

**BOARD OF ALDERMEN**

**ITEM NO. D(3)**

**AGENDA ITEM ABSTRACT**

**MEETING DATE: October 5, 2004**

**SUBJECT: Revised Special Assessment Policy**

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| <b>DEPARTMENT: PUBLIC WORKS DEPT.</b>  | <b>PUBLIC HEARING: NO</b>  |
| <b>ATTACHMENTS:</b><br><b>A. Resolution</b><br><b>B. Special Assessment Policy and Related Forms</b> | <b>FOR INFORMATION</b><br><b>CONTACT:G. Seiz, Director of Public Works, 918-7427</b> |
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**PURPOSE:**

It has been approximately 20 years since the town has used the special assessment process for a paving project. Staff has revised the policy in anticipation of two proposed special assessment street paving projects. The town staff recommends that the revised special assessment policy be adopted by the Board of Aldermen.

**INFORMATION:**

The following information has been revised/updated in the policy:

1. Referenced State Statutes have been reviewed by the Town attorney to make sure they are current.
2. A summary of Special Legislation referring to special assessment projects undertaken without a petition has been added. See Sections I and II. This legislation is already in place (Article 5 of the Town Charter), however, there was no reference to it in the existing policy.
3. Terminology change: Replaced all outdated references to “deputy tax collector” and “director of finance” with “Town Finance Officer.”
4. Form 15, “Notice of final Assessment” was eliminated. This form was originally used as the final invoice for annual payments. It will be replaced with the invoice format generated by the current financial system, MUNIS.

**RECOMMENDATION:**

The town staff recommends that the Board of Aldermen adopt the attached resolution approving the revised special assessment policy.