

RFA Timeline Options, Recommendation for RFA Planning Committee, April 11, 2022

Election and Levy Start Options/ Timeline				
Working backward from election date...			Working forward from election date....	
<i>Election date</i>	<i>Date by which election measure must be submitted to County Elections Dept.</i>	<i>Date by which Council/Commission should begin deliberations on Final RFA Plan, election resolution</i>	<i>Annexation effective date</i>	<i>Levy Start Date (Service start date can be as specified in ballot measure.)</i>
February 2023 Election	2 nd week of December	October (given budget deliberation overlap)	By August 1, 2023	Jan. 2024
April 2023 Election	Last week of February	November 2022 (budget implications)	By August 1, 2023	Jan. 2024
August 2023 Election	2 nd week of May	February 2023	By August 1 2024	Jan. 2025
November 2023 Election	1 st week of August	Spring 2023	By August 1, 2024	January 2025

Issue: What is the RFA Planning Committee's recommended timeline and target election date and effective date for the project?

Options: The table above indicates options associated with each election date in a calendar year.

Recommendation: The blue arrow/yellow shaded row above (and table below) indicates the timeline discussed to date and recommended by the staff team targeting an April 2023 election date and start date to the RFA no later than August 1, 2023.

Recommended Schedule Summary	
RFA Planning Committee Submits RFA Plan to Councils for Action	October 2022
City Councils deliberate	October 2022-February 2023
Councils act to approve Plan and place RFA measure before voters	By Late February 2023
Election	April 2023
RFA Effective Date	No later than August 1, 2023
RFA taxes, charges imposed	January 2024

The main advantages to this timeline are:

1. Sufficient time for the RFA Planning Committee to complete its process
2. Sufficient time for City Councils to deliberate on the plan, and its connection to the city budget.
3. Minimize the time between the vote and the point at which RFA taxes begin to be collected. (The Cities must fund the RFA operations until RFA revenues can take over.
4. Avoid a February election that typically has school district levies on it.

Committee Recommendation? (Recommendation will be included in the 4/19 Council presentation for Council concurrence)

Key Points related to this Option:

- The RFA is created as a legal entity on August 1, with responsibility to provide fire service within its territory.
- The RFA must exist in order to request taxes be imposed. The deadline to ask for the taxes is August 1 preceding the year in which the taxes start. So the RFA needs to come into existence and immediately request taxes be imposed the following year no later than August 1.
- The RFA also needs to be ready to submit the parcel-by-parcel Fire Benefit Charge information in November of the year before the FBC is imposed.
- The RFA can start charging fees for service immediately and should also have all contracts assigned over to it from the Fire Departments/Cities effective August 1.
- Tax and FBC revenues don't arrive at the RFA until May 2024 (See below).
- In the recommended schedule, there are only 3 months of time from election to the date the RFA needs to stand up. This is a short time and will be very busy. Transition tasks include (partial list):

Tasks that must happen by start-date of the RFA:

- Governance board appointments by each city
- Setting up payroll for the RFA employees
- Adopting personnel policies
- Getting a taxpayer ID for the agency
- Opening bank accounts
- Transferring title to fire department assets
- Assigning all contracts over to the RFA from the Cities

Other start-up tasks that can take longer:

- Unifying the labor contracts into a single, new contract
- Changing locks on facilities
- New patches for uniforms, signage on vehicles, facilities
- Setting up IT systems