

CITY OF CAPE GIRARDEAU  
SPECIAL ASSESSMENT PROCEDURES  
FOR  
SEWER PROJECTS

Sewer improvement projects which are financed through Special Benefit Assessments are regulated by Chapter 88 of the Missouri Statutes pertaining to special assessments for public works and Chapter 21 of the Cape Girardeau Code of Ordinances pertaining to public works and public improvements and special assessments. The following procedures are currently being utilized, in accordance with the above laws, to conduct special assessment sewer improvement projects in Cape Girardeau.

1. Owners of the property within the affected sewer district file a petition with the city requesting their sewer system be improved.
2. The City Manager refers the petition to the City Engineer to determine whether a majority of the property owners within the affected sewer district have signed the petition seeking sewer improvements.
3. The City Engineer does the research and reports to the City Manager on sufficiency or insufficiency of the petition.
4. If sufficient, the Council normally authorizes by motion plans and specifications to be drawn up by the staff. If insufficient, the petition dies.
5. The Sewer District is established by ordinance. This ordinance requires three readings.
6. The City Engineer performs the preliminary surveys and designs the project.
7. The City Engineer sends to the City Manager a proposal form and set of plans.
8. The Council will adopt an Ordinance of Necessity and set a Public Hearing. The Ordinance of Necessity requires three readings
9. A Public Hearing will be held on the proposed project. At this hearing the affected property owners will have an opportunity to express their views on the project. (It should be noted that because sanitary sewers involve a health issue, there is no remonstrance provision for sanitary sewer improvements. ) If the Council deems it a necessity, they may authorize the city to proceed with the construction even if opposed by the property owners.
10. If the project is to proceed, an Ordinance Reaffirming the Necessity to Improve is adopted by the Council. This ordinance reaffirms the need for the improvement and basically gives the go ahead to advertise and construct the improvements. This ordinance requires three readings.
11. The City Engineer sends out letters requesting bids and a bid notice is placed in the local newspaper over seven (7) consecutive publication days in accordance with Missouri statutes.
12. The City Engineer prepares an estimate of the cost of the project.
13. A Public Meeting may be held with affected property owners.
14. Bids are received and evaluated by the City Engineer. After all bids have been examined and the lowest and best bidder chosen, the City Council by resolution awards the contract and allows the City Manager to enter into a contract with the contractor. Only one reading is necessary.
15. Once the contract between the City and the contractor is signed, the contractor provides the City Attorney with an insurance certificate and a payment and performance bond. Normally the City Engineer

conducts a pre-construction conference with the contractor, inspectors, surveyors and utility representatives prior to the contractor actually beginning construction activities.

16. During the construction period work is inspected by the Engineering Division.

17. Upon completion of the construction work, a final inspection is made by the project engineer, project inspector and the contractor. Any items needing correction or completion are done by the contractor and a re-inspection is made.

18. The survey crew of the Engineering Division resurveys the project for final quantities and Record Drawing information.

19. The City Engineer changes construction plans to "Record Drawings" and works up the engineer's final report and the report of apportionment of cost to the property owners which are submitted to the City Manager.

20. The City Council accepts the improvement and adopts an Ordinance to issue tax bills. This ordinance requires three readings. Tax bills may be paid by the abutting property owner all at once in total or in equal installments annually over a ten year period with tax bills, bearing interest not to exceed the rate on a ten year U.S. Treasury note, as established at the most recent auction. Tax bills are liens against the property affected by the sewer improvement.



