



## **APPENDIX A**

### **MUNICIPAL SERVICE REVIEW INFORMATION GUIDELINES**

The following questions are designated to help agencies and LAFCO compile information needed to complete municipal service reviews. Information sources will vary depending upon jurisdictions. Answers to these questions will be used by LAFCO to prepare service reviews and will be used to update jurisdictions' spheres of influence.

1. Growth and Population projections for the affected area.
  - a. How does the projected growth of the proposed sphere of influence areas compare with present County land use designations?
  - b. How have surrounding County land use patterns evolved and what impacts have they caused on infrastructure, e.g., roads, water, sewer, fire, police?
  - c. Will changes as proposed in the sphere of influence increase pressure to develop surrounding County lands causing an increase in growth potential?

**Information Sources:** City and County general plans, EIRS, US Census website, State Department of Finance, planning departments, Council of Governments, and economic reports.

2. For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

Disadvantaged unincorporated communities, or "DUCs," are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income.

- a) Does the subject agency provide public services related to sewers, municipal and industrial water, or structural fire protection?
- b) Are there any "inhabited unincorporated communities" within or adjacent to the subject agency's sphere of influence that are considered



“disadvantaged” (80% or less of the statewide median household income)?

**Information Sources:** City and County general plans, US Census, California Rural Legal Assistance, and Council of Governments reports.

3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies
  - a. Are the jurisdiction’s water resources and facilities adequate to serve the area in the existing boundaries? What about future growth or expansions?
  - b. What is the jurisdiction’s current status with regard to wastewater collection, treatment, and disposal? What are the plans for the future?
  - c. What is the present condition of the streets, roads, and circulation? Where are the problem areas and what are the future needs and plans?
  - d. Does the jurisdiction have adequate police and fire resources to meet the existing needs of the community? What about future needs?

**Information Sources:** Water master plans, urban water management plans, Department of Water Resources annual reports, wastewater master plans, general plans, EIRs, circulation elements, regional transportation plans and EIRs, capital improvement plans, Insurance Service Office (ISO) ratings, police and fire department websites, questionnaires, and interviews.

4. Financial ability of agencies to provide services.
  - a. What is the current fiscal status of the jurisdiction? What are the indicators?
  - b. Will the fiscal impacts of the proposed changes to the sphere of influence be greater or lesser than the fiscal benefits?
  - c. Does the jurisdiction have financial reserves? If so, what percentage of the general fund do their reserves represent?
  - d. How will the jurisdiction fund needed capital improvement projects, i.e., bonds, loans, other?



- e. How does the jurisdiction analyze and establish rates and fees?
- f. How will the sphere of influence action impact the rates and fees within the jurisdiction?
- g. How will the sphere of influence territories pay their share of the jurisdictions' costs for services?

**Information Sources:** Budgets for the last three years, city managers, state and city annual reports, Department of Finance, retail sales and transient occupancy tax (TOT), city fiscal policies, development impact fee information, debt information, joint-financing efforts, and UCSB Economic Report, Budget processes, special purchasing contracts, bidding policies, service studies, and interviews rates and fees studies, EIRs, cost-of-service studies, and rates and fees policies.

- 5. Status of, and opportunity for, shared facilities.
  - a. Does the jurisdiction share facilities with other agencies?
  - b. Has either the jurisdiction or County suggested sharing facilities in the SOI/Annexation areas?
  - c. Are there presently any shared relationships for services between agencies in the sphere of influence areas? Are there opportunities for sharing in the future?
  - d. Is there any or will there be any duplication of facilities in the sphere of influence area?

**Information Sources:** Capital improvement plans, shared road construction plans, open space preservation plans, City and County recreational facilities, and shared water storage and distribution facilities.

- 6. Accountability for community service needs including governmental structure and operational efficiencies.
  - a. Does the jurisdiction strive to involve the public in decision-making?



- b. Does the jurisdiction facilitate local media coverage and public information programs?
- c. Are elected and appointed representatives accessible and attentive to their constituents?
- d. Are annual budget and audit reports available to the public?
- e. Does the jurisdiction have the administrative capacity to assume expanded responsibilities over the SOI areas without decreasing existing services?
- f. Does the jurisdiction have a customer-oriented service philosophy, including written goals and mission statements, master services plans, customer outreach programs, and an active quality control program?
- g. Does the jurisdiction maintain capital improvement programs and enterprise fund management plans?
- h. Does the jurisdiction maintain sound accounting principles and best practice fiscal management programs?
- i. Does the Jurisdiction have a reasonably good record of safety, environmental and permit compliance?
- j. How will services to the sphere of influence areas be enhanced by the jurisdiction?
- k. Will services to the sphere of influence areas proposed for exclusion be enhanced, decreased, or remain the same?
- l. Will opportunities for public participation in the development review process be enhanced in the jurisdiction or the County for the SOI areas?

**Information Sources:** Interviews, websites, public involvement policies, public information programs, customer complaint processes, customer surveys, budgets for the last three years, city managers, state and city annual reports, fiscal management policies, and indicator reports.

- 7. Any other matter related to effective or efficient service delivery, as required by commission policy.