

May 2, 2002 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street
Santa Barbara CA 93101

Work Plan, Objectives and Performance Measurements for Fiscal Year 2002-03

Dear Members of the Commission:

RECOMMENDATION

It is recommended the Commission review and consider the enclosed Staff Objectives, Work Plan, and Performance Measures for FY 2002-03 and provide direction to staff as appropriate.

DISCUSSION

The Government Code sets forth LAFCO's basic objectives, which include discouraging urban sprawl, encouraging orderly boundaries, guiding development away from agricultural lands and ensuring adequate public services.

The Executive Officer conducts the day-to-day business of the Commission and prepares reports and recommendations on all applications that are received. The staff assists the Commission in complying with State statutes that direct LAFCOs in the conduct their activities. For example, preparing Municipal Service Reviews is a new obligation that will require significant collaboration between LAFCO and local agencies.

The enclosed work plan is intended to identify both ongoing and "single event" activities that will demand staff attention during the year. We have attempted to identify objectives for the staff to achieve in performing its duties, but recognize that flexibility is needed to be able to respond to unknown demands and evolving requirements during the year.

Sincerely,

BOB BRAITMAN

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Executive Officer

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

**STAFF OBJECTIVES, WORKPLAN AND PERFORMANCE
MEASURES FOR FY 2001-02**

Administration

1. Conduct the day-to-day business of the Commission

Comply with statutory requirements for conducting LAFCO business	Ongoing
Inform, consult with and take direction from the Commission on an ongoing and continuing basis	

2. Staff and clerk regular and special LAFCO meetings.

Properly mail, post and publish notices of hearing for LAFCO meetings	For each
Prepare and distribute agendas with documentation for LAFCO meetings	LAFCO meeting
Prepare minutes for LAFCO meetings	As needed
Conduct public hearings and procedures as the conducting authority	

3. Serve as custodian of Commission records.

Maintain complete and accurate records of LAFCO actions	Ongoing
Maintain Commission website	Ongoing
Convert 4 years of purges proposal files to CD format	January 2003

4. Review and comment on land use, environmental and public service reports.

Review and respond to draft environmental reports and studies prepared by the County, cities and special districts pertinent to LAFCO activities	Ongoing
Review and respond to proposed general and specific plan amendments prepared by the County and cities	Ongoing

5. Remain current on LAFCO and government legislation and court decisions.

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| Participate on the CALAFCO Legislative Committee | As Needed |
| Remain current re pending legislation pertinent to LAFCO and advise the Commission regarding recommended support or opposition | Ongoing |
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| 6. <u>Maintain active participation with the local governments.</u> | |
| Attend Special District Association meetings as needed | On going |
| Attend meetings with City Managers as appropriate | Ongoing |
| Monitor local governmental issues and activities | Ongoing |
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| 7. <u>Provide information as requested by the public or local agencies.</u> | Ongoing |
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| 8. <u>Support the California Association of LAFCOs and the Executive Board.</u> | |
| Maintain active participation in the California Association of LAFCOs | Ongoing |
| Assist the Commission is hosting the 2002 CALAFCO conference | November 2002 |
| Ensure Conference events and logistics are conducted effectively | |
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| 9. <u>LAFCO finances</u> | |
| Monitor expenditures and revenues; periodically advise the Commission through budget status reports. | Ongoing |
| Receive and deposit payments based on the LAFCO fee schedule within two days of receipt | Ongoing |
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| 10. <u>LAFCO budget</u> | |
| Prepare the FY 2002-03 LAFCO proposed and final budget | |
| Prepare the FY 2002-03 processing fee schedule | |
| Recommend and distribute the Proposed Budget by May 1, 2003 | April 2003 |
| Recommend and distribute the Final Budget by June 15, 2003 | June 2003 |
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| 11. <u>Provide other executive and staff services as directed by the Commission.</u> | As needed |

Boundary Changes and Service Extensions

12. Analyze and process boundary change proposals

Evaluate and prepare staff reports and recommendations for boundary change applications submitted to LAFCO. Approximately 20 per year. Ongoing

Analyze and prepare recommendations for out-of-agency service requests

Record all approved boundary changes

Prepare and file notices of determination for all approved boundary changes

File all approved boundary changes with the State Board of Equalization

Spheres of Influence / Municipal Service Reviews

13. Municipal Service Reviews

Develop procedures and plans for conducting Municipal Service Reviews, in conjunction with the periodic updates of spheres of influence.

In conjunction with a technical committee comprised of city, county, special district and other participants, recommend to the Commission a scope of work and outline for complying with the Municipal Service Review requirements in the Government Code August 2002

Prepare Municipal Service Reviews for approximately 20% of the cities and special districts in Santa Barbara County in FY 2002-03 June 2003

Review and recommend updates for spheres of influence for approximately 20% of the cities and special districts in Santa Barbara County June 2003

14. Spheres of Influence

Analyze and process all requested sphere of influence changes; prepare reports and recommendations for the Commission.

Prepare and recommend a sphere of influence for the City of Goleta January 2003

Analyze and recommend appropriate actions for all proposals submitted to LAFCO to amend spheres of influence Ongoing

LAFCO Policies

15. Review and update the Commissioner Handbook

Update and refine the following sections

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| 5. LAFCO Powers and Duties | October 2002 |
| 7. Policy Guidelines and Standards | March 2003 |
| 9. LAFCO Budget | August 2002. |