

Timeline of a 218 Assessment Election:

Reverse Timeline, based on current meeting schedules:

July 20th-Aug 1st: Assessments are submitted to the County

July 15th(?)-July 20th: Post results of election. Compile assessments for submission to the County.

July 1-15 TBD: Ballot Hearing

- Tabulation of ballots
- Resolution for 2023/2024 budget and assessment

June 1st: PDGHAD Meeting and information session,

May 18th- 28th: Mailing of the Notice of an assessment election (77 days prior) and posted on Frontsteps as “ballots will be arriving in the mail”. Requirements include:

- Must be mailed at least 45 days prior to a scheduled hearing.
- Amount of the assessment on the property
- Amount of the total assessment for all properties
- Duration of the assessment
- Reason for the assessment
- Basis for the cost estimates
- Date, time and location of the hearing
- A ballot
- Summary of the procedures for balloting: completion, return, tabulation and procedures if a majority protest is lodged. Ballots must be weighted to the proportion of the assessment being imposed.

May 18th: Regular PDGHAD and Homeowners Meeting and Information session. Review documents for finalization

April 6th: Special PDGHAD Meeting and information session, discuss documents to be created and homeowner information.

Requirements for a 218 election:

Table 2

Special Benefit Assessments		
Purpose	Procedural Requirements⁽¹⁾	Approval
Fund facilities and services, e.g., water and sewer facilities, landscape and lighting facilities and services, park facilities and services	<p>(1) Hold noticed public hearing.</p> <p>(2) Written notice of public hearing and ballots must be mailed to property owners at least 45 days prior to protest hearing.</p> <p>(3) Notice must provide: (a) the total amount chargeable to the entire district; (b) the amount chargeable to the owner’s parcel; (c) the duration of the payments; (d) the reason for the assessment and the basis upon which it was calculated; (e) the date, time, location of the public hearing; (f) a ballot; (g) a summary of the procedures for returning and tabulating the ballots; (h) a statement that if a majority protest exists the assessment will not be imposed.</p> <p>(4) The resolution authorizing the special benefit assessment may (a) state a range of rates or amounts; or (b) provide that rate may be adjusted for inflation pursuant to defined formula.</p>	If a majority of the property owners protest the levy of the assessment, the assessment may not be imposed. Ballots are weighted based on the financial obligation of each property owner.

(1) Additional procedures may be required depending on the statutory authority for adopting the specific assessment.

Included in:

https://www.waterboards.ca.gov/drought/pricing/docs/csda_guide_proposition_218.pdf