

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**  
**1112 I Street, Suite #100**  
**Sacramento, California 95814**  
**(916) 874-6458**

March 7, 2007

TO: Sacramento Local Agency Formation Commission  
FROM: Peter Brundage, Executive Officer *PB*  
RE: Incorporation Process

**RECOMMENDATION**

Receive and file this report.

**DISCUSSION**

On February 27, 2007, LAFCo received a petition from the Arden-Arcade Incorporation Committee to incorporate most of the Arden-Arcade community. On February 28, 2007, the petition was forwarded to the Registrar of Voters for signature verification. The proponents are required to make a \$25,000 deposit toward LAFCo expenses in accordance with current LAFCo fee policy. In addition, the proponents are required to reimburse LAFCo for the cost of signature verification charged by the Registrar of Voters.

The purpose of this report is to provide the Commission with an outline of the incorporation process and a tentative schedule. The following are the major steps in analyzing a proposed incorporation.

- Submittal of Petition (25% of Registered Voters within Proposal Territory)
- Verification of Signatures by Registrar of Voters
- Preparation of Environmental Document
- Preparation of Comprehensive Fiscal Analysis
- LAFCo Analysis
- LAFCo Public Hearings
- LAFCo Determination (Approve, Modify, or Deny the proposal.)
- Election, if Approved by LAFCo

**Major Issues to be Evaluated by LAFCo**

- I. Prepare and Evaluate Comprehensive Fiscal Analysis
  - A. Is the proposed city economically viable?  
Is there sufficient revenue to cover cost of service provision?
  - B. If yes, what is the revenue surplus or revenue neutrality payment to the County?
  
- II. Evaluate Environmental Impacts
  - A. Determine and evaluate the probable environmental impacts related to the proposed incorporation.
  - B. Determine appropriate mitigation measures to mitigate any significant impacts.
  
- III. Evaluate Boundary Issues related to proposed Incorporation
  - A. Review legal description submitted by proponents.
  - B. If applicable, evaluate boundary alternatives.
  
- IV. Evaluate Municipal Service Delivery Impacts
  - A. Are service levels substantially similar after incorporation as before incorporation within both the affected territory and the remaining unincorporated area?
  - B. Evaluate municipal service delivery impacts to new city.
  - C. Evaluate municipal service delivery issues to surrounding areas and the unincorporated area as a whole.

**Tentative Timeline for Proposed Arden-Arcade Incorporation**

February 27, 2007	Petition filed with Sacramento LAFCo.
March 30, 2007	Registrar of Voters completes signature verification. Prepare Certificate of Sufficiency if petition is valid.
March 1 - 30, 2007	Issue RFP for Environmental Impact Report and Comprehensive Fiscal Analysis.
April - May, 2007	Select and approve Consultants.
May - June, 2007	Commence Environmental Impact Report.
July, 2007	Request fiscal data from County. Commence Comprehensive Fiscal Analysis.
August, 2007 - February, 2008	Prepare Draft and Final EIR. Prepare Draft and Final CFA.
February - May, 2008	Public Hearings on Proposed Incorporation Commission Approves, Modifies, Denies Proposal
June, 2008	30-day Reconsideration Period of LAFCo Resolutions.
August 8, 2008	Last day to submit ballot measure to Registrar of Voters.

**Note:** The proposed schedule is predicated on the requirement that LAFCo must use the most recent fiscal data from the County, i.e., the CFA must use data that is only one year old. This requirement effectively limits the time to study incorporation proposals. In the case of Arden-Arcade, the fiscal data from the County will not be available until late July, 2007. Therefore, the fiscal analysis and LAFCo hearings must be completed prior to the end of the next fiscal year. This limitation exists every year because it is a statutory requirement.

PB:Maf  
(Incorporation Process)

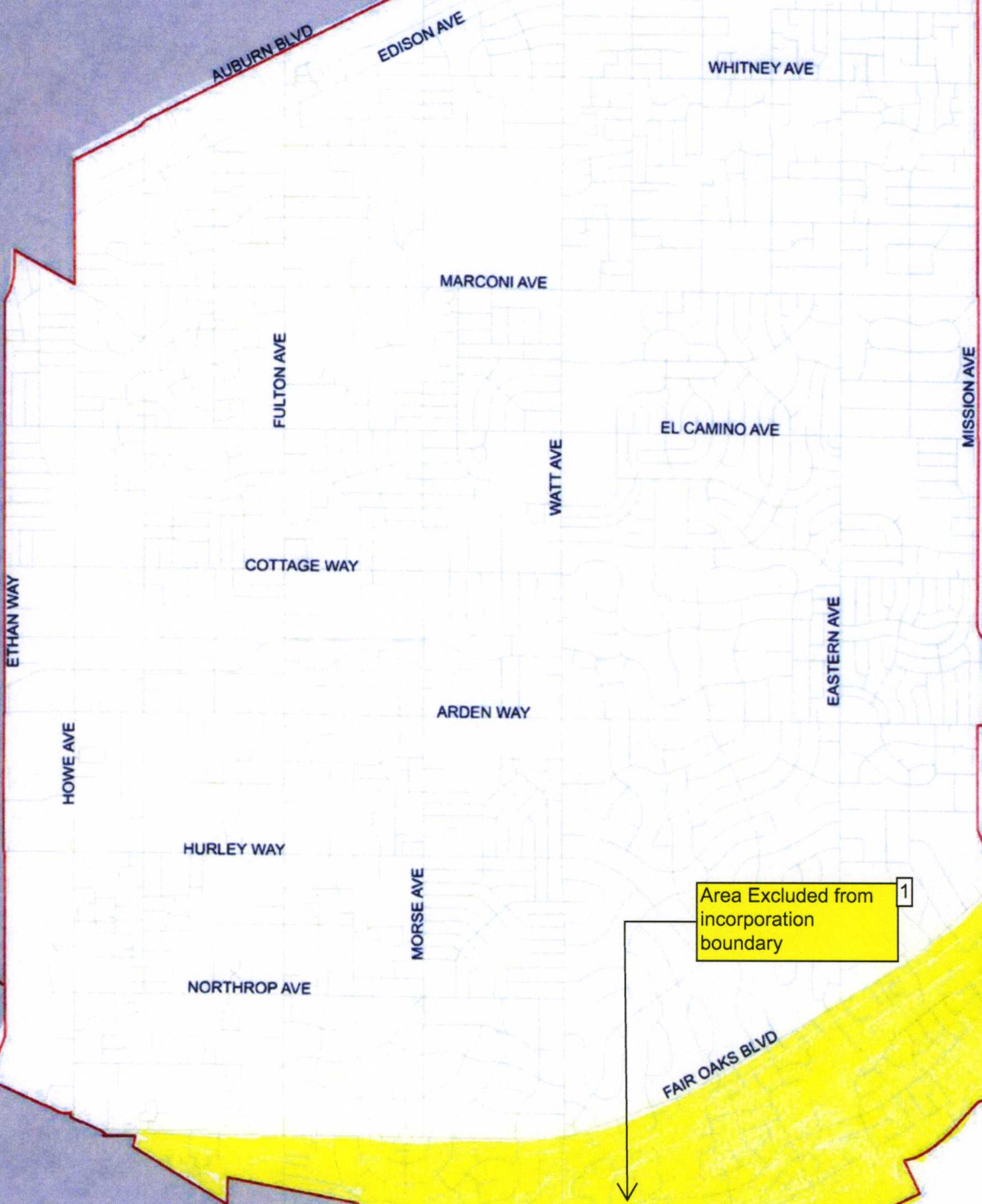


# Arden Arcade Community Council District

North Highlands/Foothill

SACRAMENTO

Carmichael



Parcel Count: 21883  
Population: 104615  
Area in Miles: 13.33

Rancho Cordova

County Planning Communities

