

February 1, 2024 (Agenda)

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

Work Program for Parks & Recreation, Open Space, Library and Facility Rental Municipal Service & Sphere Review

Dear Members of the Commission

RECOMMENDATION

It is recommended that the Commission discuss and approve the proposed outline for the upcoming countywide service and sphere review regarding Parks & Recreation, Open Space, Library and Facility Rental services in Santa Barbara County.

DISCUSSION

Pursuant to the direction by the Commission at the January 11, 2024 meeting, this report includes an outline and scope to conduct a report that will collectively analyze 18 agencies that provide such services. The report would include an analysis of the agency's ongoing operations, current financial performance, existing governance structure, ability to provide services, and its importance within its jurisdictional area. The report will include determinations required by State law.

A comprehensive service review analyzing multiple agencies that provide the same service may provide a better understanding of how agencies are financed, governed, and structured. Identifying best practices, regional issues and joint opportunities are key takeaways from service reviews.

The table on the next page illustrates the five volumes and identifies the agencies that would be a part of the respective service review.

Table A – MSR Program

MSR Document Volume	Community Included in Volume
Parks/O.S./Library/Fac Rentals	County Service Areas of CSA 3, 4, 5, & 11
	Community Services Districts of Isla Vista & Los Alamos
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	Cachuma RCD
	Embarcadero Municipal
	Isla Vista Rec & Park and Cuyama Valley Rec & Park
	Cemeteries
Other Services	Community Services Districts of Isla Vista
	Cities of Buellton, Carpinteria, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria & Solvang
	Lompoc Valley Hospital
	SB Mosquito & Vector District
	Embarcadero Municipal

Proposed Outline

Table B below provides an overview of the sections that will be covered in the upcoming countywide service reviews. Staff is suggesting three different chapters that will focus on various factors modeled after the previous MSRs. It is important to note that this is a draft outline, and the Commission is encouraged to identify any necessary modifications.

Table B – Proposed Outline for upcoming MSR Report

Chapters	Description
<u>Executive Summary:</u> Overview and Key Findings	This introductory section will specify the purpose of the report and how the comprehensive analysis will fulfill the state mandate outlined in the Cortese-Knox-Hertzberg Act (“CKH Act”)
<u>Chapter One:</u> Service Review Determinations	This section will fulfill the service determinations in accordance with the CKH Act for all agencies (Government Code Section 56430).

<p><u>Chapter Two:</u> Sphere of Influence Determinations</p>	<p>This section will fulfill the sphere determinations in accordance with the CKH Act for all agencies (Government Code Section 56425)</p>
<p><u>Chapter Three:</u> Agency Profiles</p>	<p>This section will contain a review of each of the agencies within Santa Barabara County. Each profile will contain a summary of LAFCO's findings, background information, and data regarding their operations and boundaries. The profiles will include tables and charts outlining the agency's formation and duties, revenue attributes, types of service, infrastructure, conditions and maintenance for service. A map of the agency's jurisdictional and sphere boundaries will also be included.</p>
<p><u>Appendix:</u> Acknowledgements & Relationship to other Service Reviews</p>	<p>This section will provide a description and sources of data, outline the network of service providers within the County including other providers.</p>

Next Steps

The start of February, LAFCO staff will be sending out a survey to all the agencies in order to gather the necessary information for the countywide report. **Attachment A** provides a copy of the draft questionnaire. The agencies will have ~60 days to respond to the survey. The deadline to submit responses will be April 8, 2024. After LAFCO receives the requested information, staff will prepare an administrative draft of the service review. The draft report will then be shared with the agencies in August 2024 with a request for internal review and comments. This will be an opportunity to ensure accuracy in content and tone. Following the completion of the survey deadline and draft report, LAFCO staff will schedule to present the final version of the countywide service and sphere review in December 2024. **Attachment B** outlines the service review process and highlights key dates.

ALTERNATIVES FOR COMMISSION ACTION

After reviewing this report and any testimony or materials that are presented, the Commission can direct one of the following options:

OPTION 1 – APPROVE the Staff recommendation regarding the outline, scope, and schedule for the Parks & Recreation, Open Space, Library and Facility Rental Municipal Service and Sphere review.

OPTION 2 – DEFER the municipal service review for another time.

OPTION 3 – MODIFY the staff recommendation and direct staff to proceed with a municipal service review with a different outline, scope, or schedule.

RECOMMENDED ACTION:

APPROVE OPTION 1.

Attachments

Attachment A -Survey/Questionnaire

Attachment B -Tenetative Schedule

Please contact the LAFCO office if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Prater".

Mike Prater
Executive Officer

LOCAL AGENCY FORMATION COMMISSION OF SANTA BARBARA COUNTY

**Comprehensive Parks & Recreation, Open Space, Library
and Facility Rental Services & Sphere Review (Survey
Questions – Deadline is April 8, 2024)**

****Please refer to page 6 for information on how to respond to this survey****

Survey Questions	Agency Response
<p>A. Overview:</p> <ol style="list-style-type: none"> 1) Administrative Office Address and Mailing Address (if different) 2) Website Address 3) Contact Information of LAFCO Liaison (for any follow-up questions) 4) Square miles or acres of your agencies service territory. 5) Number of Employees for entire agency. Please indicate whether employees are full-time, part-time, contract, etc. 6) Staffing experience and tenure to the agency. Please indicate # years each employee has been in the industry and the number of years with the current agency. 7) Current Board/Council Members and Term Limits. Please indicate who is the current Board Chair/President. 8) Board/Council Members background and years on the board. Background example indicate educator, finance, etc. 9) Regular Board meeting date and location. 10) Would you be able to participate in an online short survey as well or further encourage citizen participation in an online survey? 	<p>If previously answered any question and there are no changes, please answer SAME AS BEFORE.</p>

B. Boundaries:

- 1) Does your agency desire to change its existing jurisdictional boundary? If yes, please indicate the area(s) and reason(s).
- 2) Does your agency desire to change its existing sphere of influence boundary? If yes, please indicate the area(s) and reason(s).
- 3) Does your agency plan to or currently provide services outside its existing boundaries? If yes, please indicate the area(s) and reason(s).
- 4) Are there any overlaps or duplicate services being provided by another agency within your agency's boundaries?
- 5) Have consolidation or reorganization with others been considered in the past 5 years? Would this evaluation benefit your agency?

C. Service Provisions

Please indicate which services your agency provides related to the service review of Parks & Recreation, Open Space, Library and Facility Rental Services. Examples include

- 1) Park Maintenance
- 2) Open Space Maintenance
- 3) Conservation of Resources
- 4) Recreation
- 5) Community Facilities
- 6) Library
- 7) Facility Rental
- 8) Other

Please indicate whether your agency provides these services in-house or by-contract with another agency within your boundaries, and whether your agency provides a service outside your boundaries.

<p>D. Assets and Needs</p> <p>1) Parks, Open Space, Library, and/or Facility.</p> <ul style="list-style-type: none"> a) Existing facilities b) Goals c) Future needs d) Other Opportunities? 	
<p>E. Population</p> <p>1) Please provide population estimates for the following years: 2020, 2025, 2030, 2035, and 2040. If a population forecast is unavailable, please provide the current population count.</p> <p>2) Do you believe future population or housing will affect your agency's service capacity?</p> <p>3) Is your agency aware of any disadvantage communities within or adjacent to your boundary?</p>	
<p>F. Inventory</p> <p>1) Please indicate park facility name, acres, # of amenities and types. (ball fields, swimming pools, tot lot, equipment, trail(s), etc.)</p> <p>2) Please indicate open space area, name, acres, easements.</p> <p>3) Please indicate library name, location, and size in square feet. Book Mobile Vehicles?</p> <p>4) Please indicate rental facility, name, location, and size in square feet.</p> <p>5) Please indicate total acres under agency control for soil erosion, water conservation, and/or improvement of land.</p> <p>6) Any other relevant Information your agency tracks/documents related to services your agency provides?</p>	

G. Deficiencies

Please provide information for the following:

- 1) Parkland improved
- 2) Land preserved as natural area
- 3) Enhancement Programs
- 4) Library
- 5) Rental Facilities

Are there any plans to upgrade current facilities? Or construct new ones?

H. Finances

Please provide information for the following:

- 1) Adopted Financial Statements (2020 to 2023)
- 2) Adopted/Proposed Budgets (2023 and 2024)
- 3) Capital Improvement Plans (if applicable)
- 4) Any Pension/OPEB Obligations and payments
- 5) Ending Fund Balance for 2023
- 6) Total Fund Balance/Annual Revenue for 2023
- 7) Revenue sources
- 8) COVID Fund/Refund Applications (ARPA, Cares Act, Grants, etc.)

I. Shared Services

Please indicate whether your agency collaborates with other organizations through any of the following:

- 1) Lease Agreement
- 2) Memorandum of Understanding
- 3) Joint Power Authorities/Agreements
- 4) Other Contracts?

Please name the organizations and purpose that your agency collaborates with and provide documents, if possible. LAFCO would like to highlight these partnerships and joint efforts.

J. Other Information

Please provide the following:

- 1) Conservation Easements.
- 2) Agricultural Easements.
- 3) All GIS Layers for parks, trails, open space areas, and easements.
- 4) Please provide a link or PDF of any reports (staff, memos, etc.) that describe the services for the intent of this MSR (i.e. Rec & Park, OS, Library, Rental Facilities services) that would answer either the Who, What, When, Where, & How your agency provides the service.
- 5) Does your agency have other guiding reports related to Parks & Recreation, Open Space, Library and Facility Rental Services? If so, please provide a copy/link to review the document.
- 6) Does your agency have a Parks Master Plan? If so, please provide a copy/link to review the document.
- 7) Library Card holders, Programs offered, Event Attendees? What type of Media catalog do you offer patrons? Charges and Fees?
- 8) Are there any new or pending laws that have affected your agency? If so, please provide information on such laws/bills.

J. Other Information (continued)

- 9) List agencies to which your agency is required to report and for what. Do you prepare or receive annual reports or inspections?
- 10) Describe your agencies efforts regarding Public Outreach?
- 11) How are the operations of your agency routinely evaluated, and by whom? Any procedures, customer feedback, etc.?
- 12) Are there any best practices or recent success stories you would like LAFCO to highlight in the upcoming service review?
- 13) What opportunities/challenges does your agency face?
- 14) What regional collaboration does your agency participate in?
- 15) What types of events does your agency participate in?
- 16) Are there any specific topics you would like LAFCO to analyze as part of the upcoming service review?

LAFCO Staff Comments

Survey Reponses: If the requested information is available on the agency’s website or online, please provide the hyperlink and direct us to the proper location. We understand that your time is limited, and LAFCO staff can retrieve the information if pointed in the right direction.

Thank you for participating in LAFCO’s survey. Please send your responses to LAFCO no later than **Monday, April 8, 2024**. Responses can be sent by email at lafco@sblafco.org. Feel free to contact LAFCO staff if you have any questions. The LAFCO office number is 805-568-3391.

Parks & Recreation, Open Space, Library and Facility Rental Services (18 in total)
Proposed Service & Sphere Review Schedule
(For Discussion Purposes Only - Dates Subject to Change)

Action	Target Date	Description
Pre-LAFCO Process		
Survey Distribution	February 9, 2024	LAFCO will solicit comments and information from all affected agencies. This will be an opportunity to gather the necessary data to conduct a comprehensive report that will be a resource for the Commission, the affected agencies, and the general public.
Discussion with Representatives	Mar - April 2024	Prior to the development of the report, the Agencies and LAFCO should schedule a meeting (virtual, conference call, or in-person) to discuss certain items, including but not limited to: *Purpose of the Service & Sphere Review *Status of Agency (issues/concerns/future) *Retrieval of required documents (ex. audited financial statements)
Survey Deadline	April 8, 2024	This is the deadline to submit survey responses for each affected agency. Please notify LAFCO if more time is needed.
During LAFCO Process		
Develop Administrative Draft of Service & Sphere Review	Late-July 2024	LAFCO staff will develop an administrative draft of the report that will fulfill the requirements outlined in Government Code Section 56425 (sphere determinations) and 56430 (service determinations).
Distribute Administrative Draft to Agencies	August 2024	LAFCO staff will provide the Agencies an advance copy of the draft report for feedback. The purpose of this internal assessment is to ensure accuracy of the information.
Submit Comments on Administrative Draft	September 2024	LAFCO encourages comments and questions to be submitted as soon as possible to ensure that the report addresses any discrepancies or issues prior to Commission consideration.
Determine Environmental Document	September 5, 2024	Pursuant to State law, and based on local practices, LAFCO files an environmental document regarding the service review. If LAFCO staff has determined that the service review is exempted from CEQA. A Notice of Exemption will be recorded after the LAFCO hearing date.
Advertise LAFCO Hearing in Newspaper	October 2024	Pursuant to State law, LAFCO will advertise the consideration of the Service & Sphere Review in a newspaper at least 21-days prior to the hearing date.
Post Draft Service & Sphere Review on Website Hold a meeting announcing the release	October 31, 2024 & November 7, 2024	LAFCO publishes the meeting's agenda packet, with all staff reports and attachments, no later than the Thursday before the meeting date.
Conduct LAFCO Hearing to Consider Service & Sphere Review	December 12, 2024	The Commission will consider the 2024 Service & Sphere Review in a public forum. The Agencies and members of the public will have an opportunity to address the Commission on this matter.
Post-LAFCO Process		
Distribute Copies of the adopted Resolution and Service & Sphere Review	December 2024	Copies of the signed resolution and 2024 Service & Sphere Review will be sent to the Agencies for their records. The report will also be available on the LAFCO website.