

Sidewalk Project Public Outreach Process

A right-of-way improvement project is initiated and discussed by Surface Transportation Engineering staff, Transportation Planning staff, and/or neighborhood property owners. For projects that include sidewalk construction that may include a sidewalk assessment for properties adjacent to the proposed sidewalk, the following process has been established according to [Public Works & Mobility Administrative Rule 410, Right-of-Way Special Improvement Assessment Program Procedures](#):

1. **Informational Letter, Postcard or Other Mailing**—City Staff will mail an informational letter, postcard, or other mailing to the affected property owners, the appropriate Neighborhood Council, and City Council Ward Representatives. The letter will outline the proposed project in general terms so that they are aware of the upcoming project.
2. **Possible Neighborhood Meeting**—A neighborhood meeting may be scheduled to discuss the proposed improvement project and its scope of work. The Transportation Planning Manager and the Surface Transportation Engineering Construction Project Manager will determine if one or more neighborhood meetings is necessary. These meetings may coincide with Neighborhood Council meetings.
3. **Letter #1 (Notification)**—This letter advises property owners of the proposed project, provides estimated work quantities and costs, and invites them to participate in meetings with Surface Transportation Engineering Staff and at City Council and Public Works Committee meetings on specific scheduled dates. This letter will be sent approximately 12 days before the scheduled Public Works Committee meeting date. The letter may include drawings or photographs to help explain the proposed improvements.
4. **Letter #2 (Order)**—This letter will be sent by Certified Mail and serves as the official notification to property owners that the City Council has ordered the project work to go forward. It will be sent approximately one week after the City Council’s decision to order the project. An “Owner Reply Form” will be included with the letter to allow property owners to:
 - hire their own contractor instead of using the one the City will hire during a competitive bidding process,
 - elect a payment method (full payment or assessment (for 8, 12, or 20 years)).

Information on requesting Deferred Loans (low income) or High Assessment Deferments (over \$6,000) is provided.

5. **Letter #3 (Bid Award Consideration)**—This letter informs property owners of the unit prices submitted by the lowest responsive and responsible bidder for the project and provides a revised cost estimate for the work. It also invites property owners to participate in meetings with Surface Transportation Engineering staff and at City Council and Public Works Committee meetings where Council members will consider awarding the public infrastructure improvements to a contractor.

City staff will send this letter within 5 days of the bid opening and will allow 10 days advance notice of the Public Works Committee meeting date.

6. **Letter #4 (Revised Order Letter)**—This letter will be sent by Certified Mail and provides property owners with results of the contract award, identifies the award contractor, and provides the estimated start and completion dates. It also provides property owners with a revised cost estimate and advises them of the procedures to follow if they would like to voluntarily add additional work to their portion of the project. City staff will send this letter within one week of the City Council meeting at which the Council members make their contract award decision.
7. **Letter #5 (Construction Completed)**—This letter advises property owners of final amount of actual construction cost and reminds owners of the payment method they have on file with the City. A method to estimate semi-annual assessment payments is provided for terms of 8, 12, or 20 years. A “Final Owner Reply” form will be included that allows owners to change their payment method— Payment in Full or Term of Assessment (8, 12, or 20 years). An invoice will accompany Letter #5 for property owners who previously elected the Payment in Full option. The City will send this letter to property owners within two weeks of project completion.
8. **Letter #6 (Notice of Tax Levy)**—This letter is the City Clerk’s official notice of the tax levy for assessed improvements, which will appear on the property owner’s property tax bill if that property owner chose the Term of Assessment payment option. The City Clerk’s Office will mail the letter in September before the City Council holds its public hearing to assess the tax levies.