

NEIGHBORHOOD DREDGING SSD PROCEDURES

Phase	Procedure	
Discovery	1	Neighborhood shows interest in SSD dredging program
Analysis	2	City develops preliminary channel design and submits to neighborhood contact(s)
	3	Neighborhood contact(s) reviews preliminary design and provides input
	4	City refines preliminary design, rough estimate of dredging quantities and costs is produced
	5	City briefs property owners on SSD program and cost estimate (#4 and 5 are repeated if necessary)
	6	Possibility of reaching 80% participation is determined (need at least 50% interest)
Adoption	7	City briefs Council and obtains authorization to petition neighborhood (if 80% is a possibility)
	8	City sends out Project Report and Petition to property owners (if Council approves)
	9	City briefs Council to move to adopt SSD Ordinance (If 80% is reached)
	10	City Attorney drafts an Ordinance to create the SSD (upon Council approval)
Pre-Execution	11	A/E submits initial Work Order
	12	A/E completes field surveys and develops detailed dredging plan
	13	A/E meets with community contact(s) to brief on dredging plan (if necessary)
	14	A/E meets with community members individually to determine number/layout of personal driveways
	15	A/E creates dredging master plan with personal driveways included
	16	A/E submits a Joint Permit Application (JPA) for review and approval by DEQ, USACE, and VMRC
	17	A/E finalizes design with plans, specs, and permits (upon JPA approval)
	18	City collects funds for personal driveways from participating property owners
	19	City advertises project for bids
	20	City awards project to Contractor
Execution	21	Contractor begins 1 st dredging cycle during 2 nd year of SSD
	22	City re-evaluates SSD tax rate during 4 th year after adoption (rate is adjusted if necessary)
	23	City re-evaluates SSD tax rate during 8 th year after adoption (rate is adjusted if necessary)
	24	Contractor begins 2 nd dredging cycle during 9 th year of SSD (after Pre-Execution phase)
	25	City re-evaluates SSD tax rate during 12 th year after adoption (rate is adjusted if necessary)
	26	Contractor begins 3 rd dredging cycle during 16 th year of SSD (after Pre-Execution phase)