



Attachment A: 2025 Draft Tax Calendar
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ITEM	DATE	CODE REF	NOTES
Assessment Date	Monday, January 01, 2024	3.12.070(B)	
Due Date for Property Tax Exemption Requests	Wednesday, January 15, 2025	3.12.030(A3a)	
Completion of Annual Assessment Roll	Monday, February 17, 2024	3.12.070(C)	The assessor shall complete the listings for the annual assessment roll of all real property within the city before March 1st, or other such date as may be established by the city council each year.
Mailing of Assessment Notices	Monday, March 3, 2025	3.12.100(A)	The assessor shall give to every person named in the assessment roll a notice of assessment, showing the assessed value of his property, at least thirty days before the equalization hearings.
Advertising Notice of Assessment	Monday, March 3, 2025	3.12.100(B)	When valuation notices have been mailed, the assessor shall cause notice that the assessment rolls have been completed to be published in a newspaper of general circulation once each week for two successive weeks.
	Monday, March 10, 2025	3.12.100(B)	
Deadline for Appeals to Board of Equalization	Tuesday, April 1, 2025	3.12.110(B)	A written appeal, specifying the grounds for the appeal, shall be filed with the board of equalization within thirty days after the date on which the assessor's notice of assessment was given to the person appealing.
Board of Equalization Meeting	Thursday, April 24, 2025	3.12.120	BOE meetings.
Board of Equalization Meeting (if needed)	Thursday, May 1, 2025	3.12.120	BOE meetings.
Delivery of Assessment Roll to City Council	Wednesday, May 7, 2025	3.12.160	Council meeting moved to Wed to accommodate elections
Setting of Mill Levy by Resolution	Wednesday, May 7, 2025	3.12.060	The rate of levy of tax and the date when taxes shall become delinquent shall be fixed by resolution of the city council, and the levy for school and municipal purposes shall be separately made and fixed, but the aggregate thereof shall not exceed two percent of the assessed value of the property assessed
Mailing of Tax Statement for Oil & Gas Properties	Friday, May 30, 2025		
Deadline for Oil & Gas Property Tax Payment	Monday, June 30, 2025		
Mailing of Tax Statements for non-Oil & Gas Properties	Tuesday, July 1, 2025	3.12.180	By July 1st, the city shall mail tax statements setting out the levy, dates when taxes are payable and delinquent, and penalties and interest.
Taxes Due and Payable	Tuesday, July 1, 2025		
May Be Paid in Full without Penalty or Interest on or Before:	Friday, August 15, 2025		
For Installment Payments:			
First-Half Due Date	Friday, August 15, 2025		Penalty equals 8% of current-year unpaid balance. Interest is charged monthly at 8% per annum.
Second-Half Due Date	Wednesday, October 15, 2025		