

**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

**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

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

\*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

**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.*

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

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)

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