

Checklist for Services to New Cities

The County is required to provide services to new cities through the requisite transition period unless notified otherwise by the city in accordance with its enabling legislation. The city should enter the applicable date(s) in the appropriate column to give the County notice of when they will assume the delivery of each service listed in Section I. The city's selection of a takeover date constitutes the requisite notice or agreement for service takeover as provided by the relevant legislation authorizing the creation of the city. Topics in Section II are provided to assist the new city in identifying the many issues to consider prior to incorporation.

Section I. Service Delivery

Type of Service	Immediate Takeover	Transition (Date)	Continue w/County
Judicial			
Municipal Court			
City Jail (FC Jail-Arrest Warrants only)			
Public Safety			
Police-Transfer of Criminal Evidence and Case Files			
Fire			
911 Service- 800MHz Radio System 800MHz Radio Maintenance			
Ambulance/EMS			
Animal Control			
Public Works			
Water Distribution			
Sewage Collection			
Sewage Treatment			
Street Maintenance/Construction			
Building Maintenance/Construction			
Environmental			
Erosion & Sediment Control			
Stormwater Management			
Parks			
Parks Maintenance			
Recreation Programs			
Economic Development			
Economic Development			
Community Development			
Planning and Zoning			
Permitting and Inspections			
Code Enforcement			
GIS			

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Section II. Other Items for Consideration and Resolution

Items	Immediate Takeover	Transition (Date)	Comment
Transfer of Utilities (Street lights, telephone, gas, electricity, sewer, water)			
School Roads (off-site improvements and signals)			
Legal Services			
Cable Franchise Agreement			
Disposition of Mobile Assets (use, lease, purchase, etc)			
Disposition of Fixed Assets			
Disposition of Land			
Transfer of Documents (Public Works, Community Development, Parks)			
Referendum/General Election			
Revenue Collection			
Cable Franchise fee			
Issuance of Business License			
Issuance of Alcohol Permits			
Property Tax			
Distribution of LOST			
Distribution of SSD Reserve Account			
911 Fees			
Consideration for "Under Construction" Capital Projects (Roads)			
Solid Waste Collection and Disposal			
Refund of Paid Fees			