

CITY OF REDMOND, WASHINGTON
LOCAL IMPROVEMENT DISTRICT CHECKLIST

Project No.: _____

LID No.: _____

Description: _____

LID Administrator (City Engineer): _____ Phone: _____

Public Works Director: _____ Phone: _____

Finance Director: _____ Phone: _____

Financial Planning Manager: _____ Phone: _____

LID Clerk: _____ Phone: _____

City Clerk: _____ Phone: _____

City Attorney Firm: _____
Contact Person: _____ Phone: _____

Hearing Examiner: _____ Phone: _____

Bond Counsel Firm: _____
Contact Person: _____ Phone: _____

Investment Banking Firm: _____
Contact Person: _____ Phone: _____

Financial Advisor Firm: _____
Contact Person: _____ Phone: _____

Appraiser Consultant: _____
Contact Person: _____ Phone: _____

Engineering Consultant: _____
Contact Person: _____ Phone: _____

KEY FOR DISTRIBUTION OF DOCUMENTS

- # Bond Counsel
- * Investment Banker
- o Financial Advisor
- + LID Administrator (City Engineer)
- & Hearing Examiner
- = LID Clerk
City Attorney (Receives all documents)

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
A.	LID FORMATION		
	1. Discussion with initiating proponents.	LID Administrator	_____
#*+	2. Staff discussion (include City Clerk, Finance Director, Bond Counsel, Investment Banker, Financial Advisor when appropriate).	LID Administrator	_____
#+	3. State Environmental Policy Act (SEPA) review notification and publication (if required for LID formation).	LID Administrator	_____
	4. Select Special Benefit Appraiser Consultant and obtain cost proposal.	LID Administrator	To LID Administrator by _____ for Council approval on _____
	5. Proponent deposits funds with City sufficient to pay for benefit study and engineering if appropriate.	Proponent: _____	_____
+	6. Prepare resolution of intent to reimburse expenditures from LID bond proceeds following formation of LID.	LID Administrator City Attorney	_____
#+=	7. City Council passes resolution of intent.	City Council City Clerk	Council Meeting Date: _____ Res. # _____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
*+	<p>8. Engineering Documentation RCW 35.43.120 RCW 35.43.150</p> <ul style="list-style-type: none"> • Obtain owners, addresses, legal descriptions, property valuations from King County Assessor and Department of Records & Elections (functions as County Auditor); NOTE: "owners", for purpose of determining sufficiency of petition, are determined from County Auditor's records (King County Department of Records & Elections). • Write LID boundary description • Tabulate area of each parcel • Tabulate outstanding LID assessments • Check for exempt properties (farm, agriculture, Federal, Indian, Housing Authority, etc.) RCW 84.34.300-.380 	LID Administrator and/or Engineering Consultant LID Clerk	<hr/>
**+	<p>9. Prepare LID cost estimate for preliminary assessment roll:</p> <ul style="list-style-type: none"> • Construction estimate • Financing costs • Bond attorney costs • LID administration costs RCW 35.43.130. 	LID Administrator Investment Banker Bond Counsel Financial Planning Manager	<hr/>
*+	<p>10. Complete special benefit study.</p>	Appraiser	<hr/>
	<p>11. Prepare LID petition on City Attorney's approved format RCW 35.43.120 (petition requirements).</p>	LID Administrator City Attorney	<hr/>

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
12.	Circulate LID petition.	Proponent LID Administrator and/or Consultant	<hr/>
13.	Submit LID petition to City (property owners shown on the records of the King County Auditor (Department of Records & Elections) aggregating the majority of the area must sign to have valid petition) RCW 35.43.120.	Proponent LID Administrator Consultant	<hr/>
14.	Determine sufficiency of petition; check against records of King County Auditor (Department of Records & Elections) RCW 35.43.130.	LID Administrator	<hr/>
15.	Coordinate with Investment Banker, Bond Counsel, City Attorney, LID Committee.	LID Administrator	<hr/>
B. PRELIMINARY HEARING			
&	16. Coordinate with Hearing Examiner and set hearing date, prepare formation schedule, coordinate with City Attorney, City Clerk, Spec. Counsel, and LID Committee RCW 35.43.125 & .140.	LID Administrator Hearing Examiner	<hr/>

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#*+&	17. Prepare resolution of intent setting hearing date before the Hearing Examiner and notices and affidavits RCW 35.43.140-.150. NOTE: If LID is initiated by petition, a resolution of intent is not passed. However, a resolution setting the hearing date is passed. Instead of publishing the resolution, per RCW 35.43.140, a notice of hearing date is published in the same manner RCW 35.43.125 & .140.	City Attorney	Council Meeting Date: _____
&	18. LID Administrator provides written information to Hearing Examiner in preparation for preliminary hearing.	LID Administrator	_____
#*+&	19. City Council passes resolution; file property owner's petition, and/or certified copy of resolution of intent to form LID with City Clerk.	City Council City Clerk	Council Meeting Date: _____ Res. # _____
	20. Publish resolution of intent setting hearing date before the Hearing Examiner, or in the case of a petition method of LID, a notice of the hearing date RCW 35.43.125 and RCW 35.43.140.	City Clerk	Publish in 2 consecutive issues of official newspaper, first one 15 days prior to hearing _____
#*+&	21. Prepare and mail notices of preliminary assessment roll hearing to each owner, as shown on King County (K. C.) Assessor's records, at least 15 days prior to hearing (verify K. C. records on date of mailing) RCW 35.43.150.	City Attorney LID Administrator	15 days prior to hearing date _____

KEY	ITEM		RESPONSIBILITY	MISC. NOTES
#+	22.	Obtain affidavit of publication of resolution of intent or notice of hearing.	City Clerk	_____
#+&	23.	Prepare excerpt of Council meeting minutes showing passage of resolution of intent.	City Clerk	Council Meeting Date: _____
#+	24.	Prepare affidavit of mailing of notices of hearing to property owners with a copy of official notice attached.	City Attorney LID Administrator	_____
#*+&	25.	Prepare preliminary LID document and recommended assessments, including preliminary assessment roll, map, and Certificate of Public Works Director RCW 35.43.130	LID Administrator Consultant	_____
*&	•	Prepare exhibits for entry into record at Hearing Examiner hearing	LID Administrator Appraiser	_____
	•	City Clerk must receive copies of letters of objection, prior to the hearing. Letters of objection may be submitted to the Hearing Examiner at the hearing		
	•	Letter of valuation of real estate	LID Administrator	Council Meeting Date: _____
#&	26.	Prepare hearing structure format for City Attorney and Investment Banker.	LID Administrator City Attorney Bond Counsel	_____
#*+	27.	Hold pre-hearing "walk through" for City Attorney, Bond Counsel, Investment Banker, Appraiser and Engineer.	LID Administrator	_____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
&+	28. Hearing Examiner conducts formation hearing; LID Administrator presents details of project, estimated costs, method of assessment and preliminary assessment map and roll, letters for or against the project and Certificate of Public Works Director RCW 35.43.070; and sets date for issuance of recommendation to City Council.	Hearing Examiner LID Administrator	Date: _____
&	29. Hearing Examiner issues Finding of Fact, Conclusions and Recommendation to City Council and sets forth reconsideration period in accordance with Hearing Examiner Rules of Procedure (VIII.8.3(c))	Hearing Examiner	_____
+	30. Hearing Examiner's recommendation is scheduled for City Council action. <ul style="list-style-type: none"> • If a request for reconsideration is received within 5 days of the issuance of the Hearing Examiner's recommendation <u>OR by 4:30 pm on the day preceding the City Council meeting</u>, the recommendation is rescheduled for City Council action. • Hearing Examiner has 10 days in which to answer reconsideration request. 	LID Administrator City Clerk Hearing Examiner	_____
#*+&	31. City Attorney drafts ordinance creating LID RCW 35.43.080.	City Attorney LID Administrator Bond Counsel	_____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#=&	32. City Council adopts Hearing Examiner recommendation and adopts ordinance creating LID.	City Council LID Administrator Hearing Examiner	Council Meeting Date: _____ Ord. # _____
	33. If SEPA review required for LID formation, give official notice of the date and place for commencing an appeal under SEPA. RCW 43.21C.075(5), 43.21C.080; WAC 197-11-680(5).	LID Administrator	_____
*=+	34. Publish ordinance creating LID.	City Clerk	Publish once in entirety Date: _____
#+	35. Obtain affidavit of publication of ordinance creating LID.	City Clerk	_____
#&+	36. Prepare excerpt of Hearing Examiner meeting minutes of formation hearing.	City Clerk	Date: _____
#+&	37. Prepare excerpt of Council meeting minutes of adoption of ordinance creating LID.	City Clerk	Council Meeting Date: _____
#	38. Mail formal request to King County Assessor for farm or agriculture land certification RCW 84.34.310, 320	LID Administrator	_____
	• If LID does not contain such farm/agriculture land, obtain certificate from King County Assessor to that effect	LID Administrator	
	• If LID does contain such farm/agriculture land, obtain a certificate or receipt of filing such notice from the King County Assessor.	LID Administrator	

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#=	39. Within 15 days after creation of LID, file ordinance, boundary diagram of LID, and preliminary assessment roll with LID Clerk RCW 35.50.005.	City Clerk	<hr/>
#	40. Prepare Certificate of Finance Director Pertaining to Filing Title of Improvement for LID No. _____, City of Redmond, and post proposed assessment roll upon City's index of local improvement assessments; obtain signature of Finance Director RCW 35.50.005.	City Attorney City Clerk	<hr/>
#+&	41. Protest period under resolution method expires 30 days after adoption of ordinance creating LID. Notify City Council, Bond Counsel, City Attorney and Hearing Examiner with certification of protest percentage, if applicable RCW 35.43.180.	LID Administrator	<hr/>
#+&	42. Time limit on litigation expires 30 days after adoption of ordinance creating LID; if the LID was formed by the resolution method, time limit on litigation expires 60 days (30 days protest and 30 days litigation) after passage of ordinance creating the LID. Notify City Council, Bond Counsel, City Attorney and Hearing Examiner RCW 35.43.100; RCW 35.43.180.	LID Administrator	<hr/>

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
C.	INTERIM FINANCING		
#*+	43. Prepare Preliminary Official Statement (POS) for Bond Anticipation Notes (BANS).	Investment Banker	_____
	44. Verify information in POS.	Financial Planning Manager LID Administrator	_____
#*+	45. Prepare interim financing ordinance and BANS purchase offer.	Bond Counsel Investment Banker	_____
*+	46. Adopt ordinance authorizing sale of Bond Anticipation Notes (BANS) and approve purchase offer.	City Council	Council Meeting Date: _____ Ord # _____
=+	47. Publish title only of ordinance authorizing sale of interim financing (BANS).	City Clerk	Date: _____
#+	48. Obtain affidavit of publication of ordinance authorizing sale of BANS.	City Clerk	_____
#+	49. Prepare excerpt of Council meeting minutes of adoption of ordinance authorizing sale of BANS.	City Clerk	Council Meeting Date: _____
#+	50. Prepare final Official Statement (OS) for BANS.	Investment Banker	_____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
	51.	Verify information in final OS for BANS.	Financial Planning Manager LID Administrator
*	52.	Issue BANS.	Bond Counsel Investment Banker City Clerk

Additional documents for BANS sale:

- Preliminary official statement
- Official statement
- Disclosure certificate
- Certificates of manual signature
- Signature identification and no-litigation certificate
- Certificate regarding authentication
- Receipt for BANS
- Certificate regarding delivery and payment
- Specimen BAN
- Tax exemption and nonarbitrage certificate
- Approving legal opinion
- Internal Revenue Service Form 8038-G
- Summary of arbitrage restrictions
- Underwriters certificate

Additional documents for BANS sale:

The following documents should have been previously delivered to Bond Counsel and the Investment Banker:

- LID formation certificate
- BANS ordinance
- BANS purchase contract
- Excerpt of Council meeting minutes for each action
- Affidavits of publication of ordinances

KEY ITEM	D. ENGINEERING AND CONSTRUCTION	RESPONSIBILITY	MISC. NOTES
53.	Plans, Specifications, and Estimates (PS & E) Phase: select design consultant and if required, right-of-way appraiser.	LID Administrator	<hr/>
54.	Complete design report for Council approval. (Tech. Committee and Design Review Board approval may be required).	LID Administrator	<hr/>
55.	Authorize final design work based on approved Design Report.	LID Administrator	<hr/>
56.	Publish call for bids (NOTE: LIDs require special language in the bid call: "Payment for such work will be made in cash warrants drawn upon the Local Improvement Fund".).	LID Administrator	<hr/>
+	57. Obtain affidavit of publication of call for bids for construction.	City Clerk	<hr/>
58.	Issue addenda to bid call if necessary.	LID Administrator	<hr/>
59.	Receive bids and conduct bid opening.	LID Administrator City Clerk	<hr/>

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
	60. Tabulation of bids received.	LID Administrator	_____
	61. Accept best bid and award contract.	City Council	Council Meeting Date: _____
+	62. Prepare excerpt of Council meeting minutes awarding construction contract.	City Clerk	Council Meeting Date: _____
+	63. File copy of construction contract and performance bond.	City Clerk	_____
*+	64. Hold preconstruction meeting; review construction cash flow schedule.	LID Administrator Financial Planning Manager	_____
	65. Construct project.	Contractor	_____
	66. Obtain copies of individual warrant opinions, if warrants are issued, and supporting vouchers; prepare excerpt of Council meeting minutes approving various estimates and vouchers when applicable.	City Clerk	_____
+	67. Prepare information for Council consideration on completion of construction project and final construction costs.	LID Administrator	Council Meeting Date: _____
	68. Final acceptance of contract work.	City Council	Council Meeting Date: _____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
+	69.	Notice of completion of Public Works contract.	LID Administrator _____
+	70.	Prepare excerpt of Council meeting minutes accepting contract work.	City Clerk Council Meeting Date: _____

E. FINAL ASSESSMENT ROLL

#*+=&	71.	Finalize and charge project costs to date, prepare final LID assessment roll RCW 35.44.020-.070 <ul style="list-style-type: none"> • Investment Banker • City Attorney • Director • Bond Counsel • Finance/City Clerk's office administration and assessment billing • Hearing Examiner 	LID Administrator Investment Banker Financial Planning Manager _____
*+&	72.	City's appraiser updates special benefit study and determines final recommended assessments.	Appraiser _____
#+&	73.	Coordinate with Hearing Examiner and set date for final assessment roll hearing; prepare closing schedule with Finance, Investment Banker, City Attorney, Bond Counsel and City Clerk.	LID Administrator Hearing Examiner _____
	74.	Prepare resolution setting hearing date before the Hearing Examiner on final assessment roll RCW 35.44.070.	City Attorney _____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#&	75.	Passage of resolution setting hearing date before the Hearing Examiner on final assessment roll.	City Council Council Meeting Date: _____ Res. # _____
#&	76.	Prepare excerpt of Council meeting minutes of passage of resolution setting hearing date before the Hearing Examiner.	City Clerk Council Meeting Date: _____
+&	77.	Prepare and publish notice of public hearing before the Hearing Examiner on final assessment roll once a week for 2 consecutive weeks; the <u>last</u> publication must be at least 15 days prior to hearing date RCW 35.44.080-.090.	LID Administrator City Attorney City Clerk _____
+	78.	Mail notice of hearing before the Hearing Examiner on final assessment roll, at least 15 days prior to hearing date, to owners of all property as names appear on the records of King County Treasurer RCW 35.44.090.	LID Administrator _____
#+	79.	Obtain affidavit of publication of notice of final assessment roll hearing before the Hearing Examiner.	City Clerk _____
#+	80.	Prepare affidavit of mailing notices to property owners on final assessment roll hearing before the Hearing Examiner with a copy of official notice attached; file with City Clerk.	LID Administrator _____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#*+&	81. Prepare hearing exhibits, list of exhibits, and hearing structure format and provide written information to Hearing Examiner in preparation for final assessment roll hearing before the Hearing Examiner.	LID Administrator City Attorney	_____
+=#	82. Hold pre-hearing "walk - through" for City Attorney, Special Benefit Consultant, City Clerk, and if involved, include Bond Counsel, Investment Banker, Appraiser and Engineer.	LID Administrator Finance Director Financial Analyst	_____
+&	83. Hearing Examiner conducts final assessment roll hearing; LID Administrator presents details of project, final costs, method of assessment, final assessment map and letters of objection. All materials entered are to be marked as exhibits. (Hire court reporter if required.) (RCW 35.44.100); and sets date for issuance of recommendation to City Council.	Hearing Examiner LID Administrator Finance Director Financial Analyst	Date: _____
&	84. Hearing Examiner issues Findings of Fact, Conclusions and Recommendation to City Council and sets forth reconsideration period in accordance with Hearing Examiner Rules of Procedure (VIII.8.3(c)).	Hearing Examiner	_____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
=&+	85. Hearing Examiner's recommendation is scheduled for City Council action. <ul style="list-style-type: none"> If a request for reconsideration is received within 5 days of the issuance of the Hearing Examiner's recommendation <u>OR by 4:30 pm on the day preceding the City Council meeting</u>, the recommendation is rescheduled for City Council action. (Hearing Examiner has 10 days in which to answer reconsideration request.) 	LID Administrator City Clerk Hearing Examiner	_____
##+	86. City Attorney drafts ordinance confirming final assessment roll.	City Attorney LID Administrator Bond Counsel	_____
	87. City Council adopts Hearing Examiner's recommendation and adopts ordinance confirming final assessment roll.	City Council LID Administrator	Council Meeting Date: _____ Ord. # _____
=+	88. Publish ordinance confirming final assessment roll.	City Clerk	Publish once in entirety Date: _____
#+	89. Obtain affidavit of publication of ordinance confirming final assessment roll.	City Clerk	_____
#+&	90. Prepare excerpt of Hearing Examiner meeting minutes of final assessment roll hearing.	City Clerk	Date: _____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#+&	91. Prepare excerpt of Council meeting minutes of adoption of ordinance confirming final assessment roll.	City Clerk	Council Meeting Date: _____
#	92. If LID contains any farm and agriculture land (RCW 84.34.310, 320) file notice of adoption and confirmation of final assessment roll with King County Assessor, County Legislative Authority and Finance Director, and obtain certificate or receipt of filing of notice; if LID does not contain such land, obtain certified copies of waivers or exemptions to that effect from the King County Assessor.	LID Administrator	_____
#*=+	93. Send copies of final assessment roll to City Clerk and LID Clerk.	LID Administrator	_____
	94. Send copies of final assessment roll to title companies , if requested.	LID Clerk	_____
	95. Notice of appeal must be filed with the City Clerk and the Clerk of the Superior Court, within 10 days after the effective date of the ordinance confirming final assessment roll RCW 35.44.210.	Appellant	_____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES		
F.	COLLECT ASSESSMENTS AND ISSUE BONDS	96. Prepare and publish Treasurer's Notice of Collection of Assessments (after 10-day appeal period has expired) once a week for 2 consecutive weeks RCW 35.49.810; RCW 35.49.070 (County property).	City Clerk LID Clerk	Publish once a week for two consecutive weeks. Date: _____	
		97. Mail notice to all property owners that the final assessment roll has been filed for collection; this mailing should coincide with the first publication of the Treasurer's Notice of Collection of Assessments RCW 35.49.010.	LID Clerk	_____	
		#+	98. Obtain Affidavit of Publication of Treasurer's Notice of Collection of Assessments.	City Clerk	_____
		99. Prepare certified copy of Treasurer's Notice of Collection of Assessments for file.	City Clerk	_____	
		#	100. Prepare Affidavit of Mailing of Treasurer's Notice of Collection of Assessments with copy of official notice attached.	City Attorney City Clerk	_____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#*	101. During the prepayment period, provide Investment Banker with information of delinquencies (foreclosure notices) and overlapping LID assessments.	LID Clerk	_____
#*	102. Prepayment period expires 30 days after first publication of Treasurer's Notice of Collection of Assessments; prepare treasurer's certification of prepayment amount and assessment roll balance after prepayments. (In a Local Improvement District (LID), bonds are sold on amount remaining unpaid after the prepayment period. In a Utility Local Improvement District (ULID), bonds are sold on the total ULID cost - the prepayment amount is put in bond reserve and redemption.) RCW 35.49.040. NOTE: Bonds cannot be used in excess of the cost of the improvement, neither can they be dated and delivered prior to 20 days after conclusion of the 30-day prepayment period. RCW 35.45.010	City Clerk LID Clerk	_____
*	103. Prepare individual prepayment list.	LID Clerk	_____
#+	104. Prepare Preliminary Official Statement (POS) for bonds.	Investment Banker	_____
	105. Verify information in POS.	Financial Planning Manager LID Administrator	_____

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#+	106.	Prepare bond sale ordinance.	Bond Counsel Investment Banker _____
*	107.	Adopt bond sale ordinance and accept bond purchase offer.	City Council Council Meeting Date: _____ Res. # _____ Ord. # _____
=	108.	Publish title only of bond sale ordinance.	City Clerk Date: _____
#	109.	Obtain affidavit of publication of bond sale ordinance.	City Clerk _____
#	110.	Prepare excerpt of Council meeting minutes adopting bond sale ordinance.	City Clerk Council Meeting Date: _____
#+	111.	Prepare final Official Statement (OS) for bonds.	Investment Banker _____
	112.	Verify information in final OS.	Financial Planning Manager LID Administrator _____

KEY ITEM**RESPONSIBILITY****MISC. NOTES**

- * 113. Issue bonds (NOTE: Bonds are to be dated and delivered no earlier than 20 days after conclusion of the 30-day prepayment period.) RCW 35.45.010

Bond Counsel
Investment Banker
City Clerk

Additional documents for bond sale:

- Preliminary official statement
- Official statement
- Disclosure certificate
- Certificates of manual signature
- Signature identification and no-litigation certificate
- Certificate regarding authentication
- Receipt for bonds
- Certificate regarding delivery and payment
- Specimen bond
- Tax exemption and nonarbitrage certificate
- Issue bonds.

Additional documents for bond sale:

- Approving legal opinion
- Internal Revenue Service Form 8038-G
- Summary of arbitrage restrictions
- Underwriters certificate.

The following documents should have been previously delivered to Bond Counsel and the Investment Banker:

- LID formation ordinance
- Bond ordinance
- Purchase contract
- Excerpt of council meeting minutes for each action
- Affidavits of publication of ordinances.

KEY	ITEM	RESPONSIBILITY	MISC. NOTES
#	114. Obtain Bond Counsel opinion for bonds.	Bond Counsel Investment Banker	_____
#=	115. Prior to closure of LID fund, verify that all project costs have been received and charged against the LID.	LID Administrator	_____
+	116. Verify estimated total final LID assessment vs. final total actual cost.	LID Administrator LID Clerk	_____
#=	117. Notification to close project and de-activate project number: form letter from LID Administrator to LID Clerk.	LID Administrator	_____
#+	118. Officially close out the LID fund 6 months after receiving notification to close project and de-activate project number.	LID Clerk	_____

I, the undersigned, certify that all items on the Local Improvement District checklist have been completed.

City Clerk

Date: _____

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