
	COMMUNICATION PLAN	Project Manager:	Al Larson, P.E. 608.266.4653 allarson@cityofmadison.com
		Project Information:	Arbor Hills Supplemental Fire Flow Supply Project / 1-0850-82
		2 nd Draft:	December 19, 2008
Alder Dist: 14 Alder: Tim Bruer	Section: Engineering	Refd by Water Board:	November 25, 2008
		Approved:	

Communication Plan

Arbor Hills Supplemental Fire Flow Supply

Table Of Contents:

1. Stakeholder List	1
2. Mailing List	1
3. Project Manager Contact Information	1
4. Request to Convene Citizen Advisory Panel	2
5. Communication Guidelines	2

	COMMUNICATION PLAN	Project Manager:	Al Larson, P.E. 608.266.4653 allarson@cityofmadison.com
		Project Information:	Arbor Hills Supplemental Fire Flow Supply Project / 1-0850-82
		2 nd Draft:	December 19, 2008
Alder Dist: 14 Alder: Tim Bruer	Section: Engineering	Refd by Water Board:	November 25, 2008
		Approved:	

Communication Plan – Arbor Hills Supplemental Fire Flow Supply Project

1. Stakeholder List

A preliminary list of identified stakeholders including, neighborhood associations/groups, environmental groups, businesses, organizations, schools, and elected officials.

The stakeholder list includes the Aldermanic Representative Tim Bruer, from City of Madison Aldermanic District 14, residents and businesses within the area boundary as identified on Figure CP1 and professional staff representing the University of Wisconsin Arboretum. The Arbor Hills Neighborhood Association will be notified of the proposed project and invited to participate. Other groups or associations identified by Alderman Bruer, the Water Board, or the CAP may be added to the stakeholders list as the project becomes better defined.

2. Mailing List

A project mailing list based on the identified stakeholders.

The mailing list will include:


- i. The Arbor Hills Neighborhood Association
- ii. The University of Wisconsin Arboretum
- iii. All residents and businesses within the proposed project area boundary
- iv. The project area and the limits of the mailing list are identified on attached Figure CP1.

3. Project Manager Contact Information

Project Manager/Engineer contact information.

The Project Manager for this project is:

Al Larson, P.E.
Madison Water Utility
119 E. Olin Ave.
Madison, WI 53705
(608) 266-4653 email: allarson@cityofmadison.com

	COMMUNICATION PLAN	Project Manager:	Al Larson, P.E. 608.266.4653 allarson@cityofmadison.com
		Project Information:	Arbor Hills Supplemental Fire Flow Supply Project / 1-0850-82
		2 nd Draft:	December 19, 2008
Alder Dist: 14 Alder: Tim Bruer	Section: Engineering	Refd by Water Board:	November 25, 2008
		Approved:	

Communication Plan – Arbor Hills Supplemental Fire Flow Supply Project

4. Request to Convene Citizen Advisory Panel

Request to convene the initial Citizen Advisory Panel.

A letter from Alder Bruer will be mailed to all identified project stakeholders informing them about the project and directing them to the Utility’s web page for all project information.

The mailing will also invite them to volunteer to participate on the project’s Citizen Advisory Panel (CAP) for the project. This postcard will be mailed out to stakeholders 10 days prior to the first public meeting.


Based on feedback, response and interest received from the invitation and from comments and discussion at the Water Board meeting, a CAP for the project may be formed. Prior to the first public meeting on the project, CAP members will meet to discuss the scope of the project, determine the makeup of the CAP, discuss expectations of the group, and provide ideas on how best to exchange project information with other project stakeholders, neighborhood organizations, etc.

5. Communication Guidelines

A description of how the project will communicate project information, results of public input, and project decisions (i.e. mailings, newsletters, listserv, Legistar, and website updates).

Pertinent information related to this project will be communicated to the project stakeholders and the general public by a wide variety of channels. Project communication techniques will include but are not necessarily limited to:

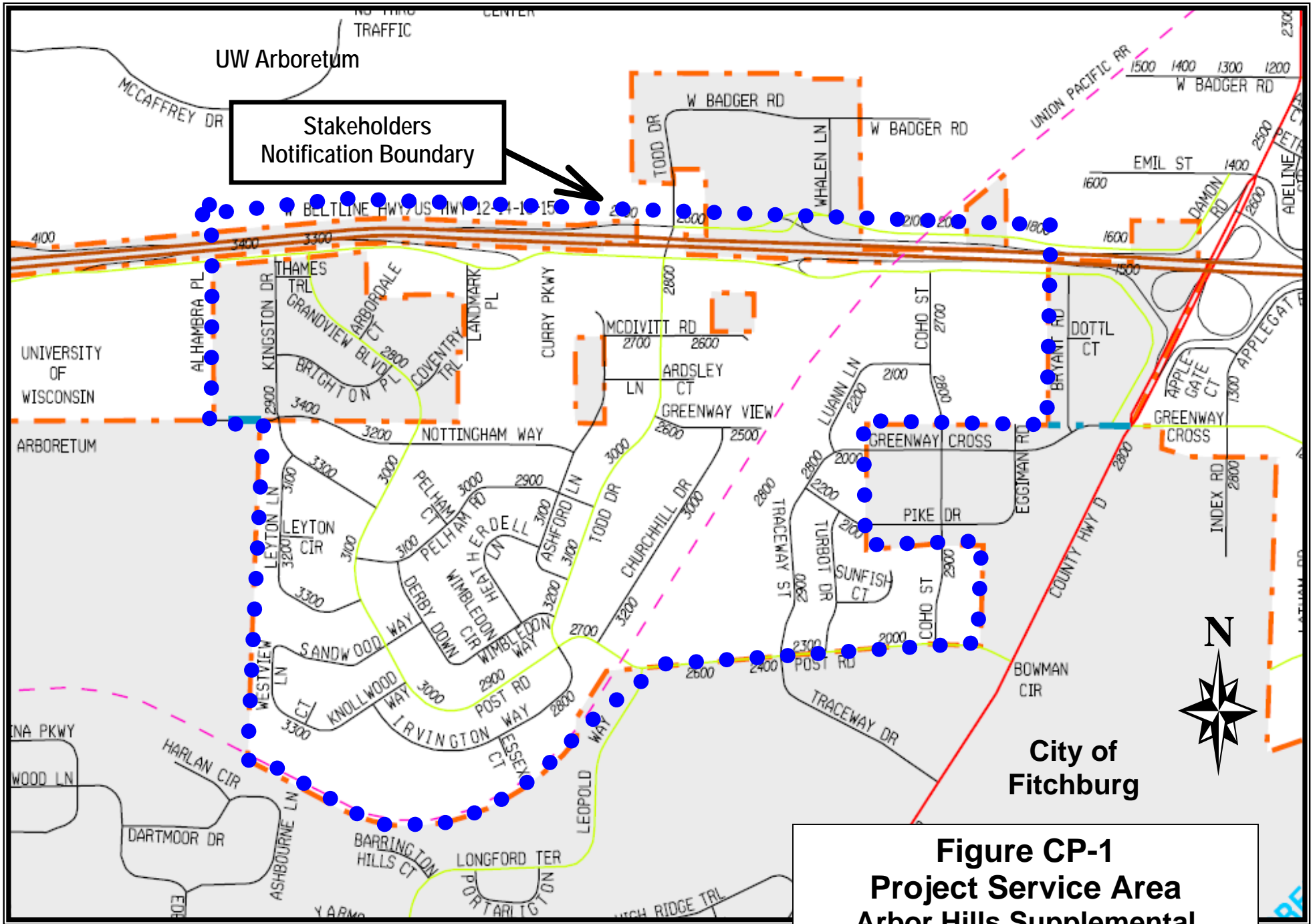
- i. Regular posting and updates to the MWU web site
- ii. Group e-mail list or listserv developed for the project
- iii. 1st Class Mailings
- iv. Public meetings
- v. Posters at neighborhood centers, libraries, and other public venues
- vi. Reports to the Water Utility Board
- vii. CAP meeting minutes

	COMMUNICATION PLAN	Project Manager:	Al Larson, P.E. 608.266.4653 allarson@cityofmadison.com
		Project Information:	Arbor Hills Supplemental Fire Flow Supply Project / 1-0850-82
		2 nd Draft:	December 19, 2008
Alder Dist: 14 Alder: Tim Bruer	Section: Engineering	Refd by Water Board:	November 25, 2008
		Approved:	

Communication Plan – Arbor Hills Supplemental Fire Flow Supply Project

viii. Press releases will be used to announce public meetings and to disseminate information regarding project milestones and

As a part of their objective, members of the CAP will continue to refine and revise this communication plan to improve the distribution of project information to keep the public informed.



**Stakeholders
Notification
Boundary**

**Figure CP-1
Project Service Area
Arbor Hills Supplemental
Fire Flow Supply Project**
March 13, 2009