

# LAFCO

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## Santa Barbara Local Agency Formation Commission

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November 4, 2004 (Agenda)

Local Agency Formation Commission

105 East Anapamu Street

Santa Barbara CA 93101

### Revised Schedule to Prepare Municipal Service Reviews

Dear Members of the Commission:

#### RECOMMENDATION

It is recommended the Commission receive this report and direct the staff to proceed as outlined.

#### DISCUSSION

The Commission and staff have worked with a Technical Task Force and facilitator to develop an approach to update spheres of influence in conjunction with conducting Municipal Service Reviews as required by 2001 legislative changes.

The Commission previously approved the Municipal Service Review/Sphere of Influence:

- Work Plan – which describes the Santa Barbara LAFCO's approach to undertaking and completing MSRs and updating Spheres of Influence.
- Operational policies – which provide direction for the process
- Request for Information – as a foundational document to collect data from cities and special districts for Municipal Service Reviews
- Research, Preparation and Adoption Schedule – which describes a “standard sequence” to prepare and review Municipal Service Reviews and update Spheres of Influence.

The process to prepare Municipal Service Reviews has taken longer than originally projected and the dates have been lagging behind those initially proposed. A revised schedule is enclosed which will still enable the Commission to meet the December 2005 deadline. The staff believes this is a reasonable schedule.

If you have questions please contact the LAFCO office.

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Sincerely,

**BOB BRAITMAN**  
Executive Officer

## **Santa Barbara Local Agency Formation Commission**

### **Preparation and Adoption Schedule for Municipal Service Reviews**

#### **Significant Dates**

June 5, 2003	LAFCO approved work plan and form; authorizes staff to initiate studies
June 2003 to October 2005	Prepare and approve Municipal Service Reviews
Dec 31, 2005	Deadline to review and update Spheres of Influence

#### **Sequence of Steps to Prepare MSRs and SOIs**

Kick Off	Convene meeting with affected local agencies to distribute Request for Information forms, answer questions
60 days	Local agencies gather and submit data
60 days	LAFCO staff checks facts, follows-up on Requests for Information and identifies special studies if indicated by the provided data Undertake studies and prepare environmental reporting as appropriate for the specific Sphere of Influence updates
30 days	Distribute draft report for local agency review prior to LAFCO hearing
60 days	LAFCO conducts public hearings to consider (a) Municipal Service Reviews and (b) adopt updated Spheres of Influence
Post Hearing	Update maps of local agency boundaries and Spheres of Influence

It was decided to group MSRs by geographic area, starting in the North County area, or by type of agency or service provided.

Following the sequence approved for these studies.

**Priority 1A Lompoc Area**

Kick Off 9-12-03	Convene meeting with affected local agencies to distribute Request for Information forms, answer questions
Completed	Local agencies gather and submit data (Complete)
Completed	LAFCO staff (a) checks facts, (b) follows-up on Requests for Information and (c) identifies special studies if indicated by the provided data  Undertake initial studies and prepare environmental reporting as appropriate for the specific Sphere of Influence updates
11-4-04	Distribute draft report for local agency review
2-3-05	LAFCO public hearings to consider (a) Municipal Service Reviews and (b) adopt updated Spheres of Influence
Post Hearing	Update maps of local agency boundaries and Spheres of Influence

**Priority 1B Santa Maria Valley**

Kick Off 12-12-03	Convene meeting with affected local agencies to distribute Request for Information forms, answer questions
Completed	Local agencies gather and submit data
Underway	LAFCO staff (a) checks facts, (b) follows-up on Requests for Information and (c) identifies special studies if indicated by the provided data  Undertake initial studies and prepare environmental reporting as appropriate for the specific Sphere of Influence updates
12-2-04	Distribute draft report for local agency review
3-3-05	LAFCO public hearings to consider (a) Municipal Service Reviews and (b) adopt updated Spheres of Influence
Post Hearing	Update maps of local agency boundaries and Spheres of Influence

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**Priority 2 Santa Barbara/Goleta Valley**

Kick Off 12-17-04	Convene meeting with affected local agencies to distribute Request for Information forms, answer questions
60 days	Local agencies gather and submit data
60 days	LAFCO staff (a) checks facts, (b) follows-up on Requests for Information and (c) identifies special studies if indicated by the provided data  Undertake initial studies and prepare environmental reporting as appropriate for the specific Sphere of Influence updates
4-7-05	Distribute draft report for local agency review prior to LAFCO hearing (optional step depending on the circumstance)
6-02-05	LAFCO public hearings to consider (a) Municipal Service Reviews and (b) adopt updated Spheres of Influence
Post Hearing	Update maps of local agency boundaries and Spheres of Influence

**Priority 3 Eastern South Coast**

Kick Off 01-13-05	Convene meeting with affected local agencies to distribute Request for Information forms, answer questions
60 days	Local agencies gather and submit data
60 days	LAFCO staff (a) checks facts, (b) follows-up on Requests for Information and (c) identifies special studies if indicated by the provided data  Undertake initial studies and prepare environmental reporting as appropriate for the specific Sphere of Influence updates
5-5-05	Distribute draft report for local agency review prior to LAFCO hearing (optional step depending on the circumstance)
7-7-05	LAFCO public hearings to consider (a) Municipal Service Reviews and (b) adopt updated Spheres of Influence

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Post Hearing      Update maps of local agency boundaries and Spheres of Influence

**Priority 4 Santa Ynez Valley**

Kick Off 3-11-05	Convene meeting with affected local agencies to distribute Request for Information forms, answer questions
60 days	Local agencies gather and submit data
60 days	LAFCO staff (a) checks facts, (b) follows-up on Requests for Information and (c) identifies special studies if indicated by the provided data  Undertake initial studies and prepare environmental reporting as appropriate for the specific Sphere of Influence updates
7-7-05	Distribute draft report for local agency review prior to LAFCO hearing (optional step depending on the circumstance)
9-1-05	LAFCO public hearings to consider (a) Municipal Service Reviews and (b) adopt updated Spheres of Influence
Post Hearing	Update maps of local agency boundaries and Spheres of Influence

**Priority 5 Cuyama Valley**

Kick Off 2-11-05	Convene meeting with affected local agencies to distribute Request for Information forms, answer questions
60 days	Local agencies gather and submit data
60 days	LAFCO staff (a) checks facts, (b) follows-up on Requests for Information and (c) identifies special studies if indicated by the provided data  Undertake initial studies and prepare environmental reporting as appropriate for the specific Sphere of Influence updates
7-7-05	Distribute draft report for local agency review prior to LAFCO hearing (optional step depending on the circumstance)
8-4-05	LAFCO public hearings to consider (a) Municipal Service Reviews and (b) adopt updated Spheres of Influence



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Post Hearing      Update maps of local agency boundaries and Spheres of Influence

**General Priority      Where geographic areas do not appropriately address the issues**

Type of Service      Water, airports, libraries, cemeteries, resource conservation, vector control

Note: During the preparation of the other MSRs the staff will conduct and present these reports so all of the MSRs will be prepared by the statutory deadline.

Kick Off              Convene meeting with affected local agencies to distribute Request for  
Undetermined      Information forms, answer questions

60 days              Local agencies gather and submit data

60 days              LAFCO staff (a) checks facts, (b) follows-up on Requests for Information  
and (c) identifies special studies if indicated by the provided data

Undertake initial studies and prepare environmental reporting as appropriate  
for the specific Sphere of Influence updates

30 days              Distribute draft report for local agency review prior to LAFCO hearing  
(optional step depending on the circumstance)

60 days              LAFCO public hearings to consider (a) Municipal Service Reviews and (b)  
adopt updated Spheres of Influence

Post Hearing              Update maps of local agency boundaries and Spheres of Influence