



Administrative Policy and Procedure City of Prosser, Washington

SUBJECT: Sidewalk Repairs Partnership Program		
	Policy No. PW. 001	Pages: 2
Effective Date: 4/15/2019		
Developed By: Marty Groom	Department Head Approval: Marty Groom	City Administrator Approval:

OVERVIEW

1. PURPOSE.

This policy is intended to direct staff and the public to implement a transparent, fair, and responsive program.

2. ORGANIZATIONS AFFECTED.

This policy applies to all city departments.

3. REFERENCE

3.1 PMC 12.05

4. STATEMENTS OF POLICY

4.1 In accordance with the amount provided for in the Council’s annual budget, as amended, the Public Works Director shall to work with property owners who wish repair sidewalks abutting their property.

5. PROCEDURE.

5.1 Application. Property owners may apply to the City, before repairs are made to sidewalks, requesting reimbursement of materials associated with the repairs. Applications will be accepted periodically during each year depending upon the availability of funds. When the City is accepting applications, notice will be made for at least two weeks in the City’s Official Paper.

5.2 Evaluation. The Public Works Director will review all timely-submitted applications and within budget funds available, determine which applications to fund. The Public Works Director may reject all applications which are not properly submitted but he or she may waive minor-technical defects in any application. The Public Works Director may approve only a portion of the repairs requested in any application.

5.2.1 Scores: Applications will be scored as follows:

Item	Value
Sidewalk Pavement Condition	Up to 5 points *See condition evaluation chart below
Estimated Pedestrian Users	Up to 2 points
School Zone	Up to 2 points
Planned Development/Repairs within 3 years	Reduction of Up to 2 points

Points	Condition	Description
5	Very Poor	Pavement that is extremely deteriorated; deteriorated over 75% or more of the surface
4	Poor	Pavement that is deteriorated over 50% or more
3	Fair	Average with some cracks and deterioration
2	Good	Not as smooth as 1, shows beginning signs of deterioration
1	Very Good	New or nearly new. Free of cracks and patches.

These scores are objective based upon the expertise of the Public Works Director.

Applications will be scored and ranked. Funds will be provided, if available, to projects with the highest ranking.

An applicant may appeal the Public Works Director's denial of their application by filing an appeal to the Mayor, or his designee, within 10 calendar days after written notification of the denial of the application. The decision by Mayor, or his designee, shall be final.

5.2.2 Construction Requirements. All repairs must be made consistent with the City's most current Construction Standards.

5.2.3 Reimbursement. Property owners will be able to submit to the Finance Department requests for reimbursement up to the amount provided in the approved application. Prior to approval of the reimbursement, the Public Work Director must accept the improvement as complete and consistent with the City's most recent Construction Standards.