

Capital Improvement Plan Process

Monday January 3, 2022

Current Processes for Citizen Input

- Administrative Public Improvement process
- Project Public Hearings
- CIP Public Hearings
- Budget Public Hearings

Citizen Input Opportunities

Parks and Rec

- Citizen input held at numerous User Group, Interested Party, City Commissions, and Public Hearing at City Council for approval of *2013 Parks, Recreation and Open Space Master Plan*. Document provides guiding principles for:
 - Renovations to existing parks/facilities (major maint)
 - Improvements to existing parks/facilities
 - New park/facilities development
 - Proposed areas for new park/open space acquisition
 - New trail development including easement acquisition if needed.
- Projects in master plan are then incorporated into ballot/CIP.

Citizen Input Opportunities

Parks and Rec

- 2021 Park Sales Tax (PST) renewal includes a resolution that specifies projects to be funded. Process includes similar public input as *2013 P&R Master Plan*.
- Next step is to develop 2021 PST Implementation Schedule for ballot projects to be incorporated into the CIP. This process includes Interested Parties, Commissions input, Public Hearing, Council approval).
 - Staff anticipates review by P&R Commission in Jan
 - Council Work Session in Jan-Feb (as time allows)
 - Public Hearing, Council Approval in Feb/March

Citizen Input Opportunities

Parks and Rec

As the individual 2021 PST project gets funded and ready to move forward, standard city improvement process is followed:

- Interested Parties Meeting(s). Park Planning staff conduct one or more meetings on-site or other convenient location. Citizens may appear in person or provide written comments via email/online survey. Surveys are posted a minimum of 2 weeks.
- Public Hearing at P&R Commission who will then provide a recommendation to Council.
 - May also reach out to other city commissions for their input depending on project.
- Approval by Council which includes final Public Hearing and authorization to proceed.

Citizen Input Opportunities

Public Works

- Interested Parties (IP) Meeting - required to hold at least one IP, sometimes hold multiple when project scope and/or initial citizen comments warrant. Citizens also encouraged to provide written comments at the meeting and/or via email.
- Public Hearing (PH) - resolution adopted by Council prior to the PH declaring the necessity of the project.
- Acquisition of property (if required) - ordinance passed by Council authorizing staff to begin negotiations for property necessary to construction the project.
- Bid Call - ordinance passed by Council approving plans and specifications and authorizing construction.

Citizen Input Opportunities

Utilities

- Master Plan Process
- Interested Parties (IP) Meeting
 - Notify interested parties by telephone or in person and by mail
 - Maintain a project contact log
- Public Hearing (PH)
 - Incorporate comments received at IP meeting and finalize preliminary design
 - Notify interested parties by telephone or in person and by mail of PH date once set (after Council approves Resolution)
 - Include council memos and diagrams with letter
- Easement Acquisition
- Bid Call
- Public input is not required for capital work as part of development

Citizen Input Opportunities

Airport

- Airport Master Plan Planning Process - last conducted in 2009; final project on that Plan is the extension of Runway 2-20 which was completed this month (December 2021). The next Airport Master Plan will be conducted in 2023.
- Citizen Input for Airport projects - staff follows the same process as Public Works and Utilities has identified, per Ordinance 22-71 (see following slide).

Citizen Input Opportunities

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