WEST TOWN SSA RECONSTITUTION PROJECT TIME-LINE

MARCH 2013

Form West Town SSA Reconstitution and Expansion Advisory Committee and hold 1st meeting.

APRIL 2013

Hold 2nd West Town SSA Reconstitution and Expansion Advisory Committee meeting to determine final service area map and scope of SSA services.

OCTOBER 2013

Hold 3rd West Town SSA Advisory Committee meeting and determine final budget based on scope of services.

OCTOBER 2013

Finalize legal description based on proposed map boundaries.

OCTOBER 2013

Submit proposed budget for review by City OBM and DHED.

JANUARY 2014

Mail the City letter plus an additional colorful postcard announcing the 2 final Community Meetings. Hold the 2 final official Community Meetings in late January to present the application with final map and budget for reconstitution having made adjustments based on feedback from the first two November community meetings.

JANUARY 2014

Consultants to pull certified PIN data. Submit data to City OBM for approval.

JUNE 2014

Public Hearing at City Hall.

JANUARY 2015

Provide services to new West Town SSA stakeholders using chamber line of credit until 2nd installment tax bill monies become available.

2013

MAY—SEPTEMBER 2013

Perform outreach with the Needs Assessment Survey by going door to door to educate potential stakeholders and garner input. Assess the survey feedback for Advisory Committee Meeting in October.

OCTOBER 2013

Send colorful mailer to all affected PINs and registered voters describing the West Town SSA and announcing 2 November community meetings. Perform outreach to local community groups and distribute SSA informational materials.

FEBRUARY 2014

Submit final West Town SSA reconstitution application to the City.

OCTOBER 2014

Introduce Establishment Ordinance.

WEST TOWN SSA

2015

SEPTEMBER—OCTOBER 2013

Pull PIN List to create proposed estimated budget and determine tax cap and rate. Create colorful brochure to describe the SSA services to distribute to stakeholders and community. Prepare budget based on Advisory Committee recommendations for SSA services and programs.

NOVEMBER 2013

Hold 2 Preliminary Community Meetings to present proposed SSA boundaries, scope of services and budget and garner feedback for map and program/service adjustments.

2014

MAY 2014

Mail official City notice of June Public Hearing at City Hall.

March 2013- June 2014

SSA Advisory Committee, SSA Commissioners, West Town Chamber Board of Directors and Chamber Staff to perform outreach with information on the West Town SSA in order to gather input, make adjustments to plans and to gather at least 20% of the overall final affected PIN holders and registered voters signatures in support.

NOVEMBER-DECEMBER 2013

Make adjustment to boundaries and budget based on feedback from community meetings with Advisory Committee approval. Turn in final budget for City OBM approval.