

City of Winter Park - Assessment Procedure for Neighborhoods Desiring Street Bricking

HOW DO I BEGIN?

- ◆ Obtain a copy of the City's Street Bricking Policy from the City's Public Works Department. (Copy attached.)
- ◆ Measure your neighbors' interest in such a project by surveying them about the proposed project and the concept of sharing costs with the City through property assessments.
- ◆ Gather signatures on a petition requesting the City of Winter Park to consider the project. In order for the City to consider the request, the petition must have signatures of support of the owners of more than 2/3ds of the properties.
- ◆ Deliver or mail the petition, including contact information for a primary contact person (PCP), to the office of the City Engineer at 147 E. Lyman Avenue, Winter Park, FL 32789.

WHAT THEN?

- ◆ The City staff will evaluate the petition and verify there is the necessary support within 15 days of receipt consistent with the Brick Policy. If there is sufficient support, the City will contact the PCP and will send a letter of verification within 15 days to all effected property owners, informing them that we have received a petition for street bricking and will calculate the assessment amount for the bricking project.
- ◆ City staff will calculate the cost to perform the project and the individual assessment amount for each property as defined in the petition and consistent with the Brick Policy.
- ◆ City staff will prepare and send via registered mail an official response form indicating two options for property assessment: a one-time payment amount and a 10-year amortized payment schedule consistent with the Brick Policy within 30 days of verification. Staff will assign a due date for receipt of the responses – typically 30 days from the date of the response form – and extend a 15-day grace period following that date.
- ◆ City will call the PCP within 3 days following the due date and inform them of the responses received to date in order to allow the PCP to contact non-respondents.
- ◆ Votes will be tallied and mapped to discern location of votes. Verification of the necessary 2/3rds majority support level will be performed within 30 days of the due date (and 15 days following the grace period).
- ◆ If 2/3rds majority support is present, the project will be brought before the City Commission detailing the cost of the project, cost assessed to residents, and credits to be paid by the City toward the project to alert the Commission of budgetary needs in the following year's budget.
- ◆ If 2/3rds majority support is not present for the entire length of roadway identified for bricking, but there is the necessary support for a portion of the length of the roadway, the City, at staff's discretion, could move forward with the amended area provided it meets the length criteria of the Brick Policy. The project will then proceed as have a 2/3rds majority support and will proceed to the City Commission for informational purposes.
- ◆ Following favorable support from the City Commission, within 15 days a letter will be sent to all residents within the project which will state whether there is or is not the necessary support for the entire project or an amended area, as stated above, and is contingent upon the City funding its portion of the project prior to construction. This letter will also advise of the date of the upcoming resolution to be acted upon by the City Commission at a public hearing which alerts the Orange County Property Appraiser, Tax Assessor, and State Department of revenue the City intends to use via the non-ad valorem method to collect a special assessment for the project. Residents may voice their opinion about the special assessment at this public hearing. This resolution, if passed, should be forwarded to Orange County by January 1 but may be forwarded by March 1 if permission is granted by Orange County.
- ◆ No further action is necessary until after June 1 when Orange County provides the preliminary tax roll to the City. The City formally creates the assessment roll which details property address, parcel number, and proposed assessment amount. A public hearing is held to formally adopt the assessment roll. Residents may voice their opinion about the special assessment at this public hearing.
- ◆ Following positive action by the City Commission to adopt the assessment roll, the City Commission will hold a public hearing before August 31 establishing the special assessment. At this public hearing, the Commission hears any requests to adjust any assessment acting as the Board of Equalization.
- ◆ Following successful completion of the third and final public hearing, the special assessments will then be placed on the tax bill in November.

THEN WHAT?

City staff will provide the analysis and illustration to all affected property owners, along with a survey to be returned to the City by each owner with an indication of the owner's approval or disapproval of being assessed for the indicated amount.

WHAT DOES IT TAKE TO PASS?

A favorable vote of more than 2/3s of the affected property owners is required to proceed with public hearings to consider an assessment for *street light replacement or street bricking*.

A favorable vote of more than 50% of the affected property owners is required to proceed with public hearings to consider an assessment for *overhead utility undergrounding*.

Public hearings will be held at three separate City Commission meetings to provide a forum for any party opposing or supporting the project to be heard.

The first hearing must be held before the end of December in order to meet the requirements of the County Tax Collector/Assessor for receiving notice. A favorable outcome will result in notice to the Tax Assessor that the City Commission is considering a special assessment to be included on the property tax bills administered by the Tax Collector's office.

By Florida Statute, the second and third hearings must be held between June 1 and August 31. All interested parties are once again given the opportunity to express their feelings about the assessment.

Following the third hearing, the City Commission will make the final decisions to authorize or not to authorize the assessment and the project.

WHEN WILL THE ASSESSMENTS TAKE EFFECT AND THE PROJECT TAKE PLACE?

The assessments will be levied at the beginning of the next calendar year, with the first billing to be issued by the County Tax Collector the following November.

The project will be scheduled by the Public Works Department based on the priority of competing projects and the availability of staff to accomplish the work.