If at least 66% of ballots returned support assessment, BOCC may move forward with consideration of the Initial Assessment Resolution.
July BOCC Meeting	BOCC considers approval of the Initial Assessment Resolution.
20 days prior to Public Hearing	County publishes and mails notice of public hearing for consideration of Final Assessment Resolution.
Prior to September 15	County holds public hearing and considers Final Assessment Resolution.
After Public Hearing	Neighborhood association finalizes financing.
November 1, 2011	Assessment is included on Tax Bill.
After November 1, 2011	After placement of the assessment on the tax bill and once the neighborhood association finalizes the financing agreement, the County will take initial steps to begin construction of improvements.

*These deadlines may be waived for assessment programs in the initial year (2010).

The decision to adopt such a program is purely a legislative decision for the BOCC. The results of the ballot are not binding on the BOCC.