

**Santa Barbara LAFCO Municipal Service Review
Request for Information**

1. Official name of the City or Special District :

2. Type of Agency:

- General law city. Skip to question 4
- Charter city. Skip to question 4
- Independent special district
- Dependent special district
- Type of County service_____

3 Principal Act (i.e., the statute under which the agency was formed and operates. The answer should identify specific laws or statutory code sections)

4. Date the agency was created or established:

5. Name of Contact The individual who will coordinate your response to the questionnaire and will serve as your liaison with LAFCO for this project:

Name:
Title:
Address:

Phone:
Fax:
Email:

Name of Alternate Contact The individual to contact when the primary contact is unavailable:

Name:
Title:
Address:

Phone:
Fax:
Email:

6. Governing Body. A. Describe the method of selecting your governing body, whether elections or appointments are at large or by division and your schedule of regular meetings.

7. Types of Services that are Provided by your City/District :

Indicate which of the following types of municipal services your agency provides. If you contract with another agency to deliver the service, indicate the name of the provider. Otherwise we assume that your agency is the actual service provider.

In responding please describe how specific types of services are provided and how the level of service is defined or described.

Law enforcement and public safety

- Police Protection – Patrol and Detectives
- Police Protection – Traffic law enforcement
- Fire Prevention
- Fire Suppression
- Paramedic or Emergency Medical Response
- Search and Rescue
- Ambulance or medical transport services
- Hospital services
- Mosquito/Vector Control
- Other – List and describe any related types of services your agency is providing

Community services

- Land Use Planning and regulations
- Building and Safety Permits and Inspections
- Public Parks (active parks)
- Public Open Space (passive parks and open space)
- Public Recreation Programs
- Golf courses
- Zoos

- Library services
- Transit (Passenger Transportation)
- Cemeteries/interments
- General aviation airports
- Marinas and small boat harbors
- Other – List and describe any related types of services your agency is providing

Utility services

- Water Conservation
 - Wholesale Water Supply
 - Retail Water Delivery
 - Wastewater Collection
 - Wastewater Treatment and Disposal
 - Retail electrical distribution
 - Refuse Collection and Recycling
 - Refuse Disposal (landfills)
 - Street and Road Maintenance
 - Maintenance of bridges, culverts and appurtenant facilities
 - Street Lighting
 - Drainage and runoff facilities
 - Flood Control/Storm water disposal
 - Resource and Soil Conservation
 - Other – List and describe any related types of services your agency is providing
- 8. Contract Service to Other Agencies:** Does your agency provide service by contract to other agencies? Do you maintain mutual aid or automatic aid agreements? If so, with what agencies?
- Yes. Identify the client agency, type of service and geographic areas served in this manner.
 - No

9. Joint Powers Authorities:

- A. List all of the joint powers authorities (JPAs) or joint decision-making efforts to which your agency belongs or participates.
- B. What is the purpose of each of the JPAs?

10. Agency Goals: How does your agency set and adopt long range goals and objectives?

Please provide a copy and indicate below what is being submitted:

- Mission Statement enclosed
- Strategic Plan enclosed
- Five year work plan or goals enclosed
- Five year Capital Improvement Plan (CIP)
- Other adopted goals enclosed _____

11. Organizational Chart: Does your agency have an organizational chart? Yes No

If “yes” enclose a copy of your current organization chart..

12. Customers: Who is considered a “customer” of your agency? How do you track “customers,” i.e., population; dwelling units; households, connections, parcels, etc.? How many customers are currently receiving service?

Do you serve customers outside of your boundaries. If so, please describe. Do you have interagency agreements to serve specific customers?

13. Regulatory Agencies: List agencies to which your agency is required to report and for what purposes. Do you prepare or receive annual reports or inspection reports from these agencies. Please explain.**14. Industry Standards:** Are there standards that apply to services your agency provides? If so, who defines them and what are they?**15. Permitting Agencies:** List agencies from which you receive permits or licenses and for what purposes. Do you prepare or receive annual reports or inspection reports from these agencies. Please explain.**16. Plans:** Which of the following documents are prepared by or adopted by your agency? Enclose a copy of the most current of each (with map, if applicable):

- General Plan of land uses and land use map

- Public Facilities Plan
 - Master Services Plan
 - Urban Water Management Plan
 - Watershed Management Plan
 - Other: adopted plans enclosed _____
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17 This question is for cities, community service districts, water and sewer agencies and flood control districts only:

Identify strategies used by your agency to direct growth or new demands for service to areas where the infrastructure is or will be available?

18. Population and Growth Projections: The Commission is considering using the Santa Barbara County Association of Governments (SBCAG) growth projections for your area. Existing and future population estimates will be adjusted to your city or district boundaries using GSI techniques. Do you have alternate projections that you think the Commission should consider rather than the SBCAG projections? Yes No

If “yes” explain

19 Relationship of Growth to Service Demands Does your agency correlate growth projections with service demands in the next 5, 10, 20 years? If so, explain how?

20. Anticipated Geographic Expansions: Do you feel that your agency’s boundary is correct at this time, or are there areas that your agency desires or plans to serve that are not now within its boundaries or its sphere of influence? Yes No If “yes”, identify the areas

21. Jurisdictional Reorganizations: Have consolidations or reorganizations of your agency with others been processed or achieved during the past 10 years? Yes No If “yes” describe.

Are there any structural reorganizations such as consolidations or reorganizations that your agency thinks should be evaluated in the next few years that might benefit recipients of your agency’s services or improve the provision of services generally? Yes No

If “yes” explain. What hurdles or obstacles do you foresee in making such a change?

22. Functional Consolidations: List or describe any functional consolidations that your agency has employed to improve services or reduce costs, examples being joint purchasing with other similar agencies, common maintenance, sharing staffs and so forth.

23. Agency Budget: Enclose your most recently adopted budget (FY 2002-03)

Does your agency follow the GASB 34 accounting standards? Describe for example funding sources, rate structure, cost per unit of service, emergency funding strategy, depreciation policy, reserve policies for lawsuits and other potential liabilities, and so forth.

24. Comprehensive Annual Financial Report (CAFR) or Independent Audited Financial Statement: Attach your **two** most recent comprehensive annual financial reports. Indicate which have been attached:

- FY 2002-03
 FY 2001-02
 FY 2000-01

25. Governing board compensation

Describe all compensation and benefits for members of the governing body including any limitations on such payments.

26. Capital Improvement Plan (CIP): Does your agency have an adopted CIP? Yes No

If "yes" enclose a copy of the most recent CIP.

27. Public Debt: Does your agency have any outstanding publicly-issued debt? Yes No

If "yes" describe the agency's debt rating, purpose of the debt and how it is being retired. Enclose the most recent official statement. From which rating agency did you receive the rate and when was it determined?

28. Debt default: Has your agency ever defaulted on repayment of any bonds or other debt?

Yes No If "yes" explain the date and circumstances.

29. Outstanding Litigation: Has your agency experienced legal actions in the past two years? If so, describe. Is there any outstanding litigation at this time. If so, please describe.**30. Workers Compensation:** What is your agency's lost time rate due to sickness and workers compensation experience?.**31. Cost Saving Opportunities.** (a) What actions has your agency taken to save money, lower expenses or improve services at the same costs? (b) What plans do you have for the future? Examples might include competitive bidding, interagency purchasing or other agreements, sharing operational staff and so forth.

32. Public Outreach: Describe your agency's efforts to broadcast governing body meetings, disseminate minutes, encourage voter participation and keep constituents/customers apprised of your activities.

33. Performance Measurement: How are the operations of the agency routinely measured, and by whom? Are there internal or external evaluation procedures, or both? How do you solicit customer feedback and comments? Do you use customer surveys, etc.?

34. Distinguished Service (Optional Question): Describe any awards, honors or other accomplishments of your agency or its personnel within the last five years.

35. Productivity Monitoring and Accreditation: Does your agency have a level of service standard? If so, please describe or explain. How does your agency track its workload? Examples might be call volumes, response times, gallons served or treated, number of employees, etc.

Is your agency subject to any accreditation agencies? If so, do you possess a current accreditation? Please identify or describe.

36. Joint or Shared Capital Facilities or Services with other agencies

Within Santa Barbara County	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please describe
Outside of Santa Barbara County	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please describe

37. Other Annual Reports, Plans, etc that would be useful?

Please provide a copy of any other plans, reports or documents that you feel would be useful to LAFCO as it reviews public service and sphere of influence issues.

38. Future Challenges and Issues. What regulatory or other challenges or issues do you see confronting your agency in the next 12 months? In the next five years?