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:

**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;

**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.