

Residents contact City staff requesting water/sewer service in given area

City staff reviews proposed project feasibility and determines assessment area

Community meeting is held to gauge level of interest in water/sewer extension project

At least 66% of area property owners sign petition requesting water/sewer service

City secures jurisdictional approval if project area is outside City limits

Petition Phase (Phase I)

Note: **All** property owners in project area will be required to pay the full assessment amount once the petition threshold has been met (even if they did not sign the petition)

City Council adopts preliminary assessment resolution, containing City staff proposals for assessment basis, City cost participation level, and terms of payment

Notice of preliminary resolution published, mailed to affected property owners

Public hearing on contents of preliminary resolution; second vote of affected property owners to ensure 66% threshold is still met

Upon final approval by at least 66% of property owners, Council adopts final assessment resolution directing City staff to undertake project (budget & CPO established)

City completes design, permitting, bidding, and construction of project

Project Phase
(Phase II)

City staff prepares preliminary assessment roll (map showing each property assessed, assessment basis, amount assessed, name of property owner)

Preliminary assessment roll filed; public notice published

Public hearing on contents of preliminary assessment roll, modifications made to roll as appropriate

Council confirms assessment roll; assessments become lien on property assessed, notice of confirmation of assessment roll published

Property owners make assessment payments (upfront or in annual installments over time)

Assessment Phase
(Phase III)

Key Points

- City highly recommends residents identify "neighborhood champion" to organize/coordinate petition process
- Project cannot move forward until at least **66% of property owners** in assessment area sign petitions
- Final authority to approve/reject project rests with City Council
- Final determination of assessment payment amount likewise rests with City Council