

# PROCESS OF SOLICITING AND RECEIVING INPUT REGARDING ACCESSIBILITY AND CONDITION OF SIDEWALKS AND PEDESTRIAN WAYS IN THE CITY OF SEDONA

## SOLICITING PUBLIC INPUT

The City of Sedona is committed to making its pedestrian pathways safe and handicap accessible to the extent practicable. The City of Sedona thereby encourages citizens, employees and visitors alike to report issues related to the use and condition of pedestrian pathways throughout the city, whether on a city street or state highway. These issues may include heaved sidewalk sections, broken or cracked sidewalks or curbs, difficult to detect crosswalks, improper and damaged handicap ramps, or overly steep sections of sidewalk to name a few potential issues.

If any person has concerns about the use or condition of any city sidewalk, they are encouraged to notify the Public Works Department, Streets Maintenance Superintendent, Dan Neimy, utilizing the following methods of communication: by telephone at 928-204-7109, by letter mailed to the attention of Dan Neimy at 102 Roadrunner Drive, Sedona, AZ 86336, by e-mail at [dneimy@SedonaAz.gov](mailto:dneimy@SedonaAz.gov) or in person to report such concerns. The Public Works Department staff will receive, record and track all such requests in writing. To the extent possible, the Sidewalk/Curb Cut Assistance Form will be used to document and define the request. The Department will advise the person of its initial determination and evaluation and the timeframe for correcting the problem within one week of receiving the information.

Where the request involves substantial reconstruction or replacement of sidewalk areas that is beyond the Department's ability to fund and accomplish in the current budget year, then the request will remain open and be forwarded to the Public Works Director for inclusion in the Department's future annual operating budget request.

The City of Sedona Department of Public Works has posted a Sidewalk/Curb Cut Assistance Form on the City's web site. This form consists of two parts. One is the information request section. The second is an explanation of the city's grievance procedure. While the city staff attempts to address concerns to the satisfaction of those expressing the concern, there will be occasions when staff will not succeed. The City wants you to know your appeal rights in such cases.

The Public Works Department asks that you provide us with the information requested on the form. The most important piece of information is the exact street address or intersection locating the problem. Then please provide a brief but detailed description of the problem, such as, no curb-cut at an intersection or crossing, sidewalk exceeds maximum slope of 1:12 (8.3%), curb cut lacks minimum 36" width, sidewalk cross-slope exceeds 1:50 (2%), etc. A diagram of the problem would be beneficial but is not required. Finally, please provide your name, organization name (if filing on behalf of

one), address and telephone number, date and time so that we can contact you. If input is provided in person to a city employee, please provide employee's name.

The Department will make every effort to address the issue and take corrective action in a prompt manner as deemed appropriate by the Department.

If a person is not satisfied with the action the Public Works Department takes, proposes or plans or the timeliness of the Department's response, then that person should initiate a grievance procedure explained in Part 2 of the Assistance Form.