

Proposed Schedule for Special Assessment District Gravel to Pavement Projects

Yearly call for project requests: Submissions to the Department of Public Services permitted during the months of September and October. Thus, for the first consideration of a new project, the process could commence on Tuesday, September 5, 2017, the day after the Labor Day holiday. An initial signed petition from at least 50% of the property owners shall be submitted to the City Department of Assessing and Department of Public Services during the Call for Projects period. Upon receiving one or more petition requests for SAD street paving, the Department of Public Services will schedule and hold a public information meeting. The meeting will be held in the City Hall Auditorium on a Wednesday or Thursday evening starting a 6 p.m. City Engineering and Assessing staff will be in attendance to answer questions and provide an overview of the SAD policy. Representation from City Fiscal or the Clerk Department may also be present at the meeting.

At the conclusion of the initial public information meeting, street property owners will be asked whether anyone would like to champion the cause to solicit signatures to support a formal petition SAD request. If there is interest on a street, the Department of Assessing shall subsequently generate a listing of the properties and provide petition forms to the street champions for obtaining signatures.

The property owners will have three months (November, December and January) to canvass their streets and obtain signatures of support from at least 50% of the property owners on their respective local street.

A City Council agenda summary will be prepared for street petitions with 50% or greater support at a regularly scheduled meeting in February. **City Council will be asked to accept each local street petition request, or streets if making a combined submission, for a potential SAD project and pass a resolution of support.**

DPS Staff will prepare a Capital Improvement Plan (CIP) project for each qualifying SAD project for the next fiscal year. A qualifying SAD project is defined as one that City Council has accepted petition signatures by resolution. The CIP will typically be adopted by the Planning Commission in early to mid-April.

City Administrative Staff (Mayor, Fiscal Director and Department of Public Services Director) will review the SAD projects included in the newly adopted CIP document and determine which SAD paving projects will be proposed for inclusion with the proposed budget document. **The City budget is typically adopted by City Council by resolution in late September each year.** If an SAD project is included in the adopted budget, DPS staff will contact one of the quality-based selected engineering design consultants and request a proposal to perform the design services up through the bidding phase of a project. The adopted budget by City Council will need to include an item for the preliminary engineering (PE) design services.

In summary, after an SAD project has been requested in the formal Call for Projects phase, the following calendar year (2018 for this exercise example) will be used to hold the initial public information meeting, submit a CIP project, include the Preliminary Engineering Phase of a project in the following year's budget and obtain a proposal from an engineering design consultant.

DPS will submit an agenda summary request to City Council in January, 2019 for any SAD projects included in the adopted 2019 Budget. The agenda summary request will ask City Council to award a contract to an engineering consultant to perform the Preliminary Engineering design services. Because of the time of year, four months will be allocated for the preliminary design to be completed. Work to complete the Engineer's Report and Engineer's Opinion of Construction Cost will also commence during this period.

DPS will hold the second public information meeting in May, 2019 to allow property owners an opportunity to review the draft engineering plans and ask questions on how their properties may be affected by the construction activity. It will be known whether any temporary or permanent right-of-way acquisition should be needed at this meeting.

The City Engineer's Report will be finalized subsequent to the second public information meeting and will be submitted to City Council and reviewed at a meeting in June, 2019. **City Council will be asked to Tentatively Determine to Proceed with an SAD by resolution and schedule a public hearing on necessity at this meeting.** The Clerks Department will subsequently perform the necessary coordination to ensure that the required public hearing notification is performed.

The Engineering Consultant will continue working on the SAD project plans to incorporate any changes determined during the second public information meeting and will also submit for permit applications and complete the specifications for the bidding package.

City Council will hold the public hearing on necessity in July and be asked to pass a Determination to Continue with an SAD or end the project by resolution. If City Council agrees to proceed, the 28-day final decision deferral period commences. The formal resident period to obtain Petition Signatures of Objection can start on the 14th day. Petitions of Objection should be submitted to the Clerks Office by the 28th day.

If a proposed SAD project is not overturned by the property owners providing a sufficient amount of objection signatures, City Council will be asked to make a final determination to proceed. **An agenda summary will be prepared and submitted to City Council at a meeting in August 2019 to approve the engineering plans, specifications, cost estimate, delineate the limits of the SAD, and request that the City Assessor prepare an assessment roll for the SAD.**

It should be noted that City Council will also need to budget for the construction and construction engineering phases for the SAD project and that the 2020 budget will need to include these amounts in the budget adoption in late September of 2019.

The City Assessor shall submit the draft SAD Assessment roll to City Council at a meeting in September 2019. City Council will be asked to schedule a public hearing at this same meeting to consider any objections, corrections or annulment of the roll. The Clerks Department will subsequently perform the necessary coordination to ensure that the required public hearing notification is performed.

The Public Hearing for the draft assessment roll shall be held by City Council in October, 2019 and if the City Council believes that the assessment is proper, it shall pass a supporting resolution to confirm the roll.

Once the proposed SAD project receives the City Council approval for the assessment roll, the DPS shall work with the Fiscal Department to advertise the project and receive bids. **City Council will be asked to award the construction and construction engineering (CE) contract at a meeting in January or February 2020.** Construction of the paving improvement project would then be planned to commence in April or May 2020.



In the above chronological example, an SAD project initially requesting to be paved in September 2017 will not commence construction until April or May 2020. The entire process as proposed will take approximately 3 years to complete.

The entire successful process will need eleven resolutions of support at ten different City Council meetings. These steps include:

- Acceptance of Initial Petitions
- Adopt the 2019 Budget with for Preliminary Engineering
- Award a PE Contract in 2019
- Establish a Tentative Determination to Proceed with an SAD
- Public Hearing on Necessity/Determine to Continue with an SAD
- Final Determination to Proceed with an SAD
- Adoption of the 2020 Budget for Construction and Construction Engineering Phases
- Draft Assessment Roll Review
- Public Hearing on the Assessment Roll – Confirm the Roll
- Award the Construction and CE Contracts (two separate agenda item approvals)