



Attachment A: 2018 Tax Calendar Resolution No. 17-49

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<u>ITEM</u>	<u>DATE</u>	<u>CODE REF</u>	<u>NOTES</u>
Assessment Date	Monday, January 01, 2018	3.12.070(B)	
Due Date for Property Tax Exemption Requests	Monday, January 15, 2018	3.12.030	
Completion of Annual Assessment Roll	Wednesday, February 28, 2018	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	Thursday, March 01, 2018	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 their property, at least thirty days before the equalization hearings.
Advertising Notice of Assessment	Wednesday, March 07, 2018	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.
	Wednesday, March 14, 2018	3.12.100(B)	
Deadline for Appeals to Board of Equalization	Friday, March 30, 2018	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	Wednesday, May 02, 2018	3.12.120	Council moved to Wed to accommodate Tuesday elections
Delivery of Assessment Roll to City Council	Tuesday, May 15, 2018	3.12.160	
Setting of Mill Levy by Resolution	Tuesday, May 15, 2018	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	Thursday, May 31, 2018		
Deadline for Oil & Gas Property Tax Payment	Friday, June 29, 2018		
Mailing of Tax Statements for non-Oil & Gas Properties	Friday, June 29, 2018	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 May Be Paid in Full without Penalty or Interest on or Before:	Wednesday, August 15, 2018		
<u>For Installment Payments:</u>			
First-Half Due Date	Wednesday, August 15, 2018		Penalty equals 8% of current-year unpaid balance. Interest is charged monthly at 8% per annum.
Second-Half Due Date	Monday, October 15, 2018		