



Special Assessment Claims Procedures Overview

- City Attorney's Office Receives Claim
- Claim is Entered into Database to Begin Tracking/Assign Claim Number
- Request for Documentation and Recommendation sent to Appropriate Department
- Receive Documentation from Department
- Prepare Claim for CRC or General Services (based on amount of claim, as follows)

Claims Review Committee (Under \$1000)

- Set for CRC Hearing
- Mail Hearing Letters
- Prepare Agenda and Packets
- CRC Hearing
- Mail Decision letters
- *Receive Release from Claimant
- *Send Payment Request to Treasurer

General Services (over \$1000)

- Send Packet to Council for Placement on Committee Agenda
- Prepare Packet for Attorney
- General Services Hearing
- Read Minutes for Disposition
- *Mail Release Form
- *Receive Release from Claimant
- *E-mail Payment Request to Treasurer

* For granted claims only