

General Process For Establishing “Latecomer Reimbursement Areas”

Phase 1 - Scoping

- 1) Developer identifies need for reimbursement area
- 2) Developer requests initial scoping meeting with County
- 3) County assigns lead staff person to process request
- 4) Lead staff person reviews CCC 12.36
- 5) Scoping Meeting held between Developer and County

Phase 2 - Application

- 6) Developer prepares/submits draft *Application for Reimbursement Area* (CCC 12.36.030)
- 7) County reviews draft Application for general adequacy
- 8) Developer prepares/submits Revised Application (if required)

Phase 3 – Resolution of Sufficiency

- 9) County prepares *Staff Report and Resolution of Sufficiency* (CCC 12.36.050)
- 10) BOCC considers/adopts Resolution of Sufficiency on Consent Agenda

Phase 4 – County Evaluations

- 11) County makes detailed review of cost estimate submitted with Application including eligible County-incurred charges (CCC 12.36.070)
- 12) County makes detailed review of proposed reimbursement area boundaries, benefits determination, and cost recovery calculations
- 13) Coordination meeting between Developer and County to discuss any required changes to Application
- 14) Developer prepares/submits Amended Application (if required)
- 15) Schulte determines numerical designation for Reimbursement Area

Phase 5 – Legal Notifications

- 16) County establishes dates/times for BOCC Worksession and Public Hearing
- 17) County prepares *Notice of Hearing with descriptive attachments* for certified mailout to all property owners within proposed Reimbursement Area - mailout required 20 days before hearing (CCC 12.36.060.D)
- 18) County prepares *Notice of Hearing* for advertising in *Columbian* - required 10 days before hearing (CCC12.36.060.C)

Phase 6 – Resolution and Public Hearing

- 19) County prepares *Resolution to Establish Reimbursement Area* (CCC 12.36.060.A and B)
- 20) County prepares *Staff Report* in support of the Resolution and requesting that Director of Public Works be authorized to execute reimbursement Contract between Developer and County
- 21) County assembles *Hearing Packet* consisting of legal notices, Resolution, and Staff Report

- 22) BOCC Worksession regarding the Reimbursement Area proposal (optional)
- 23) BOCC Public Hearing to consider/adopt the Resolution to Establish Reimbursement Area (CCC 12.36.060.F and G)

Phase 7 – Developer Contract

- 24) County prepares *Contract (i.e. Latecomer Agreement)* between Developer and County regarding reimbursement provisions (CCC 12.36.090.A and B)
- 25) County and Developer execute reimbursement Contract
- 26) County records reimbursement Contract at County Auditor's Office

Phase 8 - Closeout

- 27) County places "Holds" in SIERRA on all properties to be assessed within reimbursement area
- 28) County prepares *Notice of Assessment* including reimbursement Contract for certified mailout to all property owners within proposed Reimbursement Area (CCC 12.36.090.C)
- 29) Lead staff person notifies Public Works Finance Manager regarding the establishment of Reimbursement Area including the setup of a separate reimbursement account (CCC 12.36.080.B)