

Attachment A – Plan for Providing Services

Plan of Services:

The purpose of the plan of services is to describe the service demand to be generated within the affected area once it is fully developed based on zoning/pre-zoning and indicate how that demand will be met. Generally, this plan of services matrix is applicable to city proposals. For special districts, only those services provided by the agency apply. Please keep in mind each proposal is unique. In some cases, staff might request additional information. Conversely, in some cases, some information might not be available or required. Please consult with LAFCO staff prior to submittal.

Provided is a checklist of information to be included in the narrative for plans of services.

Background/Introduction

- For the proposed annexation area, state the purpose of the annexation.
- Describe the existing conditions, existing land use designations, and proposed land use development proposals.

Police Protection

Current Service Provider

- Level of service standard. This is the target/goal.
 - Officer to population ratio (i.e.: 1.0 officers per 1,000 population).
 - Response time goals by priority type.
- What is the nearest station providing counter services to the affected area?
 - For County Sheriff which is the closest substation?
- The actual level of service being provided within the unincorporated service area of a station.
 - Officer to population ratio.
 - Number of patrol hours per day.
 - What are the average response times by priority type within the general area?
- List and briefly describe any specialized units.

New Service Provider

- Number of sworn officers employed by the agency.
- Level of service standard. This is the target/goal of the agency.
 - Officer to population ratio (i.e., 1.0 officers per 1,000 population).
 - Response time goals by priority type.
- The actual level of service being provided city-wide.
 - Officer to population ratio.
 - Number of patrol hours per day.
 - What are the average response times by priority type within the general area?

- Based on land use and zoning/pre-zoning upon build-out of the affected area, how many additional personnel/facilities would be required to maintain to the existing level of service?
 - Should additional patrols and/or facilities be required what would the cost be and how will they be funded?
- Where is the police station that will be providing counter services to the affected area?
- List and briefly describe any specialized units.

Fire Protection Services

If there is no change in service provider, only information from current service provider is required.

Current Service Provider

- Identify the location of the nearest three fire stations to the affected area and indicate which is the primary response station.
- What is the distance from each of these stations to the affected area?
- What is the level of service standard?
 - Target response times (dispatch to arrival).
- What are the actual average response times?
- Briefly describe the type of equipment/staffing at each station.
 - Existing and planned.

New Service Provider

- Identify the location of the nearest three fire stations to the affected area and indicate which would be the primary response station.
- What is the distance from each of these stations to the affected area?
- What is the level of service standard?
 - Target response times (from dispatch to arrival).
- What are the actual average response times?
- Briefly describe the type of equipment at each station.
 - Existing and planned.
- Based on existing zoning/pre-zoning and land uses at build-out will additional facilities and personnel be required to maintain the existing level of service?
 - Indicate additional personnel/equipment required.
 - If yes, how will they be funded?
- Identify any fire services inter-agency agreements including but not limited mutual and automatic aid agreements that would apply to the annexation area.
- Provide a map of the annexation area in relation to the nearest three fire stations.

Water Services

One of the factors that LAFCOs must consider when reviewing a proposal is the timely availability of water supplies (Govt. Code Sec. 56668 (l)). Please address the following in the plan of services so that we can better assess the timely availability of water supplies.

This information must be provided unless (a) the subject territory is substantially built out and there is no change in service provider; or (b) there is no change in service provider and there is no change in land use designation.

Current Service Provider

Generally, this will not apply since annexations to a public water purveyor (i.e., City and/or District) occur because there is a non-existent retail provider. Examples of when this section will apply include:

1. A city assuming service from an existing water district.
2. A city or district acquiring a private utility/mutual water company or providing service within the utility's service area.
3. A merger, consolidation, or dissolution of a water district.

Water Demand:

- Describe how water services are currently being provided.
- Existing water demand within the District/City.
- Total projected water demand at build-out within the existing agency boundaries based on existing zoning and land use designations.
- Projected additional water demand within the subject area.
- Has demand from this area been accounted for in an UWMP or WSA? (Provide one hardcopy and one electronic copy of each.)

Water Supply:

- Water resources currently available:
 - Identify each type.
 - e.g., imported, groundwater (current production and safe yield), reclaimed, etc.
 - Provide the amount of each resource.
- Future water supplies:
 - Describe by type and amount.
 - How will additional supply be acquired?
- Is supply sufficient to serve the affected area?

Water Facilities

- Existing facilities in relation to annexation area.
- Are current facilities sufficient to serve this area?

New Service Provider

Water Demand:

- Existing water demand within the District/City.
- Total projected water demand at build-out within the existing agency boundaries based on existing zoning and land use designations.
- Projected additional water demand within the proposed annexation area.
- Has demand from this area been accounted for in an UWMP or WSA? (Provide one hardcopy and one electronic copy of each.)

Water Supply:

- Water resources currently available:
 - Identify each type.
 - e.g., imported, groundwater (current production and safe yield), reclaimed, etc.

- Provide the amount of each resource.
- Future water supplies:
 - Describe by type and amount.
- Indicate whether the District/City has any policies for the use of potable water where non-potable uses are sufficient.
 - If yes, briefly describe the policy.

Water Facilities

- Existing facilities in relation to annexation area.
- Will additional facilities be required to serve the annexation area?
 - Wells
 - Transmission lines
 - Storage
- Cost for connection
- Provide illustrative maps showing the district facilities (i.e., existing/proposed water lines) in relation to the annexation area.

Wastewater Services

This information must be provided unless (a) the subject agency territory is substantially built out and there is no change in service provider; or (b) there is no change in service provider and there is no change in land use designations.

Wastewater Demand

- Indicate whether wastewater services will be required.
 - Treatment demand to be generated by the annexation area.
- Describe how wastewater services are currently provided to the annexation area.
- If existing development is on septic systems, under what circumstances will sewer connection be required?

Wastewater Facilities

- Wastewater treatment capacity versus existing treatment volumes.
- Existing facilities in relation to annexation area.
- Will new facilities or expansion be required to service the annexation area?
- Cost for connection (i.e., sewer line extensions).
- Provide illustrative maps showing the district facilities (i.e., existing/proposed sewerlines) in relation to the annexation area.

Park and Recreation

Current Service Provider

- Identify current service provider.
- Identify the nearest two parks that would be visited by the affected area.
 - Describe acreage, facilities, and services available at each park site.
 - What is the total park acreage?
 - Provide a general description of recreation programs.
- What is the level of service standard? (Target/Goal)
 - (e.g., 3 acres of parkland per 1,000 population)
- What is the level of park services currently being provided?
- Describe any interagency agreements.

The following information is only required should there be a change in service provider.

New Service Provider

- Identify the nearest two parks that would be visited by the affected area.
 - Describe acreage, facilities, and services available at each park site.
 - What is the total park acreage?
 - Provide a general description of recreation programs.
- What is the level of service standard? (Target/Goal)
 - (i.e., 3 acres of parkland per 1,000 population)
- What is the level of park services currently being provided?
- Describe any interagency agreements.

The following information is only required should there be a change in service provider.

Solid Waste Collection

Current Service Provider

- Identify current service provider.
- Identify services provided:
 - Types of service and frequency (i.e., green, solid, and recycle waste pick-up and bins)
- Applicable charges for residential, commercial/industrial customers etc.

The following information is only required should there be a change in service provider.

New Service Provider

- Identify new service provider.
- Identify services provided:
- Types of service and frequency (i.e., green, solid, and recycle waste pick-up and bins)
- Applicable charges for residential, commercial/industrial customers etc.
- Describe the transition in service providers.
 - When inhabited please describe how services will change.

Street Maintenance

Current

- Identify current service provider.
- Describe road improvement/maintenance programs and how they are funded.
 - (i.e. Slurry sealing every five years).
- Is there a road condition inventory system?

New Service Provider

- For city annexations, what is the maintenance cycle, such as slurry sealing?
- Describe how road maintenance is funded.
- Is there a road condition inventory system?
- Will the annexation cause road improvements?

Lighting/Landscaping/Street Sweeping

Current

- Identify current service provider.
- Describe each type of service and frequency.
- What are the current charges for each service?

New Service Provider

- Identify current service provider.
- Describe each type of service and frequency.
- What are the current charges for each service?

Animal Shelter/Control

- Describe services currently available and how will that change upon annexation?
- If inhabited, will the current multi-year licenses be honored?

Financial Information

Current

- General Taxes (e.g., transit occupancy tax, utility users' tax, etc.)
- Special Taxes (e.g., public Safety, recreation, and park services, etc.)
- Assessments (e.g., streetlighting, landscaping maintenance, street sweeping, library services, standby charges)
- Debt: Describe any existing general bonded indebtedness that would be removed as a result of the change of organization.

New Service Provider

Identify each tax, assessment, and or debt that would be passed on to the annexation area.

- General Taxes
 - (e.g., transit occupancy tax, utility users tax, etc.)
- Special Taxes
 - (e.g., public Safety, recreation, and park services, etc.)
- Assessments
 - (e.g., streetlighting, landscaping maintenance, street sweeping, library services, standby charges)
- Debt:
 - Describe any existing general bonded indebtedness that would extend to the annexation area.