

1111.2 SUBJECT: PROCEDURE - PROVIDE MUNICIPAL IMPROVEMENTS BY ASSESSED AND NON-ASSESSED PROJECTS; PROVIDE NOTIFICATION OF CONSTRUCTION AND POSTING OF SITE

:1 OBJECTIVE:

To provide municipal improvements; advise citizens of proposed improvements; levy special assessments against property benefiting from such improvements; and provide posting of site of non-assessed projects.

:2 AUTHORITY:

This procedure amended by City Council September 27, 1993, Item 4NN.

:3 DIRECTION:

City Engineer, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Public Works Director.

:4 METHOD OF OPERATION:

A. General

Requests for municipal improvements may be initiated by City Council as authorized by City Charter Chapter 3, Section 3 and Chapter 8. Preliminary plans and estimates are prepared by the department/office/bureau of primary responsibility and the Engineering Bureau.

B. Special Assessments vs. Property Benefited

Where special assessments are to be levied, plans and estimates will be submitted to City Council for the approval of funds.

Upon City Council approval of funds, final plans and cost estimates will be prepared and City Council will be requested either to advertise for bids or to authorize construction by City forces.

C. Requests Initiated by the Public

In the case where special assessments are to be levied, property owners benefiting from the improvement may upon approval by City Council, including funding for the project, a petition containing information and costs of the project will be circulated to the property owner(s) by the Public Works Department.

(A successful petition requires approval by property owners representing more than fifty percent of the front footage of the properties benefiting

from the improvement.)

Should a petition receive approval of the property owner(s) and if City Council approves funding, final plans and cost estimates will be prepared and City Council will be requested either to advertise for bids, or to authorize Construction by City forces.

NOTE: City Council may authorize improvement(s) even if the petition fails, as authorized by City Charter Chapter 3, Section 3 and Chapter 8.

D. Preparation of the Assessment Roll

An assessment roll will be prepared and signed by the Engineer in time to permit City Council to assess the benefited property within ninety (90) days of the completion of the project.

The Public Works Director shall then submit the roll to the City Council for approval and setting of a public hearing date.

After the public hearing is held and the assessment roll is confirmed by City Council, it will be signed by the City Clerk and the Mayor, and presented to the Finance Department, Revenue Collection Section, for processing.

E. Non-Assessed Projects

1. Notification

The City Engineer will make a reasonable attempt to notify adjacent property owners prior to initiation of any construction of public works improvements for which assessments will not be levied. Such attempted notification will be by distribution of written notification, describing the project, and will be made to all property owners in the immediate neighborhood (properties immediately contiguous to the area of the approved construction project) a minimum of twenty (20) days prior to initiation of construction activities at the site. (see Policy and Procedures Manual Section 1111.6)

2. Posting of Signs

The City Engineer will post the site with signs stating name and number of project, description of work, and other pertinent information as determined by the City Engineer or his alternate. (See Policy and Procedures Manual Section 1111.6)

3. Emergency Situation

In an emergency situation, as determined by the Public Works Director, or his designee, the requirements for notification and

posting of signs may be waived.

- :5 **FORMS:**
Request for Petition; Petition; Assessment Roll, Notification of Proposed Construction

- :6 **COMMITTEE RESPONSIBILITY:**
None.

- :7 **REFERENCE:**
City Code Chapter 54, Article 2. City of Orlando Charter, Chapter 3, (Bonds), and Chapter 8. Procedure adopted by City Council on July 14, 1969, Item 25; amended May 12, 1975, Item 24; amended January 26, 1976, Item 14; amended November 28, 1977, Item 4; amended August 16, 1982, Item 29(C); amended September 27, 1993, Item 4NN.

- :8 **EFFECTIVE DATE:**
This procedure effective September 27, 1993.