

**BEGIN HERE**

**Property Owner  
 Petition Initiated  
 District**

Landowners of 60% of land area waive 1931 Act requirements

File petitions with Clerk/Secretary

**Actions by Legislative Body**

**Adopt Resolutions:**  
 1. Approving Boundary Map\*  
 2. Declaring Intention\* and directing preparation of 1913 Act Report

File 1913 Act Report

**Legislative Body Commences Assessment Proceedings**

**Adopt Resolutions:**  
 1. Preliminary approving Engineer's Report  
 2. Setting Public Hearing date  
 3. Calling for construction bids  
 4. Making appointments

Within 15 days Boundary Map is filed in the Office of County Recorder

**Local Agency Initiated District**

**Adopt resolutions:**  
 1. Approving Boundary Map\*  
 2. Declaring Intention\* and directing preparation of either:  
 a. 1931 Act Report  
 b. Combined 1931/1913 Act Report by simple majority of legislative body

File combined 1931/1913 Act Report

**Actions by Legislative Body**

**1. Conduct 1931 Act Hearing**  
**2. Proceed and direct preparation of 1913 Act Report if:**  
 a. No Majority protest AND  
 b. Either adequate values or 4/5 vote  
**3. If not, then abandon**

File 1913 Act Report

\*Timing of adoption of Boundary Map and Resolution of Intention varies

not sooner than 45 days from mailed notice and assessment ballots

**Public Hearing**

**1. Present Engineer's Report**  
**2. Receive testimony**  
**3. If no majority protest, legislative body may adopt resolution confirming assessments\*\***

If ballots submitted in opposition to the assessment exceeded ballots submitted in favor, then majority protest. Ballots weighed according to proportional financial obligation of the affected property

\*\*Environmental review should be completed before formation of District

**1. Assessment Roll and Diagram recorded with Superintendent of Streets**  
**2. Diagram and Notice of Assessment recorded with a County Recorder**  
**3. Statement of Assessment mailed to property owners and published (once a week for two successive weeks at at least 5 days apart)**

Not less than 30 days after recordation of Diagram and Assessments with the Superintendent of Streets

**Usual Sequence of Events for 1913 Act Special Assessment District After Proposition 218**

(Municipal improvement Act of 1913 Commencing with Section 10000 of the Streets and Highways Code)

**1. Sell & deliver bonds & receive bond proceeds**  
**2. Initiate construction or acquisition**  
**3. Commence activities to administer debt, levy and collect assessments and comply with continuing disclosure requirements**

**End of Cash Collections/  
 Statute of Limitations**

**Legislative body:**  
 1. Certifies paid and unpaid assessments  
 2. Authorizes issuance of bonds\*\*\*  
 3. Approves Preliminary Official Statement and Continuing Disclosure Agreement  
 4. Adopts resolution awarding the construction contract

Receive construction bids

\*\*\*1915 Act Bonds = Section 8500 *et. seq.*  
 1911 Act Bonds = Section 6400 *et. seq.*

Specific requirements of Proposition #218 and S.B. 919