

## **SPECIAL ASSESSMENTS FOR STREET REPAVEMENT AND ALLEY REPAIR**

**PURPOSE:** This policy is established to define the criteria and process for selecting streets and alleys with deteriorated pavements for special assessment public hearings.

### **1. STREET REPAVEMENT**

- a. Candidate streets are selected either by City staff recommendation, request from an Alderperson, or a request from abutting property owner(s) with an Alder sponsor.
- b. Staff then inspects candidate streets to determine whether a hearing shall be recommended, considering the following criteria:
  - i. Street is not constructed with a permanent pavement material (Portland cement concrete, brick, or macadam);
  - ii. Pavement Condition Index (PCI) score less than 40;
  - iii. Whether this is the first time street is in consideration, or last public hearing in which street was in consideration was two or more years previous.
- c. Once streets are selected, staff prepares list for Public Works & Services (PW&S) Committee review (preliminary resolution) to hold public hearings.
- d. Following adoption of resolution designating streets for public hearing, staff checks for the need for other improvements subject to special assessment:
  - i. Curb, gutter, and sidewalk;
  - ii. Sanitary sewer laterals and water services to buildable properties with no current services.
- e. Final step is adoption by Common Council of approved projects (final resolution).

### **2. ALLEY REPAIR**

- a. Candidate alley ways are selected for consideration as follows:
  - i. The 25 alleys with the lowest Payment Surface Evaluation & Rating (PASER) scores under 4 are automatically selected for consideration for the following year.
  - ii. If an alley in the bottom 25 is not approved in any given year, and remains on the list of the bottom 25 the following year, it will remain in consideration the following year.
  - iii. Alderpersons and staff may also recommend alleys not in bottom 25 list for consideration.
- b. Staff then inspects candidate alley ways to determine whether a hearing shall be recommended.
- c. Once alley ways are selected, staff prepares list for PW&S Committee review (preliminary resolution) to hold public hearings.
- d. Following adoption of resolution designating alley ways for public hearing, staff checks for the need for other improvements subject to special assessment.
- e. Final step is adoption by Common Council of approved projects (final resolution).