

**New Fire Protection District
Formation Schedule**

November 7, 2023 Election	Task Description
LAFCo Proceedings	
By Jan. 15	Draft LAFCo Application Materials for internal review: - Application Form - Plan for Services - New District Boundary Map - Resolution of Application templates
By Jan. 18	Notice of Intent to Adopt Resolution of Application to LAFCo - 21 days in advance of Council meeting - Mailed to LAFCo and Affected and Interested Agencies
Feb. 8 Council Meeting	Portola City Council holds public hearing and approves Resolution of Application to LAFCo - Recommend participating agencies also adopt "substantially similar" resolutions
Feb. 10 - Target Date	Application submittal to LAFCo - Upon receipt, LAFCo sends notice of filing to interested/affected agencies
Feb. 13 LAFCo Meeting	LAFCo Informational Item - Allows for early Commission review and comment
By Feb. 17	LAFCo issues Property Tax Exchange Notice to County Auditor (GOV Section 56810) - Should expect 3-6 weeks for tax exchange process (March 10 - March 31)
By Feb. 17	LAFCo issues Referral to affected and interested agencies (GOV Section 56658)
March 10 - Target Date	LAFCo issues Certificate of Filing - Issued within 30 days of Application Submittal, unless application found incomplete (pending tax exchange) - Date of hearing not more than 90 days after issuance of the certificate of filing or after the application is deemed to have been accepted.
By March 20	LAFCo 21 day public hearing noticing - Total number of notices to landowners and registered voters exceed 1,000, notice may be provided by publishing a display ad of at least 1/8th page in newspaper - Must include disclosure to waive protest proceedings
April 10	LAFCo public hearing - recommendation and action - LAFCo adopts resolution of approval with terms and conditions (and requests BOS to call election) - Approval triggers 30-day reconsideration period and conducting authority protest proceedings
End of May	LAFCo protest hearing conducted by LAFCo Executive Officer - Protest hearing may be waived if no written objection is received by close of public hearing - Protest hearing also requires 21-day noticing
June 12 LAFCo meeting	LAFCo confirms Protest Hearing results; Adopts resolution requesting Board of Supervisors call election *Prepare cover letter with resolution and send to Elections and Board Clerk
Election Proceedings	
June 12* - July 17 (E-150 - E-113)	Election called by Board of Supervisors - The election shall be held on the next regular election date not less than 113 nor more than 150 days after the date the BOS calls and gives notice of the election (HSC Section 13823)
July 10 - Aug 9 (E-120 - E-90)	Notice of Election Published - During this period, the Elections Office shall have published in a newspaper of general circulation the notice of date fixed after which no arguments for or against will be accepted.
July 17 - Aug. 11 (E-113 - E-88)	Candidate Nomination Period - Declaration of Candidacy forms obtained from and filed with the Elections Office.
Aug. 11 (E-88)	Official Filing Date Deadline for Ballot Measure - Final deadline for the governing body of a district or other political subdivision which requests consolidation of a local election for candidates and/or <u>measures</u> to file the request with the elections office. - Whenever resolutions calling for a measure to be placed on the ballot are filed, immediately after the filing date there will be a 10-day public inspection period. Documents will be on public display at the elections office. During this period, any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.
Aug. 17 (E-82)	Deadline to File Arguments for Measures - Arguments for or against any measure are due at the county elections office by 5 p.m. Arguments are public after the 5 p.m. deadline. - No arguments shall exceed 300 words in length. - Arguments shall be entitled either "Argument in Favor of Measure ____" or "Argument Against Measure ____." - No arguments submitted will be accepted unless accompanied by the name(s) of the person(s) submitting it, or if submitted on behalf of an organization, the name of the organization and the name of at least one of its principal officers.
Aug. 18 - Aug. 29 (E-81 to E-70)	10 Day Public Inspection for Arguments - During this period, any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. Documents will be on public display at the Elections Office.
Nov. 7 (E-70)	Deadline for Filing Rebuttals, Impartial Analyses - Rebuttal arguments due to the Elections Office. - LAFCo Impartial Analysis due
Aug. 30 - Sept. 10* (E-69 - E-59)	10 Day Public Inspection for Rebuttals & Analyses - During this period, any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.
Oct. 9 - Oct. 31 (E-29 - E-7)	Vote-by-Mail Ballots with Voter Information Guide (VIG) Sent to Voters
Oct 23 (E-15)	Close of Voter Registration - Last day to register!
November 7 (E)	Election Day! - Ballots must be received at the Elections Office, a drop box or polling location in California by 8PM. Ballots post marked by Election Day and received within 7 days will be counted.

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Nov. 9 - Dec. 7 (E+2 to E+30)	Official Canvass - The official canvass of precinct returns is to be completed during this time
Dec. 7 (E+30)	Statement of Vote to Board of Supervisors and LAFCo – Certificates of Election Prepared - The elections official shall prepare a certified statement of the results of the election and submit it to the county board of supervisors. - The elections official shall immediately, upon completion of any canvass, report the results to the executive officer of LAFCo (Government Code 57149)
Within 5 Days after Canvass	Recount May Be Requested Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the elections official and specifying that candidates and/or measures are to be recounted. The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the election official requires to cover costs.
Final Filing	
End of Nov. - Early Dec.	Certificate of Completion (effective date of formation)
End of Nov. - Early Dec.	Board of Equalization Filing Note: The final date to file with the BOE for a change of jurisdictional boundary for all special revenue districts is on or before December 1 of the year immediately preceding the year in which the assessments or taxes are to be levied (GC § 54902).

*Deadline falls on a weekend or holiday and in most cases has been moved to the next business day.