



Local Maintenance Districts (LMD) – General Overview

The information provided below gives a general overview of the reasoning behind and the process for creating Local Maintenance Districts. The Engineering Division will be happy to assist property owners wishing to initiate a Local Maintenance District and provide them with more specific information relating to improvements in the specific area under consideration.

What is an LMD?

- LMD is short for "Local Maintenance District".
- Organization of concerned property owners cooperating to improve their property and the neighborhood appearance.
- Ongoing operation, repair, maintenance and replacement of public improvements established and administered according to City Charter.

Initiating an LMD

- A property owner sees a need for the ongoing operation, repair, maintenance and replacement of public improvements in their neighborhood.
- Contact is made with the city about the proposed district.
- The proposed maintenance district meets with the city's standards.
- A request is made for an LMD petition.

Petitioning for an LMD

Petition is created and includes:

- Description of proposed improvement
- Legal description of LMD boundary
- Instructions on legally qualified signers
- Sign-up sheet
- Boundary map
- Rough estimate of assessment
- Petition is circulated by petition initiator

Petition Certification for LMD

- Valid petition is certified by City Engineer.
- Signatures of qualified property owners representing over 35% of the LMD area constitutes a valid petition.

Forming an LMD

- A valid petition is presented to the Manager of Public Works by the City Engineer.
- A formal public hearing date is set by the Manager of Public Works.
- Notices are mailed to all property owners within the LMD.
- Notices contain the public hearing date and preliminary assessment.
- Property ownerships are obtained from the county assessor/treasurer's records.
- Informal informational meeting is held to discuss the proposed LMID with property owners.
- The Manager of Public Works holds a formal public hearing on the proposed LMD.
- Public testimony for and against the formation of the LMD is given.
- The Manager of Public Works takes appropriate action on a valid petition.

Creating an LMD

- The Manager of Public Works orders preparation of an ordinance officially creating the LID.
- City council officially adopts ordinance at following meeting.

Annual Budgets and Assessments for the LMD

- Each year a budget is established for the following year for the costs of the ongoing operation, repair, maintenance and replacement of public improvements within the maintenance district.
- A date is set for City Council to sit as a Board of Equalization.
- Notices are mailed to property owners
- Notices contain the Board of Equalization date & proposed assessment amounts.
- Property ownerships are obtained from the county assessor/treasurer's records.
- City council sits as a Board of Equalization on the proposed LMD assessments
- Public testimony is received regarding the proposed assessment roll.
- City council responds, approves a final assessment roll and directs the City Attorney to prepare a final ordinance.
- City council officially adopts the final assessment roll by ordinance.

Payment of Assessment

- Property owners are mailed a notice prior to the due date.
- Assessments are due by February 28 of each year.