

# AMADOR LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### ***PLAN OF SERVICE - INFORMATION & GUIDELINES*** ***(LAFCO Policy 3.2)***

#### **Introduction**

The intent of a Plan of Service (POS) is to describe in detail how a proposed project will be implemented if approved. LAFCO depends on applicants and service providers to document the ability to provide service for areas proposed for annexation. A POS takes into account the services, capacity, cost and adequacy of services within the district or City and how those services would be affected by the proposed LAFCO action. Applications cannot be deemed complete until a Plan of Service is received and accepted as complete by the Executive Officer.

The Plan of Service is the applicant's opportunity to describe and explain services they want or need with their boundary change. The POS explains who will provide those services; how and when the services will be provided; how much the services will cost and how those costs will be paid. In addition, the POS is the applicant's opportunity to demonstrate the anticipated benefits of extending service (inside and outside the proposal area).

Once LAFCO staff reviews the information in the applicant's POS submittal, there may be additional questions or clarification about the information contained in the POS. The Plan of Service is also reviewed and verified by the relevant service provider agencies. Technical information in the POS becomes part of the staff report and recommendations on the project.

#### **EACH PLAN OF SERVICE MUST PROVIDE THE FOLLOWING:**

##### **1. Enumeration and Description of Services**

Applicants must provide a **list of services** that are needed and will be extended to the proposal area, and a list of services that are already in place. This includes a description of the size, location and capacity of **existing facilities and infrastructure** that will be used to provide desired services to the proposal area. For example:

- Water service would include such things as existing water distribution lines, transmission lines, treatment plant capacity, and storage tanks to serve the proposal area.
- Waste water service would include existing collection lines, waste water treatment ponds, pump stations and all other infrastructure designed to transport and/or treat waste water.
- Fire and Emergency services would identify existing fire stations, engines, personnel and equipment already available for those services.

- Parks and recreation would include a description of existing parks and community centers for annexations to agencies providing those services.

The Plan of Service should explain in general terms how the proposal would tie into the agency's master plans, capital improvement plans and the overall operations.

In order for the Commission to make an informed decision on this proposal, it needs to understand everything that is built or has to be built to provide needed services. Detailed engineering specs are not required, but a general description of intended engineering could be helpful.

## **2: Service Units and Capacity**

The **number of service units** and a **capacity analysis** are a requirement of the Plan of Service. The units of service will vary, depending on the service provided. For water services, units would include the number of meters or equivalent connections. Waste water service is would estimate amount of effluent based on the intended use of the site and the projected number of people in the proposed area. Units of service for structural fire protection service include number of buildings/homes; service units for park and recreation would include population or projected future population.

The number of service units should be calculated for both the new services to be added or extended as a result of the proposal. It is desirable to also identify the number of total service units currently provided in the system or within the agency's existing boundaries or service area.

**The capacity analysis also quantifies the number of service units of those entitled to receive service who are not currently receiving service.**

## **3: Proposed Service Infrastructure and Improvements**

Applicants should also describe and provide plans for **proposed infrastructure and facilities** that will bring services to the proposal area, including their responsibilities and the actions to be taken by others. For example:

- For water service this would include:
  - 1) new on-site water distribution lines, connections, etc.
  - 2) any new transmission lines or improvements, storage tanks or other such facilities to be constructed by the applicant or others in order to provide needed service, and
  - 3) water supply or water rights from which service will be provided.
- Waste water service would include pump stations, treatment ponds, distribution lines and all other infrastructure designed to transport and/or treat waste water.
- For fire and emergency services, proposed infrastructure would include such things as new fire stations or expansions, new engines, personnel and

equipment that would have to be added in order to serve the parcel without adversely affecting to those already receiving service.

- For park and recreation services, new parks, trails and related facilities would be listed.

**In every case, the Plan of Service must clearly explain what services are planned, how the services will be provided and what steps need to be taken by the applicant and others for the planned services to become a reality. This section of the Plan of service is the applicant's opportunity to "connect the dots" and to show that the desired annexation is not difficult to serve, that it is logical, and how it will be beneficial to current and future citizens of the annexing agency and/or the County.**

#### **4: Time Frames, Financing and Conditions of Service**

In many cases, agencies impose conditions on applicants, either directly or as part of their land use entitlement conditions. LAFCO policies require that these **conditions of service** be included in the Plan of Service. Applicants should list or summarize these requirements and provide copies of supporting materials to LAFCO with their Plan of Service. Typically, applicants submit pre-annexation agreements, development approval conditions, their application for service, annexation/facility/impact charges, facility improvement requirements, fire flow requirements, on and off site construction requirements, easements required, dedications of land, etc.

Financing arrangements and plans should also be provided. These should identify all the means by which service costs will be paid, and could include property tax estimates, bonds, community facilities districts, assessments, rates and charges.

#### **5. Agency Review**

LAFCO requests service provider agencies to review the POS document, validate the information and provide a written **service assurance** confirming their ability to provide needed services in the timeframe requested. In those cases where service an expansion of capacity is planned to serve the proposal area, please provide as much information about those plans as possible.

#### **Section 5: Other Useful Material**

**Other useful material may be available** to support an applicant's Plan of Service. This could include any background reports, agency plans, or other relevant material that demonstrates that services are feasible. Maps showing lines, connection points, reducing valves, pump stations, lift stations, points of contact to transmission lines, location of all related service infrastructure are also very helpful to LAFCO staff.