

April 10, 2003 (Agenda)

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

## **Proposed Work Plan, Request for Information and Schedule to Prepare Municipal Service Reviews**

Dear Members of the Commission:

### RECOMMENDATION

It is recommended that the Commission receive this report and authorize the staff to distribute for review by local agencies the enclosed draft work plan and related materials for preparing Municipal Service Reviews and update Spheres of Influence.

### DISCUSSION

For the past several months the staff has been working with the Technical Task Force created by the Commission and with our facilitator to develop an approach and materials to proceed with the Commission's obligation to review and update spheres of influence at least once every five years in conjunction with conducting studies and making written determinations as required.

We provided a status report on those preparation at the March 6 meeting and are now presenting the enclosed materials for distribution to local agencies for their review and comment before conducting the necessary data gathering and analysis.

Enclosed are the following materials for Commission review and approval for distribution.

- Proposed Operational policies – which provide direction for the process
- Municipal Service Review Work plan – which describes the Santa Barbara LAFCO's approach to undertaking and completing MSRs and updating Spheres of Influence.

- Research, Preparation and Adoption Schedule – which describes a “standard sequence” to prepare and review Municipal Service Reviews and adopt Spheres of Influence. It also proposes priorities for specific geographic areas
- Request for Information – which will be the foundational document for collecting data from cities and special districts for the Commission to prepare Municipal Service Reviews

#### Procedures for preparing Municipal Service Reviews

Municipal Service Reviews will be prepared to the extent possible in a way that (a) involves the affected agencies, (b) builds on existing information, (c) is achievable with a reasonable expense of time, funds and energy, (d) has the least duplication of effort and (e) yields useful results that help guide and inform the Commission’s decisions about spheres of influence.

The Commission will maintain an open, consultative process with the local agencies subject to the requirement for Municipal Service Reviews and Sphere of Influence updates, including the use as needed of a Technical Task Force composed of members drawn from the County, cities, special districts and the Association of Governments.

Reviews will be prepared in a cost-efficient manner. Rather than duplicate available information, or conduct unnecessary studies, information and data from local agencies will be utilized to the greatest extent possible.

Reviews will be prepared by staff unless the Commission finds that due to complexity, technical issues or staff resources a review should be conducted or assisted by an independent consultant.

If you have any questions please contact the LAFCO office.

Sincerely,

BOB BRAITMAN  
Executive Officer