

Improvement District Timeline / Checklist

Tasks by Phase	Duration of Phase
Pre-Design	505
Receive resident request & notify impacted Deputy Director	3
Assign responsible staff	4
Determine feasibility	10
Create basic boundary Map, Project Estimate, Petition, & Database	30
Mail petition with proposed district boundary map	7
Residents deadline to return petition (180 days max)	180
Review returned petition for percent of linear frontage support	7
Mail ballots by certified mail showing individual assessment	30
Review returned ballots (51% majority of frontage needed)	14
Ballot analysis to Director/Deputy of impacted department (Legistar backup)	3
Submit project number request form	14
Develop Preliminary Plans - RFS to Procurement for Consultant	120
Create Diagram map & have Street Transportation Director sign	120
File Plans/Estimate/Diagram with City Clerk	2
Contact Law Dept. regarding Legistar Ordinance of Intent language	7
Mail ballot results/notice of Ordinance hearing date to residents	7
Legistar File & Hearing for Ordinance of Intention	35
Advertisement of Ordinance (Once a week for two weeks)	14
Order signs from 10th FI Printing Services	14
Post Ordinance notice signs in neighborhood (no more than 300' apart)/Council Chambe	3

Affidavit of Notice Postings	7
Protest Period	15
Petition/Ballot copy to the City Clerk	3
Letter to residents of Passing/Failure of Ordinance of Intention	7
Internal meeting to discuss FY of available budget for Design/Construction	7
Design	187
RFS for Design Consultant	60
Design	120
Mail updated estimate of assessments to residents	7
Construction	488
RFS Call for Bids/Low Bid only, no JOC	7
Legistar File to Order the Work & for a Call for Bids	35
Advertisement & Posting of Bid invitation	30
Opening Bids & Review of documents submitted by contractors	35
Legistar File to Award Contract to lowest qualified bidder	35
Advertisement of Award	14
Protest Period	15
NTP for Construction	30
Construction	250
Letter of Final Acceptance	30
Receive Final Acceptance Letter from DCM/Impacted Department	37

Assessment Collection	422
Mail Final Assessments & Notice to residents about hearing	44
Legistar File to approve the Diagram & Assessments	65
Protest Period	15
Legistar file to hold hearing	65
30 Day Cash Payment Period	30
Review Unpaid Assessments	7
Submit total bond amount to Finance	2
Calculate interest and principal payments	2
Provide amounts to Streets	7
Write resolution for Council	30
Send bond, letter, debt service schedule to trustee	3
Prepare certificates and opinion	14
Send closing information to Bond Counsel and trustee	30
Lien Properties	13
Create Customer Accounts	30
Legistar File to approve the bonds	35
Meet with Finance for closing process	21
Mail physical documents at closing	7
First Billing of first half of the 10yr period at 6.9% Int. Due either Jun 1 or Dec 1.	30