

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: ANEXATION PROCEDURES

Date Adopted: January 1, 1976

File Number 4.03

### POLICY OBJECTIVE

To establish procedures for review of annexation proposal prior to application to LAFCO.

### ASSIGNED RESPONSIBILITY

City Manager and all Department Heads

### APPLICABILITY

Applicable to all proposed annexations.

### PROCEDURES

The following procedures will be followed by the City to determine the feasibility of a proposed annexation:

1. A preliminary fact sheet will be developed by the City Manager's office including essential facts and an initial determination of costs and revenues.
2. The initial proposal will be submitted to Department Heads at the Community Development meeting.
3. After study by City Departments, adjustments may be made in projected costs and in any other aspect of the proposed annexation.
4. Proposal submitted with staff recommendations for Council's initial review and approval or disapproval.
5. Following initial approval by City Council, residents of affected territory will be contacted and asked to sign Consent to Annexation forms.
6. Upon receipt of Consent to Annexation forms from at least fifty percent (50%) of the property owners in the territory to be annexed, the proposal will be completed and submitted to the City Council for final approval.
7. City Council adoption of resolution submitting annexation proposal to LAFCO.

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