

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

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May 4, 2005

**TO:** Sacramento Local Agency Formation Commission

**FROM:** Peter Brundage, Executive Officer  
Sacramento Local Agency Formation Commission

**Contact:** **Don Lockhart, Assistant Executive Officer (916) 874-2937**

**RE:** WORK PLAN STATUS REPORT

This is an information only item. This status report is provided to keep your Commission informed of the various projects which your staff is managing.

Your staff proactively works with the full spectrum of agencies subject to LAFCo oversight. While the timing of various projects is subject to the resources and priorities of the various governing bodies, your staff **collaborates early on and progressively**, through each stage of project development, in order to expedite LAFCo proceedings.

*The report begins with a "Month at a Glance" section for quick reference. The work plan is broken into several ongoing, parallel project management tracks, which provide more detailed information:*

- I. Current Applications Submitted by Proponents
- II. Sacramento LAFCo Policy Development
- III. Municipal Service Reviews and Sphere of Influence Updates
- IV. Other Long Term Projects
- V. Completed Projects

Staff's first priority is proponent applications. Next are near term projects, such as policy development for Commission adoption. The general program of Municipal Service Review and Sphere of Influence Updates will be conducted concurrently with all workload, as resources allow. If you would like more information regarding specific projects, staff is available to more fully discuss any of these projects. Please do not hesitate to call.

**MONTHLY ACTIVITY AT A GLANCE:**

Complete project information is available in the following sections.

- ✦ Collaborate with City of Isleton consultants regarding Sphere of Influence Amendment and Annexation process, 4/26/05.
- ✦ Consult with City of Citrus Heights staff and constituents regarding “Roseville Point” possible inhabited annexation 4/8/05.
- ✦ Meet and confer with City of Galt staff, Galt Unified High School District and developers about possible school site annexation, within approved SOI, 4/04/05
- ✦ Conduct workshop with Galt City Council regarding Sphere of Influence amendment and Annexation process, and Agricultural/ Open Space Preservation Policy development, 4/26/05.
- ✦ Attend SACOG Planners Seminar regarding “Mixed Use Development in Greenfield Settings” Workshop, 4/27/05.
- ✦ Attend SACOG Regional Planners Committee regarding Blueprint scenario Infrastructure Cost Study.
- ✦ Attend CALAFCo Clerk and Staff Workshop (Bakersfield) 4/20 though 4/22/05.
- ✦ Meet and confer with City of Sacramento staff and consultants regarding General Plan Amendment and Sphere of Influence Amendment environmental review process and overall coordination opportunities.
- ✦ Attend public workshop to discuss local governing options for the unincorporated community of Fair Oaks, 4/13 and 4/27/05.
- ✦ Meet and confer with City of Rancho Cordova regarding coordination of city general plan and LAFCo Agricultural/ Open Space Preservation Policy development, 4/26/05.
- ✦ Pre-application meeting with staff of City of Elk Grove and County Public Works regarding city detachment from County Service Area 1 (street lighting.)
- ✦ Ongoing consultation with proponents regarding local governing options for the unincorporated community of Rio Linda/Elverta.
- ✦ Discuss data availability/sales tax information with State Board of Equalization.)
- ✦ Discuss with CSD-1, County and City Planning staff and landowners out of service area contract requests for sanitary sewer service east of El Centro Road at Leona Circle.

- ✦ Meet and confer with SMUD staff proposed Yolo County SOI Amendment and Annexation. Attended SMUD Board Workshop on proposed annexation 4/28/05.
- ✦ Continue preparation of SMUD MSR.
- ✦ Meet and confer w/CALAFCo regarding amendment requests to AB 797 (Wolk). Proposed legislation related to Delta Protection Commission.
- ✦ Meet with Orangevale R&P District to discuss possible annexation and detachment.
- ✦ Meet and confer with City of Citrus Heights and County Public Works staff regarding detachment form CSA-1.
- ✦ Meet and confer with City of Rancho Cordova and County Public Works staff regarding reorganization of CSA-10.

## **I. CURRENT APPLICATIONS SUBMITTED BY PROPONENTS**

These projects are ongoing, and are subject to frequent project management activity.

1. **Freeport Annexation to the City of Sacramento**  
City Council hearing 4/20/2004; Application received 4/28/2004; file opened 5/3/04. Inhabited annexation. Hearing scheduled 8/4/2004. Commission approved. Conducting Authority hearing was continued to 11/17/2004. Conducting Authority proceedings completed 11/17/04. Registrar of Voters certified number of voters; 25% threshold met; forwarded 12/13/04 to City of Sacramento to conduct election. Staff consulted with City Clerk regarding election procedures. On 2/15/2005, City Council called a special election for 6/7/2005. The Commission approved the staff prepared impartial analysis at the regular meeting of 3/2/2005. The impartial analysis was provided to the City Clerk on 3/11/2005.
2. **Rancho Cordova Boundary Adjustment**  
A minor boundary adjustment is required to eliminate error discovered in legal description of new city. City staff and Aerojet General Corp., have requested LAFCo to put this on hold.
3. **County Sanitation District No. 1 Boundary Clean Up**  
Detachment of 4 parcels in Walnut Grove and Courtland. File opened week of 12/2/04 Locke detachment may constitute separate action. Landowner consultation (opposed) 4/28/05.
4. **Muschetto Annexation to Citrus Heights Water District**  
Annexation of 3.45 acres within the City of Citrus Heights. Awaiting signed application from engineer; file opened week of 8/2/2004. Entitlements pending at City of Citrus Heights. (Locally controversial density issue.) *Discussed CEQA Initial Study LAFCo concerns with city staff 4/15/05).*
5. **Wittenham Place Annexation to Citrus Heights Water District**  
CEQA responsible agency comments provided to DERA (lead agency) for Initial Study preparation.
6. **Possible Legislative Changes Related to Regional Transit and new Incorporations**  
Presented issue to CALAFCo Legislative Committee 11/1/9/04. Committee responded that it would be more appropriate for RT to pursue independent legislative remedy. Issue: Should Transit Districts be subject to the purview of LAFCo? Early discussion with Peter Detwiler, Consultant to Senate Local Government Committee. Peter Detwiler believes that the City of Elk Grove was never detached from Regional Transit; therefore, annexation is not required. Peter Detwiler suggested that LAFCo get an opinion from the Attorney General. LAFCo will need a sponsor to submit the request. LAFCo convened meeting with Regional Transit and Legislative staff, 1/26/2005. It was agreed that RT should pursue special legislation in collaboration with LAFCo staff. RT will assign to Board Legislative Subcommittee.

7. **Reorganization of Sylvan Cemetery District and Fair Oaks Cemetery District**  
Proposal designates three areas, Area 1 to be detached from Sylvan Cemetery District and annexed to Fair Oaks Cemetery District; Area 2 to be detached from Sylvan Cemetery District and annexed to Fair Oaks Cemetery District; Area 3 to be detached from Fair Oaks Cemetery District and annexed to the Sylvan Cemetery District. File opened 10/4/2004. Revised legal description received 11/12/04. Project approved and Executive Officer designated as Conducting Authority, 2/2/2005. Thirty day reconsideration period closed 3/2/2005. Protest Hearing held 3/23/2005. Certificate of Completion forwarded to County Recorder 3/29/2005.
8. **Special District Advisory Committee**  
Committee meeting 3/29/05 @ 7:30 PM, SMUD Headquarters. Topics discussed included review of bylaws – including process for filling vacancies, the LAFCo Workplan, Budget Update, Special District Share of Cost Allocation and filing of Statement of Economic Interest requirement.
9. **Walnut Avenue Annexation to Sacramento Suburban Water District (16-04)**  
Annexation of 3+ undeveloped acres into the District to provide water service. Circulate for agency review and comment. Prepare CEQA Initial Study.

## **II. SACRAMENTO LAFCO POLICY DEVELOPMENT**

These projects are ongoing, and are subject to frequent project management activity.

Updates for Sacramento Local Agency Formation Commission Policies, Procedures and Guidelines (Policies will be developed concurrently with one another. However, they may be presented for your consideration incrementally.)

1. **Criteria and Factors to be Considered for Sphere of Influence/Annexation**  
Review current and proposed State law, including CEQA; identify stakeholders. *Draft policy position prepared for April 6 Commission meeting. The item was discussed and continued for further consideration to the May 4 Commission meeting.*
  
2. **Open Space and Agricultural Preservation Policy**  
Review current and proposed State law, including CEQA; identify stakeholders; draft policy. Policy paper presented 11/5/2003. Outreach to continue. On 11/24/2003, met with Ann Baker, Sacramento County Open Space Coordinator, to discuss County role and LAFCo role in facilitating discussions between the cities and the County. Met 12/18/03 with John Roberts (Natomas Basin Conservancy). Met 1/15/04 with Mike Eaton (Nature Conservancy). Met 1/7/04 with Aimee Rutledge (Sacramento Open Space Conservancy). Met 1/27/04 with Frank Carl, County Agriculture Commissioner. Completed statewide LAFCo and Sacramento County and cities policy review 1/30/04, presented to Commission 3/2004. Policies redistributed to open space stakeholders 10/2004. Outreach ongoing. Commission review 1/2005. Met with Elk Grove 1/19/05; Galt 1/26/05; County of Sacramento 1/31/05. Held first Workshop for 1/27/2005. Met with Sacramento Transportation and Air Quality Collaborative 2/3/05. Met with BIA 2/9/05 – BIA formed advisory committee for ongoing collaboration. Met with County Planning 3/2/05. *Workshop with Galt City Council 4/26/05.*
  
3. **Water**  
Review current and proposed State law, including CEQA; identify stakeholders; draft policy. Met with Water Forum staff. Presentation to be scheduled. Water Forum Staff will discuss purpose and policies adopted by the stakeholders that address water availability issues.

### **III. MUNICIPAL SERVICE REVIEWS AND SPHERE OF INFLUENCE UPDATES**

These projects are ongoing, and are subject to project management activity, as resources allow.

1. **City of Citrus Heights Municipal Service Review and Sphere of Influence Update (06-03)**

Consultation with County and City of Citrus Heights Planning staff 7/2003. City of Citrus Heights adopted 9/2003 its Resolution Making Application for an Amended Sphere of Influence. Staff collaboration on consultant selection for Municipal Service Review. Citrus Heights staff is preparing public outreach material, schedule, and economic analysis. Outreach taking place.

2. MSR Request for Information questionnaire mailed to all special districts and cities in order to provide LAFCo with required information for MSR. After information is received by LAFCo, information will be evaluated and MSR preparation schedule will be updated. The following districts have responded to the Request for Information:

Herald Fire Protection District  
Sunrise Recreation and Park District  
Cordova Recreation and Park District  
Sacramento Suburban Water District  
San Juan Water District  
Elk Grove Community Services District  
Fair Oaks Recreation and Park District  
Carmichael Water District

#### **IV. OTHER LONG TERM PROJECTS**

These are projects where initial contact with LAFCo staff has been made and an application is not expected within an immediate time frame.

1. SMUD Annexation of Territory within Yolo County. SMUD feasibility study released 1/14/2005. Met with SMUD 2/7/05, 4/27/05.
2. Natomas Panhandle Annexation to City of Sacramento. City is reviewing RFP for EIR consultants. Initial Public Scoping meeting 12/4/03. City stakeholders working group convened 3/2004; process presented 5/18/04. CEQA review to follow working group process. On 1/24/2005, the City working group will hold its final meeting to discuss the preferred land use plan.
3. 49'er Truck Stop Annexation to City of Sacramento (I-80 and El Centro Road). Ongoing consultation with City of Sacramento staff.
4. Formation of Long Island Community Services District.
5. Natomas Joint Vision. Collaborate with City and County in preparation of environmental documentation. Presentation 6/8/04. Discuss CEQA coordination with City of Sacramento staff 1/20/05, 4/26/05.
6. **Samra Contract for Services with Sacramento Regional County Sanitation District/ County Sanitation District No. 1 (07-03)** [Request denied by Commission.] El Centro Road and Sacramento Regional County Sanitation District and County Sanitation District No. 1 Out of Service Area/ Service Contracts. October 2003 staff recommended applicant withdraw application per County Sanitation District No. 1 staff comments. December 2004 staff sent letter to County Planning requesting Urban Service Boundary service issues be addressed via a County General Plan Amendment. County response letter received 2/7/05. County does not support a General Plan Amendment for the USB. County staff will “flag” remaining parcels on Leona Circle, to ensure that viable septic and water systems can be placed on-site prior to issuance of any building permits. Information was provided to applicant and City of Sacramento. *Further staff and landowner discussions 4/25 and 4/28/05.*
7. **Florin Resource Conservation District Annexation of Susan B. Gains Building** (within City of Sacramento) Proposal to annex single parcel to District. Proposal withdrawn by proponent.
8. **Detachment of Sacramento Suburban Water District Service Area from the City of Sacramento near Arden Fair Shopping Mall.** Initial consultation with affected agencies conducted 2/2004. Ongoing consultation.
9. Ongoing Consultation with City of Isleton regarding Sphere of Influence Amendment.



10. Ongoing Consultation with City of Galt regarding General Plan Update and Sphere of Influence Amendment.
11. Ongoing Consultation with City of Sacramento regarding General Plan Update and Sphere of Influence Amendment.
12. Pre-application meeting with Elk Grove staff and applicant for 85 acre SOI amendment, and subsequent annexation for balance of Franklin Crossing Specific Plan.

## V. COMPLETED PROJECTS

1. **Amend Sacramento Regional County Sanitation District Sphere of Influence to include City of West Sacramento**  
Completed 12/3/2003.
2. **Sacramento Regional County Sanitation District Annexation of City of West Sacramento (04-01)**  
**CEQA: Negative Declaration** Staff report and environmental analysis revised; Sacramento Regional County Sanitation District negotiating with the City of West Sacramento conditions for proposed annexation. Initial Study/ Negative Declaration and Sphere of Influence Amendment approved 12/3/2003. Annexation scheduled for 2/2004, after adoption of Waste Water Service Agreement by Sacramento Regional County Sanitation District and City of West Sacramento. Commission approved 2/2004. Conducting Authority held 3/12/2004. No protest received. Waited for Waste Water Services Agreement to be signed in order to file Certificate of Completion. Certification of Completion filed 4/6/2004.
3. **City of Elk Grove Sphere of Influence and Concurrent Annexation of Laguna West to City of Elk Grove (05-01)**  
Initial Study/ Negative Declaration issued 7/1/2003. 2,128 acres, estimated population 13,000. Executive Officer acted as Conducting Authority 10/6/2003. **Effective Date 12/15/2003.** Inadequate protest; Certificate of Completion filed with Recorder.
4. **Doral Point Estates Annexation to Citrus Heights Water District (08-03)**  
100% consent 1.3 acre annexation to Citrus Heights Water District. Set for hearing 12/3/2003 with wavier of conducting authority hearing. Effective date upon filing Certificate of Completion, 12/10/2003.
5. **Fair Share Housing**  
Review current and proposed State law, including CEQA considerations; identify stakeholders; draft policy. Met with SACOG staff to discuss factors and requirements to redistribute RNHA after annexation and after incorporation. SACOG made presentation to the Commission on 12/3/2003.
6. **Incorporation Fee Policy**  
Met with Commissioners Roberta MacGlashan and Charles Rose to provide information for Sub-committee meeting scheduled on 9/5/03. Next Sub-Committee meeting held 10/16/03 with Illa Collin. Commission adopted 11/3/2003. No further action required.

7. **Davis Annexation to San Juan Water District (05-03)**  
Transfer of Jurisdiction to Placer County. Date of completion 1/14/2004.
8. **Nishi/Jury Multi-District Reorganization (06-02)**  
Transfer of Jurisdiction to Yolo LAFCo. Date of completion 12/ 9/2003.
9. **Transfer MOSCH Annexation to San Juan Water District (03-04)**  
Transfer of Jurisdiction to Placer LAFCo.
10. **Airgas NCN Inc. Reorganization [Annexation to City of Sacramento; Detachment from CSA #1, Sacramento Metropolitan Fire District, Southgate Recreation and Park District, County Water Agency, Zone 40.] (05-02)**  
6715 Florin Perkins Road; 14.38 acres; uninhabited, industrial. CEQA Responsible Agency comments provided 6/2003. (City of Sacramento lead agency.) City Council approved 9/30/03. Property Tax Sharing Agreement adopted by Board of Supervisors on 9/16/03. City Council adopted Property Tax Sharing Agreement, Rezoning and Resolution of Initiation 9/30/03. City Council amended Resolution 11/18/2003 to clarify requested detachments, Application submission 12/18/2003. Hearing set for 3/3/2004. Project approved by Commission. Commission held Conducting Authority hearing 4/7/2004. Certificate of Completion issued 4/9/2004.
11. **Florin Resource Conservation District Annexation of Elk Grove Water Service Territory**  
Two pre-application conferences with staff; application received from District 1/5/2004. Conduct CEQA review of Annexation of Elk Grove Water Works Service Area into Florin Resources Conservation District. Hearing set for 3/3/2004. Commission approved proposal with condition that Florin Resource Conservation District become a signatory to the Water Forum Agreement. Conducting Authority hearing set for 4/7/2004. Florin Resource Conservation District requested a Reconsideration set for 4/7/2004, and requested a continuance to 5/5/2004. Commission adopted new condition requiring Florin Resource Conservation District to sign a Procedural Agreement; District did so and forwarded a copy to LAFCo staff. Conducting Authority hearing set for 6/15/2004. Estimated filing of Certificate of Completion with Clerk-Recorder (effective date of annexation), 6/21/2004.
12. **Reorganization of Florin-Elder Creek Cemetery District**  
Dissolution and annexation to Elk Grove-Cosumnes Cemetery District. Elk Grove Cosumnes Cemetery District and LAFCo staff met with Supervisor Don Nottoli 9/15/03. The County of Sacramento adopted Resolution making Application for Reorganization on 1/13/2004. Resolution transmitted but needs additional exhibit of Legal description and map. The district is one parcel: the cemetery, which is not coterminous with the district boundary, is another parcel. Hearing on Reorganization proposal set for 4/7/2004. Conducting Authority proceeding was held 5/17/2004. No protest was received. Matter to be forwarded to Office of the Clerk-Recorder for filing. Effective date of Reorganization is 7/1/2004.

13. **County of Sacramento proponent for Formation of County Services Area No. 11 (CSA 11)** for police, animal control and park services to unincorporated areas within the Urban Services Boundary territory. Resolution of Application received from Board of Supervisors. Application has critical time line. Public Hearing scheduled for 4/7/2004. Commission approved Formation of CSA 11 and latent power for animal control services on 4/7/2004. Conducting Authority hearing was held 5/17/2004. No protest was received. County of Sacramento needs to sign Indemnity Agreement before Certificate of Completion can be filed with Clerk-Recorder's office. Letter forwarded to County 5/17/2004. Indemnity Agreement received from Sacramento County. Certificate of Completion issued.
14. **Aspen IV Annexation to Sacramento Regional County Sanitation District and County Sanitation District No. 1 (05-04)**  
CEQA responsible agency comments provided to DERA (lead agency). Project pending completion of County entitlements. Commission approved 4/7/2004. The Commission conditioned issuance of Certificate of Completion upon assurance from Sacramento Regional County Sanitation District that the City of Citrus Heights would not be impacted by this annexation. Assurance was received from SRCSD by LAFCo staff. The Commission had waived Conducting Authority hearing. Certificate of Completion issued 4/19/2004.
15. **Sacramento County Public Cemetery Districts Municipal Service Review and Sphere of Influence Update**  
Circulate Draft MSR 3/2004. Public hearing set for 4/7/2004. Commission adopted staff findings; no further action required.
16. **Sacramento Metropolitan Fire District Municipal Service Review and Sphere of Influence Update** approved 6/2/2004.  
Information and Draft Municipal Service Review for Sacramento Metropolitan Fire District is complete. Distributed Draft MSR for review and comment (5/3/2004); set for public hearing 6/2/2004. Approved by Commission. Complete.
17. **Annexation of Courtland and Walnut Grove Sanitation Districts to Regional County Sanitation District**  
Early consultation conferences with staff. Pre-application conference held with LAFCo staff 9/30/03. Resolution of Application approved 11/12/2003; forwarded to LAFCo for processing. Obtained better legal descriptions and maps of proposal service area. Approval requested prior to 7/1/2004. June 2, 2004 hearing date. Complete. No protest submitted. Filed with Recorder, Assessor, State Board of Equalization.
18. **Rio Linda /Elverta Community Water District** application to serve 77.83 +/- acres at 16th Street, north of Elverta Road. Application received 7/29/04; file opened week of 8/2/2004. Public hearing scheduled for 11/3/2004. Commission approved proposal. No further action required. Certificate of Completion to be issued upon completion of thirty 30 day reconsideration period.

19. **Annexation of Sacramento Regional County Sanitation District Pump Site in Yolo County to Sacramento Municipal Utility District.** Early consultation conferences with Regional Sanitation staff and SMUD staff. Resolution making application approved by SMUD on 1/ 22/2004. Advised Yolo County LAFCo. PG&E likely to oppose. PUC coordination. Application received; file opened. PG&E. forwarded letter of opposition to proposal. Hearing set for 9/1/2004; postponed pending Public Utilities Commission Resolution that indicates project will not negatively impact PG&E [received 8/27/2004]. Public Hearing scheduled for 12/1/2004.
20. **Request to Amend Conducting Authority Resolution LAFC 1237** received 10/1/2004 from Sacramento Suburban Water District. Public hearing scheduled for 11/3/2004. Commission approved amendment to Resolution LAFC 1237. No further action required.
21. **Draft Herald Fire Protection District Municipal Service Review** distributed for review and comment in 8/4/2004. Hearing held 1/5/2005; action scheduled for 2/2/2005. Accepted by Commission 2/2/2005.
22. **Property Tax Sharing Agreement** policy discussion paper. Presented at 10/1/2003 Commission meeting. Completed: Distributed report to Cities, County and special districts 10/16/2003. Ongoing discussions with County, City of Sacramento and affected agencies. Develop policy language for Commission approval. City of Sacramento has requested LAFCo to facilitate meetings with the County of Sacramento and Special Districts to develop a policy framework for future annexations.

On 10/8/2004, LAFCo staff conducted a meeting with representatives from the City of Sacramento, City of Folsom, Southgate Recreation & Park District, Sacramento Metropolitan Fire District, Rio Linda-Elverta Recreation & Park District and the County of Sacramento to formalize a LAFCo policy regarding Property Tax Sharing Agreements. The policy has been drafted and distributed for review and comment. Comments have been received; policy discussion held 1/2005. Final action taken 2/2/2005.

23. **Report Back** Adoption of Program Completion Certificate for Elk Grove Incorporation Mitigation Measures. City of Elk Grove refused to grant Waiver of Potential Conflict of Interest prior to proceeding with the Regional Transit Mitigation Measure. At 4/7/2004, Commission meeting, outside counsel retained. City of Elk Grove requested continuance to 5/5/2004; staff gave Commission update. Commission requested additional information to make determination regarding compliance with the two remaining issues. Commission requested a monthly report back on Swainson's Hawk issue. Outside legal opinion on RT issue is being reviewed. Partial Program Completion Certificate issued 8/2004 for Swainson's Hawk compliance. Regional Transit requested LAFCo to look at legislative changes for future incorporations. The CALAFCo Legislative Committee was briefed 11/19/2004 and declined to support legislation (See #10 above). *At the regular meeting on 3/2/2005, the Commission directed the Executive Officer to issue the*

*Certificate of Completion for Mitigation Measure No. 2, annexation to Sacramento Regional Transit District, in light of the Agreement between the City and the District.*

24. **Draft Del Paso Manor Water District Municipal Service Review** distributed for review and comment on 11/3/2004. Sacramento Suburban Water District is providing written comments. Meet and confer with DPMWD and SSWD 2/16/05. Both Districts are collaborating on an MOU outlining requirements for DPMWD to move toward a conjunctive water supply system. *Commission accepted the MSR at the regular meeting of 3/2/2005.*

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(Status)