



# **MEMORANDUM**

## **PUBLIC WORKS DEPARTMENT**

To: Department of Public Works  
From: Ray Silva-Reyes, Director of Public Works  
Date: January 2, 2025  
Subject: Construction Notice Plan

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The Director of Public Works has implemented a construction notice plan for new construction projects within the city of Farmers Branch. The construction notice will assist residents and businesses to be informed about upcoming construction projects in a timely manner. This plan complies with the city key focus area to serve our customers – C4. “Be open, accessible, and transparent”.

The following steps will be implemented for all construction projects...

1. Construction projects will be added to the city’s project dashboard on the city’s website with city staff contact information and corresponding project details prior to the start of construction. The project information will be updated quarterly to ensure all relative information is accurate.
2. Messaging boards will be placed 5 days prior to the start of the construction project around the construction area. The messaging board will inform residents, business, and the traveling public of the upcoming construction project.
3. Construction notices letter to be delivered to residents and/or businesses directly impacted by or fronting the construction area. The letter will provide them with contact information for Public Works office staff. These letters will be hand-delivered 5 days prior to the start of the construction.
4. A static construction project information signage board will be placed at a strategic location informing the public of the project name, completion date, City Council Member’s district, and Public Works office contact information.