
MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street ◊ Ukiah, California 95482

Telephone: 707-463-4470 Fax: 707-462-2088 E-mail: eo@mendolafco.org Web: www.mendolafco.org

CHAIR & TREASURER

Jerry Ward
Public Member

VICE CHAIR

Carre Brown
County Board
of Supervisors

MEMBERS

Kevin Doble
Ukiah City Council

Gerardo Gonzalez
Willits City Council

Dan Hamburg
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Township CSD

ALTERNATE MEMBERS

Scott Ignacio
Point Arena City Council

John McCowen
County Board
of Supervisors

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Executive Officer

Uma Hinman

Analyst

Larkyn Feiler

Commission Clerk

Elizabeth Salomone

Counsel

Scott Browne

Regular Meetings

First Monday
of each month
at 9:00 AM
at the Mendocino
County Board
of Supervisors Chambers
501 Low Gap Road

Executive Committee Meeting

A G E N D A

May 1, 2017, 11:15am

Mendocino County Administrative Building
501 Low Gap Road, Ukiah, CA 95482
Board Conference Room

Call to Order & Roll Call:

Commissioners Gerald Ward, Carre Brown, and Kevin Doble

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the March 17, 2017 Executive Committee Minutes

2. Special District Financial Reporting

Discussion of support for legislative reform (including timeline)

3. FY 2016-17 Budget and Basic Services Contract Review

Review and discussion for possible adjustment recommendations.

4. AVCSD Application Fee Review

Review of fee deposits and billing for the Anderson Valley Community Services District Application for Activation of Latent Powers. Discussion and possible direction to staff.

ADJOURNMENT

The next Regular Commission Meeting is scheduled for
Monday, June 5, 2017 at 9:00am
in the County Board of Supervisors Chambers
501 Low Gap Road, Ukiah, California

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CHAIR & TREASURER

Jerry Ward
Public Member

Agenda Item No. 1

VICE CHAIR

Carre Brown
County Board
of Supervisors

DRAFT Executive Committee Minutes

Executive Committee Meeting of Monday, March 17, 2017, 11:00am
Chardonnay Room, Ukiah Valley Conference Center,
200 South School Street, Ukiah, California

MEMBERS

Kevin Doble
Ukiah City Council

Gerardo Gonzalez

Willits City Council

Call to Order: Chair Ward called the meeting to order at 11:10am.
Members Present: Commissioners Carre Brown, Kevin Doble, and Gerald Ward
Staff Present: Uma Hinman and Elizabeth Salomone

Dan Hamburg

County Board
of Supervisors

Theresa McNerlin

Ukiah Valley Sanitation District

Tony Orth

Brooktrails Township CSD

ALTERNATE MEMBERS

John McCowen

County Board
of Supervisors

Carol Rosenberg

Public Member

Angela Silver

Calpella County Water District

City Alternate Representative
to be announced March 2017
by City Select Committee

MATTERS FOR DISCUSSION & POSSIBLE ACTION

1. Approval of the February 21, 2017 Executive Committee Minutes

Upon motion by Commissioner Brown and second by Commissioner Doble, the Executive Committee meeting minutes of February 21, 2017 were approved with no changes by unanimous approval:

Ayes: Commissioners Brown, Doble, and Ward

2. Finalization of the Fort Bragg Rural Fire Protection District North of Ten Mile Annexation Application

EO Hinman presented the staff report. The Committee directed staff to communicate with SHN Consulting to remove the note in question on the map of May 2013 and provide update at the April 3, 2017 Regular Commission meeting.

3. 2016-17 Budget Amendment

EO Hinman presented the staff report.

Upon motion by Commissioner Brown and second by Commissioner Doble, the Executive recommends the FY 2016-17 Budget Amendment as presented in the staff report with no changes by unanimous approval:

Ayes: Commissioners Brown, Doble, and Ward

Executive Officer

Uma Hinman

Analyst

Larkyn Feiler

Commission Clerk

Elizabeth Salomone

Counsel

Scott Browne

Regular Meetings

First Monday
of each month
at 9:00 AM
at the Mendocino
County Board
of Supervisors Chambers
501 Low Gap Road

(continued...)

| Account | Contractor/Account Description | Project/Description | Amount |
|-----------------|--------------------------------|--|-----------------|
| 7000 | Baracco & Associates | Final payment. Terms approved at May 12, 2016 Special Meeting (paid July 21, 2016) | \$ 2,400 |
| 7000 | Uma Hinman Consulting | Cemetery District MSRs. Contract approved July 1, 2016. | \$ 3,900 |
| 6670 | SHN Consulting | North of 10 Mile Map Correction. Invoiced July 11, 2016 | \$ 2,000 |
| 6670 | Planwest Partners | Website transition. Contracted July 1, 2016 for \$2,460. Paid in September 2016. | \$ 2,170 |
| 5607 | Office Equipment | Printer Replacement | \$238 |
| 6000 | Televising Meetings | Payment for FY15/16 services | \$1,200 |
| Subtotal | | | \$10,470 |

4. Fiscal Year 2017-18 Budget Development

The following items were discussed:

- Apportionment fee adjustment for FY 2015-16

At the February Executive Committee meeting, discussion was held to address the adjustment process. Staff recommended a letter addressing the apportionment fee adjustment be sent to cities, districts and the county with the FY 2017-18 statements. This item was forwarded to the March 17, 2017 meeting. The Executive Committee directed staff to bring the item to consult with Legal Counsel, Scott Brown and present findings at the Regular Commission meeting of April 3, 2017 for discussion and possible action.

- Implementation of new reserve policy

The newly adopted reserve policy specifies an operational reserve of 25 percent of the operational budget and \$50,000 legal reserves. Treasurer Ward withdrew \$10,000 from the reserves account on March 6th, 2017 and deposited in the operational account to reduce the reserves accordingly. The current reserves held in Mendocino Lake Credit Union are \$90,206 and include the Operational and Legal Reserves.

- Financial Status Report

Treasurer Ward provided a breakdown of LAFCo's current financial status and end of Fiscal Year 2016-17 projection.

- Preliminary drafts of FY 2017-18 work plan and budget

Specific items were discussed, including anticipated unspent funds in the current fiscal year to "rollover." The preliminary draft budget workshop will be held at the April 3, 2017 Regular Commission meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:25 pm.

**MENDOCINO
Local Agency Formation Commission**

Staff Report

DATE: May 1, 2017
 TO: Executive Committee
 FROM: Uma Hinman, Executive Officer
 SUBJECT: FY 2016-17 Budget and Basic Services Contract Review

The budget for Basic Services includes the Executive Officer, Analyst, and Clerk. The overall budget line for Basic Services was \$65,680, with \$21,600 of that for the Clerk. The Clerk is required to provide office hours totaling a minimum of 8 hours per week.

As we near the end of the year, at the current level of service it is apparent that the Basic Services budget is going to be short approximately \$4,000-\$4,500. The table below breaks it down by EO/Analyst and Clerk.

This being a transition year has resulted in unanticipated work including extensive time verifying and correcting Quickbooks entries, and a backlog of project clean-up and final steps for completion.

| Contract | Contract Amount | Remainder (as of 4/24/17) | Estimated Additional Need |
|-----------------|------------------------|--------------------------------------|--------------------------------------|
| EO/Analyst | \$44,080 | \$7,795 | \$2,000 |
| Clerk | \$21,600 | \$2,365 | \$2,000 |
| Totals | \$65,680 | \$10,160 | \$4,500 |

It is anticipated there will be unused funds from other budget accounts such that there will be no need to go above the overall fiscal year budget. However, the budget for Basic Services (Accounty 5301) will be exceeded. Options for consideration are reduction of staff time/effort through the end of the fiscal year or approval of use of additional funds above the 5301 Basic Services budget line.

Staff is requesting discussion and direction from the Committee.

Attachments: Budget Tracking sheet

Mendocino Local Agency Formation Commission
 FY 2016-17 Budget and Application Tract - Through April 2017

| Acct # | Task | FY 16-17 Budget | 1st Qtr Subtotals | 2nd Qtr Subtotal | 3rd Qtr Subtotal | April | Year to Date | Remaining Budget |
|--|--|---------------------|--------------------|--------------------|--------------------|-------------------|---------------------|--------------------|
| EXPENSES | | | | | | | | |
| 5301 | Basic Services - EO/Analyst/Clerk | \$65,680.00 | \$14,902.88 | \$13,777.85 | \$22,565.37 | \$4,273.45 | \$55,519.55 | \$10,160.45 |
| 5502 | Office Space | \$4,800.00 | \$1,200.00 | \$1,204.00 | \$1,212.00 | \$404.00 | \$4,020.00 | \$780.00 |
| 5503 | Work Room | \$360.00 | \$90.00 | \$90.00 | \$90.00 | \$30.00 | \$300.00 | \$60.00 |
| 5601 | Office Supplies | \$700.00 | \$99.50 | \$201.03 | \$259.99 | \$209.05 | \$769.57 | -\$69.57 |
| 5603 | Photocopy | \$1,000.00 | \$98.80 | \$44.60 | \$214.30 | | \$357.70 | \$642.30 |
| 5605 | Postage | \$300.00 | \$219.87 | \$52.17 | \$41.51 | | \$313.55 | -\$13.55 |
| 5607 | Office Equipment | \$0.00 | | \$237.55 | \$0.00 | | \$237.55 | -\$237.55 |
| 5700 | Internet & Website Costs | \$1,200.00 | | | \$0.00 | | \$0.00 | \$1,200.00 |
| 5900 | Publication & Legal Notices | \$2,000.00 | \$432.06 | | \$297.06 | \$35.00 | \$764.12 | \$1,235.88 |
| 6000 | Televising Meetings | \$1,700.00 | | \$1,350.80 | \$924.85 | \$208.96 | \$2,484.61 | -\$784.61 |
| 6100 | Audit Services | \$3,025.00 | \$1,550.00 | | \$1,450.00 | | \$3,000.00 | \$25.00 |
| 6200 | Bookkeeping | \$4,800.00 | \$369.33 | \$418.96 | \$1,124.33 | \$39.90 | \$1,952.52 | \$2,847.48 |
| 6300 | Legal Counsel (S Browne) | \$6,000.00 | \$1,500.00 | \$1,470.00 | \$1,500.00 | \$650.66 | \$5,120.66 | \$879.34 |
| 6400 | A-87 Costs County Services | \$2,010.00 | | | \$1,060.00 | | \$1,060.00 | \$950.00 |
| 6500 | Insurance - General Liability | \$1,000.00 | | | \$0.00 | | \$0.00 | \$1,000.00 |
| 6600 | Memberships (CALAFCO/CSDA) | \$2,100.00 | | \$1,231.00 | \$0.00 | | \$1,231.00 | \$869.00 |
| 6740 | In-County Travel & Stipends | \$4,300.00 | \$702.60 | \$411.56 | \$623.44 | \$156.48 | \$1,894.08 | \$2,405.92 |
| 6750 | Travel & Lodging Expenses | \$5,000.00 | | \$1,805.08 | \$0.00 | | \$1,805.08 | \$3,194.92 |
| 6800 | Conferences (Registrations) | \$3,000.00 | \$1,215.73 | | \$0.00 | | \$1,215.73 | \$1,784.27 |
| | Computer Support Technician | | | | \$87.56 | | \$87.56 | -\$87.56 |
| 7000 | MSR & SOI Updates | | | | | | \$0.00 | \$0.00 |
| 7001 | MSR Reviews - Admin | \$15,000.00 | | \$245.00 | \$1,343.75 | \$787.50 | \$2,376.25 | \$12,623.75 |
| 7501 | SOI Updates | \$39,000.00 | \$1,313.35 | \$6,115.95 | \$8,769.41 | \$369.30 | \$16,568.01 | \$22,431.99 |
| | GIS Mapping | \$3,622.00 | | | \$1,161.96 | \$525.19 | \$1,687.15 | \$1,934.85 |
| Monthly/ Year to Date Totals | | \$166,597.00 | \$23,694.12 | \$28,655.55 | \$42,725.53 | \$7,689.49 | \$95,075.20 | \$63,832.31 |
| CONTRACTS/OTHER | | | | | | | | |
| 7000 | Cemetery Dist. MSRs (UHC) (Closed) | \$3,900.00 | \$653.38 | \$3,241.15 | \$0.00 | \$0.00 | \$3,894.53 | \$5.47 |
| 8000 | N. of 10 Mile Map Correction (SHN) | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | \$0.00 |
| 7000 | Baracco & Associates (Closed) | \$2,400.00 | \$2,400.00 | \$0.00 | \$0.00 | \$0.00 | \$2,400.00 | \$0.00 |
| 7000 | Planwest Website Transition (Closed) | \$2,460.00 | \$2,170.00 | \$0.00 | \$0.00 | \$0.00 | \$2,170.00 | \$290.00 |
| Contracts/Other to Date Totals | | \$10,760.00 | \$7,223.38 | \$3,241.15 | \$0.00 | \$0.00 | \$10,464.53 | \$295.47 |
| EXPENSES AND CONTRACTS TOTALS | | \$177,357.00 | \$30,917.50 | \$31,896.70 | \$42,725.53 | \$7,689.49 | \$105,539.73 | \$64,127.78 |
| APPLICATIONS | | DEPOSIT | | | | | | |
| | Irish Beach WD Moores Annexation | \$-610.56 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$610.56 |
| | City Overlap Area from Ft Bragg RFPD (FBFPD Detachment) | \$7,452.37 | \$0.00 | \$7,452.37 | \$0.00 | \$0.00 | \$7,452.37 | \$0.00 |
| 8016 | AVCSD (Ambulance) Activation of Latent Powers & Annexation | \$6,000.00 | \$1,898.75 | \$178.75 | \$1,102.50 | \$2,219.93 | \$5,399.93 | \$600.07 |
| | City of Ukiah Detachment of UVCSD lands | \$1,532.75 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,532.75 |
| Applications to Date Totals | | \$14,374.56 | \$1,898.75 | \$7,631.12 | \$1,102.50 | \$2,219.93 | \$12,852.30 | |
| EXPENSES, CONTRACTS, AND APPLICATION TOTALS | | | \$32,816.25 | \$39,527.82 | \$43,828.03 | \$9,909.42 | \$118,392.03 | |

Operations (Checking) Account Balance \$ 54,078.62 as of 3/31/17
 Legal Reserve Balance \$ 50,000.00 as of 3/31/17
 Operations Reserve Balance \$ 40,226.63 as of 3/31/17

MENDOCINO Local Agency Formation Commission

Staff Report

DATE: May 1, 2017
 TO: Executive Committee
 FROM: Uma Hinman, Executive Officer
 SUBJECT: AVCSD Application Fee Review

During the April 3, 2017 regular meeting, the Commission requested staff provide a breakdown of costs associated with the Anderson Valley Community Services District (AVCSD) application for Annexation and Activation of Latent Powers (which was later revised in scope to remove the annexation portion). This report and associated attachments provide details regarding billable time accrued by LAFCo staff in processing application requests from AVCSD.

| Date | Activity |
|--------------------|--|
| January 2016 | LAFCo staff provided overview of LAFCo process to AVCSD. |
| May 2016 | Pre-application Review request and \$1,500 deposit submitted to LAFCo. |
| June 15, 2016 | AVCSD Board of Directors held a public hearing and adopted Resolution No. 2016-05 requesting LAFCo to take proceedings for a reorganization consisting of the annexation of territory within the sphere of influence and currently served by the District and the activation of latent powers to provide ambulance services. |
| July 2017 | Application and \$6,000 processing deposit submitted to LAFCo. |
| August 2, 2016, | AVCSD application was deemed incomplete and application processing was effectively put on hold pending completion of a property tax exchange agreement, as evidenced by submittal of an adopted resolution by AVCSD and the County pursuant to Government Code Section 56658 & RTC Section 99(b)(6). |
| August 18, 2016 | Application was referred to 22 affected agencies for review and comment. |
| September 19, 2016 | LAFCo staff issued a Notice of Filing to the County Assessor and Auditor pursuant to Revenue and Taxation Code (RTC) Section 99(b). |
| December 5, 2016 | LAFCo staff met with the County Assessor and Auditor regarding the process of developing, and the estimated time frame of receiving, the analysis which forms the basis for the negotiation of the amount of property tax revenue to be exchanged among local agencies pursuant to RTC Section 99(b)(4). |

| | |
|-------------------|--|
| February 14, 2017 | County Auditor notified local agencies of the amount of property tax revenue generated within the territory proposed for annexation and the allocation factors for each of the local agencies in the territory in accordance with RTC Section 99(b)(3). |
| February 21, 2017 | At the District's request, staff met with AVCSD, AVAS, Supervisor Hamburg, and the County Assessor to discuss the tax share negotiation process, public noticing requirements, and next steps. |
| February 27, 2017 | County Auditor issued a revised memo correcting the list of estimated base transfer amounts per Section 99.02(f)(4), which stipulates that "The transfer will not result in a reduction of property tax revenues to school entities." |
| March 6, 2017 | During the regularly scheduled LAFCo meeting, the District notified the Commission during the public comment period that it appeared no tax share agreement would be reached and indicated they would likely be withdrawing the annexation portion of the application. |
| April 3, 2017 | During the regular Commission meeting, District staff again spoke during the public comment period requesting staff proceed with the application for latent powers and dropping the annexation and detachment portion. The Commission directed staff to proceed with processing the activation of latent powers as soon as possible in response to the District's urgency for meeting an eligibility deadline for an upcoming Exclusive Operating Agreement (EOA) solicitation by the County. Staff made processing the application a priority, scheduling it for a May 1 public hearing, and requested the District provide an official change in application letter as soon as possible. |
| April 10, 2017 | AVCSD activation of latent powers for ambulance services noticed for public hearing on May 1, 2017. |
| April 19, 2017 | The District Board, at a regularly scheduled meeting, authorized the Chair of the Board Directors to sign a letter to LAFCo requesting a change in the scope of their application to remove the annexation/detachment component of the proposal and proceed with the activation of latent powers for ambulance services. LAFCo staff received this letter digitally on April 21, 2017. |
| April 24, 2017 | Application was deemed complete and EO Hinman sent a Certificate of Filing to the applicant. |
| May 1, 2017 | Public hearing for the AVCSD Activation of Latent Powers |

Please see the attached table providing a summary of staff time and associated activities for processing this application to date. Please note that current LAFCo staff was not able to provide detailed information for the staff time and associated activities provided under the prior Executive Officer contract for the \$1,500 AVCSD pre-application process.

Attachments:

- (1) Summary of staff time and associated activities for processing AVCSD application

Summary of staff time and associated activities for processing AVCSD application

| Date | EO (\$90/hr) | Analyst (\$65/hr) | Clerk (\$39.90/hr) | Cost | Tasks/Notes |
|------------|--------------|-------------------|--------------------|------------|--|
| May 2016 | | | | \$1,464.00 | Pre-Applicaition request processed by Planwest: In response to Anderson Valley CSD request prepared and sent application form, resolution and support materials for filing Latent Powers Activation application with Mendocino LAFCo. District had requested this pre-application support for their consideration of latent powers activation prior to LAFCo filing. Provided pre-application agreement and advised District that fees paid per this agreement would be in addition to filing deposit. |
| 7/27/2016 | | 1.00 | | \$65.00 | Scanned application materials, initial project review |
| 7/29/2016 | | 2.00 | | \$130.00 | Reviewed Mendo LAFCo dropbox, researched application process & LAFCo Law |
| 7/30/2016 | | 0.50 | | \$32.50 | Reviewed application materials for completeness |
| 7/31/2016 | | 0.50 | | \$32.50 | Reviewed application materials for completeness |
| 8/1/2016 | | 3.00 | | \$195.00 | Prepared list of application incomplete items for LAFCo meeting update email, drafted incomplete letter |
| 8/5/2016 | 1.5 | 1.50 | | \$232.50 | Reviewed application materials and correspondence with District |
| 8/14/2016 | | 0.50 | | \$32.50 | Checked Dropbox for Notice of Filing, saved Application Referral example, uploaded documents to FreedCamp |
| 8/15/2016 | | 1.50 | | \$97.50 | Researched application process for routing AVCSD to County Assessor/Auditor for tax share agreement |
| 8/16/2016 | | 3.00 | | \$195.00 | Drafted AVCSD Application Referral for review |
| 8/17/2016 | 1.00 | 4.50 | | \$382.50 | Finalized application referral & developed mailing labels (verified addresses), emailed to Clerk for routing |
| 9/11/2016 | | 1.00 | | \$65.00 | Researched/emailed status of application process and SOI amendment |
| 9/14/2016 | | 2.00 | | \$130.00 | Researched whether detachments should be consistent with SOI |
| 9/15/2016 | | 1.50 | | \$97.50 | Communications with County Assessor regarding tax apportionment for AVCSD application, communications with Nevada LAFCo |
| 9/16/2016 | | 3.75 | | \$243.75 | Researched other LAFCos R&T 99(b) letters, drafted Notice of Filing letters for Assessor and Auditor, emailed Uma |
| 9/19/2016 | | 0.50 | | \$32.50 | Emailed Notice of Filing to Sue Ranochak (Assessor) |
| 9/21/2016 | | 0.50 | | \$32.50 | Print/scan Notice of Filing to County Assessor & Auditor, email Beth to mail letters and upload documents to Mendo Dropbox |
| 10/11/2016 | | 0.25 | | \$16.25 | Talked with County Assessor regarding status of tax information |
| 10/28/2016 | | 0.25 | | \$16.25 | Emailed County Assessor regarding status of tax apportionment |
| 10/29/2016 | | 0.25 | | \$16.25 | Emailed Joy Andrews regarding status of AVCSD application tax apportionment process with County |
| 11/3/2016 | | 0.25 | | \$16.25 | Left message for Assessor regarding status update, talked with Joy regarding waiting for status & trying to reach Chief Avila regarding EOA RFP process and timeframe |

| Date | EO (\$90/hr) | Analyst (\$65/hr) | Clerk (\$39.90/hr) | Cost | Tasks/Notes |
|------------|--------------|-------------------|--------------------|----------|---|
| 11/8/2016 | | 0.25 | | \$16.25 | Emailed Uma regarding which agencies are involved in the tax share agreement |
| 11/11/2016 | | 0.25 | | \$16.25 | Talked to County Assessor regarding status of tax apportionment, left message for Joy Andrews regarding update, left message for Chief Avila regarding EOA RFP process and timeframe |
| 11/15/2016 | | 0.25 | | \$16.25 | Talked with Joy and Chief Avila regarding status of tax share info from County Assessor & EOA RFP release process and timeframe |
| 12/5/2016 | | 0.25 | | \$16.25 | Meeting with County Assistant Auditor-Controller (Lucy Simonson) and Assessor (Sue Ranochak) regarding tax share information |
| 12/7/2016 | | 0.25 | | \$16.25 | Emailed Joy Andrews regarding the outcome of meeting with Sue and Lucy on Monday 12/5/16 |
| 12/8/2016 | | 0.25 | | \$16.25 | Emailed Joy Andrews to schedule phone call next week to discuss application timeline and EOA Ordinance status |
| 12/13/2016 | | 0.25 | | \$16.25 | Talked with Chief Avilla regarding status of EOA RFP and tentative LAFCo hearing date |
| 1/19/2017 | | 0.50 | | \$32.50 | Forwarded Joy Andrews email regarding tax information status to Sue Ranochak for update, emailed Joy Andrews regarding I thought progress was being made, emailed Uma regarding AVCSD tax info issues, emailed Sue Ranochak and Joy Andrews regarding time frame for tax information, forwarded message to Uma |
| 2/1/2017 | | 2.25 | | \$146.25 | Researched tax code R&T 99(b)(3), Auditor's letter, and example tax share agreement, emailed Lucy regarding did you send value to County and AVCSD per tax code, emailed Uma regarding getting back to Chief Avila, emailed Chief Avila regarding tax share agreement process, printed tax share information examples from other LAFCo's, printed tax info from Lucy, researched examples of tax share agreement resolution |
| 2/2/2017 | | 0.25 | | \$16.25 | Impromptu conference call with merger committee to discuss tax information provided by Auditor-Controller and concerns with the process taking so long |
| 2/14/2017 | | 0.50 | | \$32.50 | Phone with Chief Avilla regarding process for reaching tax share agreement between affected agencies; and emails with Joy for AVCSD and AVA Merger meeting regarding process and attached LA County tax share agreement resolution and staff report example |
| 2/21/2017 | 1.00 | 1.00 | | \$155.00 | Meeting with applicant, District Supervisor, and Assessor (Discussed tax share agreement process, noticing for public hearing and next steps, is LAFCo going to force Fire Districts to expand boundary to serve existing gaps between District boundaries, parcels in Coastal Life Support boundary that pay higher assessment fee but don't receive service from coastal ambulance service) |
| 2/23/2017 | | 0.25 | | \$16.25 | Searched Mendo Dropbox for copy of Planwest shapefile for AVCSD annexation emailed Leif spreadsheet of annexation parcels |
| 2/25/2017 | | 0.25 | | \$16.25 | Researched discrepancy between AVCSD shapefile and hardcopy of annexation map from application submittal related to APN 046-260-77 and emailed Leif regarding how to proceed with notice list |

| Date | EO (\$90/hr) | Analyst (\$65/hr) | Clerk (\$39.90/hr) | Cost | Tasks/Notes |
|-----------|--------------|-------------------|--------------------|----------|--|
| 3/12/2017 | | 1.00 | | \$65.00 | Reviewed the Fort Bragg Rural FPD annexation files as an example for processing the AVCSD application |
| 3/13/2017 | | 3.00 | | \$195.00 | Processing project application; emailed with County GIS and Assessor regarding project notice list; emailed applicant regarding information to submit with request for change in scope; phone conversation with Uma regarding whether activation of latent powers is subject to protest proceedings; reviewed & emailed Uma regarding CSD Principal Act, CKH Section 56824.14(a)(2), & CKH Section 57075 |
| 3/14/2017 | 1.00 | 1.50 | | \$187.50 | Emailed applicant regarding timeline for processing application & AVCSD mailers to property owners in existing district boundaries; reviewed APN list County GIS prepared for AVCSD existing boundary and 300-foot buffer and identified duplications, researched Government Code Section 65091 (a)(4) regarding exemption for exceeding 1000 notices; phone conversation with Uma regarding direction from LAFCo Counsel regarding AVCSD processing |
| 3/15/2017 | | 1.50 | | \$97.50 | Phone conversation with Chief Avila regarding direction from LAFCo Counsel regarding it is not necessary to annex property to provide ambulance service, emailed Chief Avila summary of next steps for processing AVCSD application |
| 3/16/2017 | | 1.25 | | \$81.25 | Researched CKH Section 56824.12(a) regarding whether a new resolution of application is required with the change in project scope; emailed applicant regarding a letter requesting a change in scope should suffice & NOE example |
| 3/21/2017 | 0.50 | | | \$45.00 | Discussed application with Legal Counsel |
| 3/23/2017 | | 0.25 | | \$16.25 | Emailed Uma regarding whether a new resolution of application is needed for change in project scope & 21 day public notice requirement for public hearing per CKH Section 56824.14(b) |
| 3/28/2017 | | 1.50 | | \$97.50 | Emailed Sue Ranochak regarding resend email with registered voters list since stuck in quarantine; resent email to Joy Andrews (District Manager) regarding a new resolution of adoption is not required; continued reviewing APN list County GIS prepared for AVCSD existing boundary and 300-foot buffer and identified duplications |
| 3/29/2017 | | 2.00 | | \$130.00 | Finished reviewing APN list County GIS prepared for AVCSD existing boundary and 300-foot buffer and identified duplications; determined that application meets notice exemption pursuant to GOV Section 65091 (a)(4); reviewed notice list of registered voters within district boundary from County Registrar of Voters; researched examples of Public Notice for 5/1/17 Public Hearing, reviewed FBRFPD annexation file; searched Mendo Dropbox for example document |

| Date | EO (\$90/hr) | Analyst (\$65/hr) | Clerk (\$39.90/hr) | Cost | Tasks/Notes |
|-----------|--------------|-------------------|--------------------|----------|--|
| 3/30/2017 | | 3.25 | | \$211.25 | Drafted Public Notice for 5/1/17 Public Hearing & emailed to Uma & Beth review; emailed Beth regarding specific provisions of GOV Section 65091 (a)(4) for publishing public notice, emailed AVCSD regarding confirmation of moving forward with 5/1/17 public hearing, phone conversation with Chief Avila and follow up email regarding confirmation to proceed with 5/1/17 public hearing, emailed Uma regarding should we notify adjacent fire & EMS service providers; prepared mailing labels for agency notice list |
| 3/31/2017 | | 0.25 | | \$16.25 | Phone conversation with Sue Ranochak regarding we've exceed 1,000 notices so don't need to finish registered voter list for 300-foot buffer; emailed mailing labels for agency notice list to Beth for mailing next week |
| 4/4/2017 | | | 0.75 | \$29.93 | Public hearing noticing |
| 4/13/2017 | | 1.50 | | \$97.50 | Researched and processed application for 5/1/17 LAFCo Public Hearing |
| 4/14/2017 | | 1.50 | | \$97.50 | Researched and processed application for 5/1/17 LAFCo Public Hearing |
| 4/15/2017 | | 2.00 | | \$130.00 | Researched and processed application for 5/1/17 LAFCo Public Hearing |
| 4/16/2017 | | 1.25 | | \$81.25 | Researched and processed application for 5/1/17 LAFCo Public Hearing |
| 4/17/2017 | | 5.25 | | \$341.25 | Researched, processed application, and drafted staff report for 5/1/17 LAFCo Public Hearing |
| 4/18/2017 | 0.50 | 4.00 | | \$305.00 | Researched and processed application for 5/1/17 LAFCo Public Hearing; phone conversation with LAFCo Counsel & EO; phone conversation with Chief Avila regarding plan for services & 4/19/17 Board of Directors meeting; emailed applicant requesting information |
| 4/19/2017 | | 0.50 | | \$32.50 | Drafted staff report for 5/1/17 LAFCo Public Hearing |
| 4/20/2017 | | 6.50 | | \$422.50 | Drafted staff report for 5/1/17 LAFCo Public Hearing |
| 4/21/2017 | | 2.00 | | \$130.00 | Drafted staff report for 5/1/17 LAFCo Public Hearing, emailed to LAFCo Counsel for review |
| 4/23/2017 | | 1.50 | | \$97.50 | Researched and drafted Certificate of Filing and emailed to Uma for review |
| 4/24/2017 | | 4.00 | | \$260.00 | Revised Certificate of Filing per Uma's suggested changes and emailed for review; emailed Certificate of Filing to applicant; read emails between LAFCo Counsel and EO; phone conversation with Uma regarding how to proceed; researched protest proceedings; revised staff report per suggested changes; emailed for review |
| 4/25/2017 | | 1.50 | | \$97.50 | Researched protest hearing process & FBRFPD example and emailed Uma; phone conversation with Uma regarding how to proceed with AVCSD application; uploaded staff report attachments to Mendo Dropbox; called applicant to discuss protest hearing requirement; phone conversation with Beth regarding staff report documents; left message for applicant to return my call; phone conversation with Uma regarding correct version of staff report for release |
| 4/27/2017 | | 1.00 | | \$65.00 | Drafted presentation for 5/1/17 public hearing |

| Date | EO (\$90/hr) | Analyst (\$65/hr) | Clerk (\$39.90/hr) | Cost | Tasks/Notes |
|-------------------------|-----------------|----------------------|-----------------------|-------------------|-------------|
| Labor Subtotal | | | | \$7,383.93 | |
| Mailings & Postage | | | | \$31.40 | |
| Total Expenses | | | | \$7,415.33 | |
| Pre-Application Deposit | | | | \$1,500.00 | |
| Application Deposit | | | | \$6,000.00 | |
| Deposit Subtotal | | | | \$7,500.00 | |
| Remainder | | | | \$84.68 | |