

June 6, 2002 (Agenda)

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

Professional Assistance to Support the Technical Task Force in Preparing the Municipal Service Review Work Plan

Dear Members of the Commission:

RECOMMENDATION

It is recommended the Commission authorize the Executive Officer to contract with Pamela Gene Cosby, P.E., AICP to provide technical support in preparing the Municipal Service Review Work Plan in an amount not to exceed \$18,900.

DISCUSSION

LAFCOs throughout California are obligated to prepare Municipal Service Reviews and there are statutory requirements and a deadline to complete this program within the next four years.

On April 4 the Commission created a technical task force to assist the Commission and staff in developing an approach and comprehensive work plan to prepare Municipal Service Reviews in anticipation of updating city and special district spheres of influence.

The staff believes there are significant benefits in securing the services of a qualified consultant to support the efforts of the technical task force to develop a work plan that achieves statutory requirements in a feasible and cost effective manner suited to Santa Barbara County.

There are advantages to utilizing an knowledgeable but disinterested professional at the beginning phase of this program, an individual who can help assimilate the views of task force members and compile a recommended approach and work plan.

It is envisioned that the consultant, working in cooperation with the LAFCO staff and members of the technical task force, would complete the following tasks:

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- Facilitate Technical Task Force Workshop Sessions
- Serve as a resource to the Technical Task Force to develop the Santa Barbara LAFCO service review procedures
- Prepare a Draft Municipal Service Review Process
- Present the proposed approach to the Commission at a public hearing and based on direction from Commissioners
- Prepare the Final Municipal Service Review Process

Enclosed is a proposal from Pamela Gene Cosby to provide the identified tasks, and a resume of her considerable qualifications. Ms. Cosby is especially well suited for this assignment because she combines education in Civil Engineering from Stanford University with an advanced degree in City and Regional Planning from Harvard University. She also has practical experience with local government services in California as described in her resume.

Sufficient funds are available in the current year's budget and were appropriated to provide this type of assistance to the Commission and its staff.

The normal workload of the Commission will challenge the staff and create demands on its time, irrespective of the new requirements to prepare municipal service reviews and update spheres of influence. Pending and potential boundary changes include, among others, the St. Vincent's affordable housing annexation to the City of Santa Barbara, Rancho Monte Alegre annexation to the Carpinteria Water District and Parker annexation to the City of Lompoc.

Municipal service reviews demand attention, especially to develop an approach and work plan to achieve the Commission objectives in cooperation with local agencies. The staff recommends the Commission authorize the staff to execute a consulting services agreement with Ms. Cosby to provide assistance in this endeavor as described in the attachments.

Please contact me if you have any questions.

Sincerely,

BOB BRAITMAN

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Executive Officer

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To Receive a copy of the Resume and Work Plan proposed by Ms. Cosby contact the LAFCO office
and the information will be sent to you.