

**17.08.010 Definitions and Scopes of Duties.**

(Amended by Ordinance Nos. 182389, 184957, 189413, 190132 and 190307, effective April 2, 2021.)

- A. The “Responsible Bureau” for a local improvement is as follows:
1. The Portland Bureau of Transportation is the Responsible Bureau for street and other transportation improvements;
  2. The Bureau of Environmental Services is the Responsible Bureau for sanitary sewer, stormwater management and other environmental improvements;
  3. The Portland Water Bureau is the Responsible Bureau for water improvements; and
  4. City Council will designate the Responsible Bureau for a local improvement that is not addressed by this section.
- B. “Local Improvement District Administrator” means the person designated by the Director of the Portland Bureau of Transportation to administer the City’s local improvement district program.
- C. “Property” means includes land irrespective of whether such land is assessed for property taxes. Property for purposes of a future local improvement district assessment does not include equipment which may be assessed by other jurisdictions for property tax purposes. Property for purposes of a local improvement district assessment includes all public real property held in fee simple title but excludes public rights-of-way under public jurisdiction.
- D. The Responsible Engineer as identified in Chapter 17.04 is responsible for:
1. Preparing a preliminary engineer’s estimate and preparing an analysis of proposed significant and material changes to the scope or cost of improvements after formation of a local improvement district prior to preparing plans and specifications;
  2. Preparing plans and specifications;
  3. Entering into a contract for improvement construction and/or engineering;
  4. Handling completion of construction and acceptance of work;
  5. Preparing a final engineer’s estimate; and
  6. Any other work related to engineering or construction.
- E. The Local Improvement District Administrator is responsible for:

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1. Preparing a petition for a local improvement district and determining the validity of a petition for a local improvement district as appropriate;
  2. Recommending an assessment methodology for a local improvement district to City Council;
  3. Analyzing financial feasibility of a local improvement district prior to formation;
  4. Preparing and filing a Resolution of Intent for formation of a local improvement district;
  5. Publishing and posting notices for the Formation Hearing of a local improvement district;
  6. Preparing and filing a Formation Ordinance for a local improvement district;
  7. Responding to remonstrances against formation of a local improvement district;
  8. Presenting significant and material changes to scope or cost of improvements to City Council after formation of a local improvement district;
  9. Recommending abandonment of a local improvement district;
  10. Determining the total cost of the local improvement;
  11. Publishing and posting notice of final assessment for a local improvement district;
  12. Preparing and filing the Final Assessment Ordinance for a local improvement district;
  13. Responding to objections against final assessment of a local improvement district; and
  14. Any other work related to processing or completing local improvement districts.
- F. ~~The Revenue Division~~ Bureau of Revenue and Financial Services will be responsible for:
1. Mailing notices for the Formation Hearing of a local improvement district at the direction of the Local Improvement District Administrator;

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2. Receiving written remonstrances against the formation of a local improvement district, and forwarding such remonstrances to the Local Improvement District Administrator for a response;
3. Maintaining records of preliminary estimates of assessments;
4. Mailing notices for the Final Assessment Hearing for a local improvement district at the direction of the Local Improvement District Administrator;
5. Receiving written objections to the final assessment for a local improvement district, and forwarding such objections to the Local Improvement District Administrator for a response;
6. Entering final assessments for a local improvement district into the docket of City Liens upon passage of ~~an~~ a Final Assessment Ordinance for a local improvement district;
7. Mailing of notices of final assessment to property owners after passage of the Final Assessment Ordinance and entry into the docket of City Liens;
8. Determining the individual financial capacities of property owners, and ~~whether to offer bonding~~ offering installment payments, if requested; and
9. Obtaining interim financing to pay for local improvement costs prior to bonding.