



## MEMORANDUM

To: City of Commerce City

From: McGeady Becher P.C.

Date: January 22, 2019

Re: UPDATED Schedule of Events for Approval of the Nexus at DIA Metropolitan District in the City of Commerce City

The following is a preliminary schedule for the approval of the Nexus at DIA Metropolitan District Service Plan (“**Service Plan**”) in the City of Commerce City (“**City**”), and for conducting an organizational election on May 7, 2019.

| <u>TIME</u>                     | <u>EVENT</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                 | <b>I. PRE-APPLICATION PROCESS/MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Now to 10/20/18<br><br>COMPLETE | <p>Working group drafts Service Plan and Intergovernmental Agreement (“<b>IGA</b>”) together with exhibits and other necessary documents.</p> <ul style="list-style-type: none"> <li>• McGeady Becher will prepare draft Service Plan and IGA</li> <li>• Working group will prepare exhibits and other necessary documents and provide to McGeady Becher</li> <li>• Discuss need for letter agreement/consent with water, sewer and/or fire districts.</li> </ul> <p><i>(See C3gov.com/planning for additional information)</i></p> |

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|                                        | <b>II. SERVICE PLAN APPROVAL PROCESS</b>                                                                                                                                                                                                                                                                                     |
| 10/22/18<br>COMPLETE                   | Submit draft Service Plan and IGA to City for review, together with associated materials and non-refundable fees.<br><br><i>[See Metropolitan (Metro) Districts Facts to Know material located at <a href="http://c3gov.com/planning">c3gov.com/planning</a> for additional information regarding the submittal process]</i> |
| 10/22/18<br>to<br>11/30/18<br>COMPLETE | Review of draft Service Plan and IGA by City and agencies.<br><br><i>Note: per City's review process, agencies have <u>six</u> weeks to review and comment.</i>                                                                                                                                                              |
| 12/03/18<br>to<br>12/14/18<br>COMPLETE | Draft Service Plan and IGA discussed at Development Review Team ("DRT") meeting. After DRT meeting, DRT will provide comment letter from City staff stating additional items that must be addressed or clarified.                                                                                                            |
| 12/17/18<br>to<br>1/22/19              | Revise draft Service Plan and IGA per City's comments. Re-submit revised draft Service Plan and IGA and conferences/meetings with City regarding revisions, as may be necessary.                                                                                                                                             |
| 2/1/19                                 | Provide Notice of Hearing to <u>Commerce City Sentinel Express</u> for publication.<br><br><i>(NOTE: Notice shall be published at least 20 days prior to the City Council hearing date of 3/4/19. Deadline is noon on Friday for the following Tuesday publication.)</i>                                                     |
| 2/4/19<br>to<br>2/12/19                | Notice of Hearing mailed to property owners within the proposed District, if required <i>(not more than 30 days or less than 20 days prior to public hearing)</i> . <i>Not required if applicant represents 100% of property owners.</i>                                                                                     |
| 2/05/19                                | Notice of Hearing published in the <u>Commerce City Sentinel-Express</u> .                                                                                                                                                                                                                                                   |
| 2/12/19                                | Deadline to mail Notice of Hearing to municipalities or special districts within a 3-mile radius of the proposed District <i>(at least 20 days prior to public hearing)</i>                                                                                                                                                  |
| 2/20/19                                | Submit final application, Service Plan and IGA for City Council action.                                                                                                                                                                                                                                                      |

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| 3/04/19                   | Public hearing on Service Plan; City Council adopts resolution of approval.<br><i>Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday (except for holidays) at 6:00 p.m. at the Commerce City Civic Center, 7887 E 60<sup>th</sup> Avenue, Commerce City, CO).</i>                                                    |
| 3/05/19<br>to<br>3/12/19  | City Council executes resolution of approval. <b>NOTE: Schedule assumes receipt of signed resolution of approval within 7 days of hearing.</b>                                                                                                                                                                                      |
|                           | <b>III. COURT PROCEEDINGS</b>                                                                                                                                                                                                                                                                                                       |
| 11/12/18<br>to<br>3/03/19 | Determine voter eligibility. Prepare Petition for Organization and obtain signatures.<br><b>NOTE:</b> HB17-1065 – Signatures on Petition obtained prior to Service Plan approval will not count towards the required number of taxpaying electors. Signatures to be obtained <u>after</u> the date of approval of the Service Plan. |
| 3/18/19                   | File Petition for Organization, including service plan, legal description and resolution of approval, together with proposed Order Setting Hearing and Bond with the District Court. Court sets hearing date on Petition for Organization between 21 and 42 days from filing (4/8/19 to 4/29/19).                                   |
| 4/12/19                   | Submit Notice of Hearing on Petition for Organization to <u>Commerce City Sentinel-Express</u> for publication.<br><i>(Note: Deadline for submittal is noon on Friday for a following week Tuesday publication.)</i>                                                                                                                |
| 4/16/19                   | Notice of Hearing on Petition for Organization published in the <u>Commerce City Sentinel-Express</u> .                                                                                                                                                                                                                             |
| 4/19/19                   | Deadline to publish and mail Notice of Hearing on Petition for Organization.<br><i>(At least ten days prior to hearing.)</i>                                                                                                                                                                                                        |
| 4/29/19                   | Deadline for District Court hearing. Court orders election.                                                                                                                                                                                                                                                                         |
|                           | <b>IV. MAY 7, 2019 ORGANIZATIONAL ELECTION</b>                                                                                                                                                                                                                                                                                      |
| 1/25/19                   | Notify Adams County Clerk and Recorder of election (100 days before election)                                                                                                                                                                                                                                                       |

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| 1/25/19                  | Submit Call for Nominations to <u>Commerce City Sentinel-Express</u> for publication.<br><i>(Notice shall be published between 75 to 100 days prior to election. Deadline is noon on Friday for a following week Tuesday publication.)</i><br><i>(1/25/19 to 2/21/19)</i> |
| 1/29/19                  | Call for Nominations is published in <u>Commerce City Sentinel-Express</u> .                                                                                                                                                                                              |
| 3/01/19                  | Deadline for candidates to file Self-Nomination and Acceptance Forms, including Statement re: Fair Campaign Practices Act, with Designated Election Official (“DEO”). <i>(Not less than 67 days prior to the election).</i>                                               |
| 3/08/19                  | Deadline for DEO to certify ballot content. Deadline to file Self-Nomination and Acceptance Forms, including Statement re: Fair Campaign Practices Act with Secretary of State. <i>(Not less than 60 days prior to the election).</i>                                     |
| 3/13/19                  | Mail Ballot Plan to be on file in office of the DEO. <i>(55 days before prior to the election).</i>                                                                                                                                                                       |
| 3/13/19<br>to<br>3/28/19 | DEO requests copies of voter registration records from Adams County Clerk and Recorder and property owner records from Adams County Assessor.                                                                                                                             |
| 3/22/19                  | Deadline to submit written comments on ballot questions to DEO.                                                                                                                                                                                                           |
| 4/12/19                  | Submit Notice of Election to <u>Commerce City Sentinel-Express</u> for publication.<br><i>(Note: Deadline is noon on Friday for a following week Tuesday publication.)</i>                                                                                                |
| 4/16/19                  | Notice of Election is published in the <u>Commerce City Sentinel-Express</u> and e-mailed to Adams County Clerk and Recorder. <i>(Not later than 20 days prior to the election).</i>                                                                                      |
| 4/15/19<br>to<br>4/22/19 | DEO mails mail ballot packets. <i>(Not sooner than 22 days prior to the election and not later than 15 days prior to the election).</i>                                                                                                                                   |
| 4/19/19<br>to<br>5/9/19  | Copy of Notice of Election posted in DEO’s office until two days after election.<br><i>(At least 20 days prior to the election).</i>                                                                                                                                      |

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| <b>5/07/19</b>          | <b>ELECTION DAY</b>                                                                                                                                                                                                                                                                                               |
| 5/8/19<br>to<br>5/21/19 | Board of Canvassers canvass election returns. <i>(No later than 14 days after election).</i>                                                                                                                                                                                                                      |
| 6/06/19                 | Certify results of election to Division of Local Government, Adams County Board of County Commissioners, City of Commerce City Council, Adams County Assessor, Adams County Treasurer, Adams County Clerk & Recorder, and the State Division of Securities. <i>(30 days following the election).</i>              |
| 6/28/19                 | Deadline to notify Adams County Assessor, Adams BOCC and Commerce City Council regarding a new district planning to levy taxes for the calendar year of organization (Section 39-1-110, C.R.S.). Provide notice of tax levy, legal description and map of proposed District. <i>(No later than July 1, 2019).</i> |