



# Service Area Plan Guidelines

*Service Area Plans (SAPS) are also commonly referred to as Municipal Service Reviews (MSRS)*

Through the Cortese-Knox-Hertzberg Reorganization Act of 2000 and The LAFCO Policy & Procedure Manual, LAFCO requires a Service Area Plan to be approved prior to approval of a Sphere of Influence amendment and/or annexation. The plan shall provide enough detail for LAFCO to ascertain that there will be sufficient public facilities within the requested Sphere of Influence or annexation.

An acceptable Service Area Plan provides a detailed description and analysis of how facilities will be provided in the proposed Sphere of Influence. The plan should be divided into six parts. The following sections should be included in a service area plan.

## 1. Summary

This section should focus on how the facilities will be financed. The conditions proposed by the plan should also be highlighted. A table shall be included in this section that will summarize the various facilities, their costs, and anticipated methods of financing.

## 2. Introduction

This section could be called the "how to use this plan" section. It also provides an introduction to the format and the content of the plan.

## 3. Build Out Projections

The potential development within the City's/District's existing limits along with itemizing existing, developing, and future land uses. Anticipated development within the proposed sphere limits along with itemizing future land uses.

## 4. Phasing Projections

This section attempts to project the how and when development will be phased. The intent of this section is to provide an additional tool that will allow a City/District to anticipate future public facility needs and to budget money for their improvement.

## 5. Requirements for Public Services

A complete description and analysis are provided of when and how each facility will be provided and financed based on build-out projections and phasing assumptions. These services include but are not limited to Administration, Drainage, Fire, Law Enforcement, Library, Parks & Recreation, Schools, Transportation, Wastewater Treatment, Sewer, and Water.

In some instances (i.e., schools) the City may not have any jurisdiction over a particular service provider. In these instances, LAFCO needs to be assured that the affected service provider will be able to accommodate the projected growth within an amended Sphere of Influence. The proposed Service Area Plan should include an agreement between the City/District and the affected service provider on when and how facilities and or services will be provided. (*See the outline section on the next page.*)

## 6. Financing

This section provides a summary of the financial alternatives available to fund each facility and a discussion of the potential sphere development impact on City finances.

## 7. Appendices

Technical materials shall be provided that were used in the preparation of this plan.

The most detailed part of the plan is **Section 5: Requirements for Public Services**. Each section shall describe an individual public service and related facilities. If a service or facility does not conform with the adopted performance standard, there shall be a discussion describing the situation, a description of mitigation measures or alternatives, and a financing discussion. In addition, each section will conclude with a "Finding of Adequacy" that will summarize whether the public service and related facility conforms with the adopted performance standard.

## **The following is an outline of Section 5: Requirements for Public Services**

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The plan shall address at a minimum each of the following:

- ♦ The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
- ♦ Infrastructure needs or deficiencies
- ♦ Growth and population projections for the affected area
- ♦ The financial ability of the agency to provide the services including financing constraints and opportunities
- ♦ Cost avoidance opportunities
- ♦ Opportunities for rate restructuring
- ♦ Status of and opportunities for shared facilities
- ♦ Accountability for community service needs, including governmental structure and operational efficiencies, including advantages and disadvantages of consolidation or reorganization of service providers
- ♦ Evaluation of management efficiencies
- ♦ Present and planned land uses in the area
- ♦ Present and probable need for public facilities in the area
- ♦ Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence
- ♦ Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency

### **❖ Administrative Facilities**

- ♦ Performance Standard (Demand for Square Feet)
- ♦ Facility Planning and Adequacy Analysis
- ♦ Inventory of existing facilities
- ♦ Inventory of approved facilities
- ♦ Build out demand for facilities
- ♦ Phasing of facilities
- ♦ Mitigation
- ♦ Financing

### **❖ Drainage Facilities**

- ♦ Performance Standards
- ♦ Drainage Planning and Adequacy Analysis
- ♦ Facility Inventory
- ♦ Inventory of Approved Facilities
- ♦ Build out demand for Drainage Facilities
- ♦ Phasing
- ♦ Mitigation
- ♦ Financing

### **❖ Fire Facilities**

- ♦ Performance Standards
- ♦ Facility Planning and Adequacy Analysis
- ♦ Facility Inventory
- ♦ Inventory of Approved Facilities
- ♦ Build out demand for Facilities
- ♦ Phasing
- ♦ Mitigation
- ♦ Financing

### **❖ Law Enforcement**

- ♦ Performance Standards
- ♦ Facility Planning and Adequacy Analysis
- ♦ Facility and Service Inventory
- ♦ Inventory of Approved Facilities

- ♦ Build out demand for Facilities and Services
- ♦ Phasing
- ♦ Mitigation
- ♦ Financing

#### ❖ **Library Facilities**

- ♦ Performance Standard (Demand for Square Feet)
- ♦ Library Planning and Adequacy Analysis
- ♦ Inventory of Library facilities
- ♦ Inventory of Approved Libraries
- ♦ Build out demand for Library facilities and services
- ♦ Phasing of facilities
- ♦ Mitigation
- ♦ Financing

#### ❖ **Park & Recreational Facilities**

- ♦ Performance Standards
- ♦ Park Planning and Adequacy Analysis
- ♦ Park Inventory
- ♦ Inventory of approved Parks
- ♦ Build out demand for Parks & Recreational Facilities
- ♦ Phasing
- ♦ Mitigation
- ♦ Financing

#### ❖ **Transportation Facilities**

- ♦ Performance Standards
- ♦ Transportation Planning and Adequacy Analysis
- ♦ Facility Inventory
- ♦ Inventory of Approved Facilities
- ♦ Build out demand for Facilities
- ♦ Phasing
- ♦ Mitigation
- ♦ Financing

#### ❖ **Wastewater Treatment and Sewer Facility Capacity**

- ♦ Performance Standard
- ♦ Facility Planning and Adequacy Analysis
- ♦ Inventory of facilities
- ♦ Inventory of approved facilities
- ♦ Build out demand for facilities and services
- ♦ Phasing of facilities
- ♦ Mitigation
- ♦ Financing

#### ❖ **Water Facilities**

- ♦ Performance Standards
- ♦ Facility Planning and Adequacy Analysis
- ♦ Facility Inventory
- ♦ Inventory of Approved Facilities
- ♦ Build out demand for Facilities
- ♦ Phasing
- ♦ Mitigation
- ♦ Financing

#### ❖ **Other Services**

**Availability of Services Not Provided** (by this City/District)