



City of Desert Hot Springs
Timeline for LMD 2 Annexation
Rancho Del Oro



Description	Due Date	Party Responsible
City Staff provides a list of improvements and maintenance cost estimate for the Zone.	September 24, 2019	City Staff
Webb begins the preparation of the Engineer's Report.	September 25, 2019	Webb
Webb provides draft copies of the Preliminary Engineer's Report for review by City Staff.	October 21, 2019	Webb
Webb mails Public Outreach Meeting letter and Q & A sheet to property owners.	October 24, 2019	Webb
Legal counsel prepares Resolutions for the Intent Meeting	November 4, 2019	Legal Counsel
Agenda Deadline - Webb provides Preliminary Engineer's Report for Intent Meeting	November 4, 2019	Webb
Public Out Reach Meeting - City Staff/Webb holds property owner meeting to educate the property owners and answer any questions or concerns regarding the Annexation process.	November 6, 2019	City Council, City Staff, Webb
Webb prepares ballot, Notice of Public Hearing and Informational Insert to be reviewed and approved by legal counsel.	November 11, 2019	Webb, Legal Counsel
City Staff prepares the Ballot, Notice of Hearing and Informational Insert in Spanish.	November 11, 2019	City Staff
Resolution of Intention Meeting - City Council adopts the Resolution of Intention Setting the Date and Time of the Public Hearing and Resolution Approving the Preliminary Engineer's Report.	November 19, 2019	City Council, City Staff, Webb
Webb mails out ballots.	November 20, 2019 At least 45 days prior to Public Hearing	Webb
City Clerk publishes the adopted Resolution of Intention in the local newspaper at least once, 10 days prior to the Public Hearing	January 10, 2020	City Clerk
Public Hearing/Election – City Council allows the public to ask questions and “hear and be heard.” City Council then reviews and approves the Final Engineer's Report. City Counsel calls for the Election.	January 21, 2020	City Council, City Staff, Webb
Impartial Party counts the ballots with Webb present.		City Staff, Webb