

USAD - Assembly Action Flowchart

Current Code

Proposed Code

Preclearance and Utility Estimate
District boundaries approved by assessor and mayor Estimate ordered; project cost estimated and provided to the sponsor Sponsor submits intent to proceed with assembly approval of petition application Clerk's office mails 60-day notices prior to assembly meeting to all benefited property owners
Assembly Meeting #1
Resolution to approve petition application: hearing Petition process, 30-day signature deadline
<u><i>If petition certified by Clerk:</i></u>
Clerks certifies petition, send 35-day notices to benefited owners of assembly hearing for resolution to form and proceed
Assembly Meeting #2
Ordinance of appropriating funds (<i>not in code</i>): introduced <i>Min. 14-days prior to Meeting #3</i>
Assembly Meeting #3
Resolution to form and proceed with the improvement: hearing Ordinance of appropriating funds: enacted
Assembly Meeting #4
Ordinance of assessment: introduced <i>Min. 14-days prior to Meeting #5</i>
Assembly Meeting #5
Ordinance of assessment: enacted

Preclearance and Utility Estimate
District boundaries approved by assessor and mayor Estimate ordered; project cost estimated and provided to the sponsor Sponsor submits intent to proceed with administrative approval of petition report Assessing mails 45-day notices prior to administrative review to all benefited property owners
Administrative Review of Petition Report
Mayor reviews and approves petition report Petition process, 45-day signature deadline
<u><i>If petition certified by Clerk:</i></u>
Clerks certifies petition, send 35-day notices to benefited owners of assembly hearing for resolution to form and proceed
Assembly Meeting #1
Ordinance of appropriating funds: introduced <i>Min. 14-days prior to Meeting #2</i>
Assembly Meeting #2
Resolution to form and proceed with the improvement: hearing Ordinance of appropriating funds: enacted
Assembly Meeting #3
Ordinance of assessment: introduced <i>Min. 14-days prior to Meeting #4</i>
Assembly Meeting #4
Ordinance of assessment: enacted

Under current code, petition application reviewed and approved by assembly

Under proposed code, petition report reviewed and approved by mayor