

Pursuant to Administrative Order, I hereby establish the following procedures for whenever the City has not accepted construction bids or called for the sale of bonds for a special improvement district project within eighteen (18) months from the creation date of the special improvement district:

A. Initiation and Review by Public Works Dept. At the eighteen month anniversary date of the creation of the special improvement district, the Public Works Department will review the SID if the City has not accepted construction bids or called for the sale of bonds for the special improvement district project. The Public Works Department will submit a recommendation, on a form developed by them, through the Director of Finance and Administrative Services and the City Attorney to the City Administrator. The Public Works Director will make a recommendation as to whether to proceed with the construction contract and forward his recommendations to the Director of Finance.

B. Director of Finance & Administrative Services Review. The Director of Finance and Administrative Services will review the SID concerning the ability to sell a bond issue. The Director will concur or nonconcur with the Public Works Director's recommendations and will separately make a recommendation on whether to proceed with the sale of bonds. The recommendation shall include all pertinent information and comments. The Director will then forward these recommendations to the City Attorney.

C. The City Attorney's Review. The City Attorney will conduct a legal review of the SID and, as he deems necessary, will concur, make a separate recommendation, or issue a legal opinion concerning this SID.

D. Restrictions. This review shall be conducted before proceeding with the advertising of construction bids or the sale of bonds on eighteen-month-old SIDs.

DATED this 7th day of August, 1989.

CITY OF BILLINGS

By

Alan Tandy

City Administrator

