

Palatka, Florida
Fire Assessment Program
Critical Events Schedule – Current Work Order

City Commission meets the 2nd and 4th Thursdays of each month.

	Task	By
1.	Forward draft executive summary report to City for review and comment (allowed rehearing period to run in <i>Morris</i>)	By Fri. May 29, 2015
2.	Forward Executive Summary report, critical events overview and directory resolution to City staff for inclusion in agenda package for meeting (final version provided June 15, 2015, addenda provided on June 23, 2015)	By Thurs. June 11, 2015
3.	Presentation of Executive Summary report to City Commission; updated critical events schedule explaining process is addressed; City Commission adopts brief direction resolution scheduling public hearing for August 6, 2015 - <u>assumes</u> direction to proceed <u>and</u> ability to publish notice of hearing by July 17	Thurs. July 8, 2015
4.	Form of Notice of public hearing sent to City Clerk for submittal to local newspaper for publication on July 17, 2015; City Clerk then responsible for timely publication.	By Friday July 9, 2015 (this may occur earlier to accommodate notice)
5.	Discuss and determine appropriate capital expenditure to support validation, with City Officials and Fire Chief	On Fri. July 9, 2015
6.	Draft procedural ordinance, assessment resolution and note resolution are forwarded to City Attorney for review and comment	By Monday July 13, 2015 (this likely occurs over weekend to accommodate agenda)
7.	Published notice of ordinance sent to newspaper by City Clerk (for second reading on August 6, 2015)	By Thursday July 16, 2015
8.	Finalize procedural ordinance, forward to City staff for inclusion in agenda package for City Commission meeting First Reading on July 23, 2015	By Thursday July 16, 2015
9.	Publication date for notice of public hearing to consider adoption of assessment resolution; post assessment roll to City website	By Friday July 17, 2015
10.	Draft validation complaint, forwarded to City Attorney for review and comment	By Friday July 17, 2015

	Task	By
11.	City Attorney provides comments on assessment resolution, bond resolution and validation complaint	By Tues. July 21, 2015
12.	City Commission meeting: first reading of ordinance	July 23, 2015
13.	Finalize assessment resolution and note resolution; forward to City staff prior for inclusion in August 6 agenda package	By Friday July 24, 2015
14.	Publication date for notice of ordinance adoption (for August 6, 2015 second reading)	By Friday July 24, 2015
15.	Public hearing, second reading of ordinance, consideration of assessment resolution and note resolution at regularly scheduled meeting of City Commission.	Thursday August 6, 2015
16.	Obtain hearing date (subject to court calendaring system)	Unknown
17.	Publish first notice of validation	20 days before hearing
18.	Publish second notice of validation hearing	1 week later
19.	Conduct show cause hearing in validation proceeding; obtain rendered final judgment (estimated date)	Depends on calendar, possibly on or around Sept. 9, 2015
20.	Appeal period runs estimate (period runs 30 days after Final Judgment is rendered)	Depends on calendar – possibly on or around Oct. 9, 2015

This is an estimate only of time and activities involved, and is subject to change. This critical events schedule is provided to give a present context to requirements of due process and public administration of developing and implementing an alternative essential services and capital facilities funding and financing program.

Assuming favorable ruling in validation proceeding; the Assessment Professionals will provide a subsequent critical events schedule for a subsequent Work Order to implement direct billing promptly upon any appeal period running; and a critical events schedule for another concurrent Work Order to transition from the direct billing method for FY 2015/16 to the uniform collection method for FY 2016/17.