

## **Public Works' CIP Public Process**

The City's standard public improvement process for Public Works CIP projects includes both an interested parties meeting and a public hearing where property owners are actively engaged about the design of the project. In addition, a bid call ordinance and an easement acquisition ordinance are required to be approved by council as part of the standard public improvement process. Finally, staff engages with property owners and residents during easement acquisition and construction.

### Interested Parties Meeting

The interested parties meeting is an open house style meeting or a presentation style meeting where the public can learn about the project, view diagrams of the proposed improvements, talk with the design group, and leave written comments.

- The engineer works with the public information officer (PIO) to set up the meeting locations, date, and time and coordinate with the City Manager's office for the ward council persons' availability. Staff attempts to hold the meeting in the vicinity of the project site.
- The engineer drafts a letter for City Manager's Office approval to be mailed approximately 3 weeks prior to the meeting.
- The engineer develops a mailing list that includes not only the directly affected property owners, but also the property owners in the surrounding neighborhoods.
- A BeHeard CoMo project page is developed to include information about the project, preliminary design plan sheets, and the ability to leave a comment or question. The webpage address is included in the letter mailed to the property owners.
- The PIO also issues a press release, posts the notice for the meeting, and posts on social media about the meeting.
- A contact log is created to document property owners that call in with questions or comments.
- On the night of the meeting, the preliminary plans are displayed for the residents to review, staff is available for questions, and a form is available to leave comments about the project.

### Public Hearing

The public hearing is held at a City council meeting where the project is presented to and discussed by council, the public can comment directly to council on the project, and staff answer questions from council. Based on the discussion and public comments, Council then votes on whether to move forward with the design as proposed, to move forward with the design with revisions, or to not complete the project.

- The engineer determines the date to set the public hearing and the date to hold the public hearing at the City Council meetings. There must be a minimum of 21 days' notice between setting the public hearing and holding the public hearing if federal funds are used for the project; therefore, one council meeting is typically skipped between setting and holding the public hearing.

- The engineer drafts the council memo to set the public hearing through resolution. The council memo includes a summary of the project, a location map, preliminary plans, and any other information necessary for council. The council memo for the public hearing includes the comments received at the interested parties meeting, via email, and through the BeHeard CoMo project site.
- The engineer drafts a letter to be mailed to the similar mailing list as the interested parties meeting. Sometimes additional property owners or neighborhoods are added to the mailing list. The letter includes the time, date, and place of the council meeting, a short description of the project, the link to the BeHeard CoMo webpage, and contact information. The letter is signed by the Public Works director.
- The contact log is updated with additional comments from property owners. This contact log is also used to call the property owners directly affected by the project, if a phone number is available.
- The PIO posts the notice for the meeting and posts on social media.

#### Easement Acquisition and Bid Call

An easement acquisition ordinance and a bid call ordinance are sent through council for approval once the design is at approximately the 50% stage. For these ordinances, right of way plans are developed along with the easement descriptions and diagrams necessary for construction of the project. The total project cost estimate is also revised. Upon approval by council, the property acquisition coordinator actively reaches out to the property owners where easements are needed. The Purchasing division puts the project out for competitive bid once the easements have been obtained and final plans have been sealed.

- The ordinances are typically added as consent items on the council agenda. The design engineer contacts any group that has asked to be notified when the ordinances are placed on the council agenda.
- Once the easement acquisition ordinance is approved, the property acquisition coordinator notifies the affected property owners by letter that the City will be seeking to acquire an easement(s) from them to construct the project and that the easement(s) will be appraised. The appraiser sends out letters to the property owners to let them know that he will be completing the appraisal of the easement(s) and he can be reached with any questions or if they would like to meet with him.
- When the appraisals are complete, the property acquisition coordinator mails the appraisal and financial offer to each property owner using certified mail. The property owners are given a timeframe to respond by. The property acquisition coordinator is available to answer questions, meet with property owners, and to notarize any of the documents. City staff is also available to answer any questions throughout the process.
- The design plans may be revised based on discussions with property owners.
- Once the easements have been obtained and final plans have been developed, the Purchasing division puts the project out to bid. The bids are publicly opened and awarded to the lowest and best bid.

## Construction

The City's construction superintendent works with the awarded contractor to determine a notice of proceed date to start the project. The contractor has a designated amount of working days to complete the construction.

- A pre-construction meeting is held with the contractor, Public Works staff, and Purchasing staff prior to starting the project. The notice to proceed date is typically determined at the meeting.
- Prior to beginning the construction, the PIO issues a press release notifying the public when the construction is going to start. Also, during construction, he issues press releases notifying the public on when there will be changes in the traffic movement at the construction site.
- Prior to starting construction, the Contractor will install the temporary traffic control signs notifying the traveling public of the project.
- The construction inspector and contractor work together to notify property owners when access to their property/driveways will be affected by the construction.