



Agenda Item C.1
DISCUSSION/ACTION ITEM
Meeting Date: May 4, 2021

TO: Mayor and Councilmembers

FROM: Peter Imhof, Planning and Environmental Review Director

CONTACT: Anne Wells, Advance Planning Manager

SUBJECT: Local Agency Formation Commission Municipal Service Review

RECOMMENDATION:

- A. Receive a staff presentation regarding the status of the Santa Barbara Local Agency Formation Commission (LAFCO) Municipal Service Review;
- B. Review and approve staff's proposed responses to the LAFCO Municipal Service Review Report Questionnaire or provide other direction.

BACKGROUND:

The LAFCO is a regional agency that has authority to regulate by adopting spheres of influence (SOI) for each city and special district in the county and by approving or denying city and special district boundary changes (annexations and detachments) and extensions of certain public services.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 required the LAFCO in each California county to prepare a review of municipal services in geographic areas appropriate to the subject services and to prepare written recommendations with respect to each of the following:

- a. Infrastructure needs or deficiencies
- b. Growth and population projections for the affected area
- c. Financing constraints and opportunities
- d. Cost avoidance opportunities
- e. Opportunities for rate restructuring
- f. Opportunities for shared facilities
- g. Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers.

DISCUSSION:

In a letter dated March 8, 2021, LAFCO Executive Officer Mike Prater notified the City of pending Municipal Service Reviews (MSR) to update the SOIs for the cities and special districts in Santa Barbara County (Attachment 1). Related updates will be prepared to include services related to fire protection, law enforcement, crime and safety, and emergency medical services.

To assist LAFCO with the MSR, a completed MSR Survey and Questionnaire will be transmitted to the Executive Officer by the deadline of May 7, 2021 (Attachment 2). The completed MSR Survey and Questionnaire, as completed by City staff, assume the status quo SOI for the City of Goleta, which aligns with the City limits, and do not propose other changes to district and/or service boundaries.

The purpose of this staff report is to update Council on the MSR Survey and Questionnaire responses and to receive related input. Additionally, staff seeks Council approval to transmit the responses to LAFCO before the May 7, 2021 deadline.

FISCAL IMPACTS:

Staff time for this project is included in the Advance Planning Work Program for 2021-22, therefore there are not additional fiscal impacts associated with this item.


Reviewed By:


Kristine Schmidt
Assistant City Manager

Legal Review By:


Michael Jenkins
City Attorney

Approved By:


Michelle Greene
City Manager

ATTACHMENTS:

1. Local Agency Formation Commission Letter dated March 8, 2021
2. LAFCO Municipal Service Review Report Questionnaire

Attachment 1

Local Agency Formation Commission Letter Dated March 8, 2021

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street ♦ Santa Barbara CA 93101
805/568-3391 ♦ FAX 805/568-2249
www.sblafco.org ♦ lafco@sblafco.org

March 8, 2021

Michelle Greene, City Manager
City of Goleta
130 Cremona Drive, Suite B
Goleta, CA. 93117
mgreene@cityofgoleta.org

Program to Update Spheres of Influence and Municipal Service Review

Dear Michelle:

The law requires that Spheres of Influence be updated every five years. The Santa Barbara Local Agency Formation Commission (LAFCO) received a report from its staff regarding a proposed program and schedule to review and update Spheres of Influence for the cities and special districts in Santa Barbara County.

After receiving the report and discussing the update program on March 4, 2021, the Commission directed me to prepare a new Municipal Service Reviews (MSR) to update the Spheres of Influence. Updates will be prepared to include services related to fire protection, law enforcement, crime and safety, and emergency medical services. Since your Agency provides some of these services directly, indirectly, or by contract, I am requesting information to assist our preparation in a new Municipal Service Review and Sphere of Influence.

In this regard, please complete the attached Santa Barbara LAFCO Municipal Service Review Survey and Questionnaire (**Attachment A**). The information contained in your response will be the basis for preparing a new Municipal Service Review and either readopting the agencies existing Sphere of Influence or adding or deleting areas from the agencies Sphere of Influence.

Please provide the requested information **no later than May 7, 2021**. I am available and willing to meet with you, other members of your staff, and attend a Board meeting to discuss this matter.

Enc:

Sincerely,



Mike Prater
Executive Officer

LOCAL AGENCY FORMATION COMMISSION OF SANTA BARBARA COUNTY

**Comprehensive Fire/Law Enforcement/Safety/EMS Service &
Sphere Review (Survey Questions – Deadline is May 7, 2021)**

****Please refer to page 7 for information on how to respond to this survey****

Survey Questions	Agency Response
A. Overview: 1) Administrative Office Address and Mailing Address (if different) 2) Website Address 3) Contact Information of LAFCO Liaison (for any follow-up questions) 4) Number of Employees related to the service review functions. Please indicate whether employees are full-time, part-time, seasonal, on-call, etc. 5) Staffing experience and tenure to the service review functions. Please indicate # years in the industry and years with the agency. 6) Current Board/Council Members and Term Limits. Please indicate who is the current Board Chair/President. 7) Board/Council Members background and years on the board. Background example indicate educator, finance, etc. 8) Current Fire/Police Chief. Please indicate the number of years serving as the current chief. 9) Regular Board meeting date and location. 10) Would you be able to participate in an online short survey as well or encourage further citizen participation in an online survey?	

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 Fire/Law Enforcement/Safety/EMS. Examples include

- 1) Advanced Life Support (ALS)
- 2) Ambulance Transportation
- 3) Ambulance Transportation (Non-Emergency)
- 4) Basic Life Support (BLS)
- 5) Basic Rescue
- 6) Community Education
- 7) Construction Plan Check
- 8) Fire Code Enforcement
- 9) Fire Code Permitting
- 10) Fire Investigation
- 11) Fire Suppression
- 12) Haz Mat Administration
- 13) Public Awareness/Information
- 14) Technical Rescue
- 15) Vegetation Management
- 16) Water Rescue
- 17) Police/Law Enforcement
- 18) Crime and Safety investigations
- 19) Other(s)?

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. Dispatch Services</p> <ol style="list-style-type: none"> 1) Does your agency provide dispatch services in-house or by contract? If by contract, please indicate which organization provides the service. 2) How are 911 calls fielded? 3) Any plans to improve or upgrade your current dispatch services? Any recent changes? 4) Any ideas or suggestions to improve dispatch services within your agency or countywide? 	
<p>E. Population</p> <ol style="list-style-type: none"> 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 amount. <p>Do you believe future population or housing will affect your agency's service capacity?</p> <ol style="list-style-type: none"> 2) Is your agency aware of any disadvantage communities within or adjacent to your boundary? 	
<p>F. Training</p> <p>Please indicate whether your employees' training consist any of the following or as related to department:</p> <ol style="list-style-type: none"> 1) Administrative 2) Advanced Life Support (ALS) 3) Auto Extrication 4) Basic Life Support (BLS) 5) Confined Space Awareness 6) Fire Prevention & Inspection 7) Hazardous Materials 8) Ocean Rescue 9) Physical Fitness 10) Rapid Intervention 11) Rescue Systems 12) Surf Rescue 13) Swiftwater Rescue 14) Technical Rescue (i.e. low angle rescue) 15) Transport 16) Truck Company Operations 17) Other(s)? 	

G. Fire/Police/Sherriff Stations

Please provide information for the following:

- 1) Number of and type of stations
- 2) Name and location of stations
- 3) Built date of stations
- 4) Current condition of stations
- 5) Staffing and hourly positions for stations
- 6) Number of volunteers within stations

Are there any plans to upgrade current stations or construct new stations?

H. Finances

Please provide information for the following:

- 1) Adopted Financial Statements (2017 to 2020)
- 2) Adopted/Proposed Budgets (2020 and 2021)
- 3) Capital Improvement Plans (if applicable)
- 4) Any Pension/OPEB Obligations and payments
- 5) Ending Fund Balance for 2020
- 6) Total Fund Balance/Annual Revenue for 2020
- 7) Revenue sources

I. Inventory

Please indicate which type of vehicles or apparatus at each station: Examples include:

- 1) Air & Light
- 2) Aircraft Rescue
- 3) Battalion
- 4) Brush Patrol
- 5) Chief Officer
- 6) Command
- 7) EMS (Medic Vehicle)
- 8) Fire Captain Vehicle
- 9) Fire Engine (Type 1)
- 10) Fire Engine (Type 3)
- 11) Fire Engine (Type 5)
- 12) Fire Engine (Type 6)
- 13) Fire Engine (Parade)
- 14) Medium Rescue
- 15) Heavy Rescue
- 16) Medic Engine
- 17) MCI Trailer
- 18) Mobile Fire Pump Testing & Training Unit
- 19) Rescue Squad (Riot, Explosive Disposal)
- 20) Truck (4x4)
- 21) Truck (Ladder, Medic, Pickup, Rescue, Tanker)
- 22) Squad Patrol Vehicle (K-9,
- 23) Motorcycle Patrol
- 24) Response Car
- 25) Unmarked Car (Decoy, Surveillance)
- 26) Truck (Training, Demonstration)
- 27) Utility (SUV, Multi-purpose)
- 28) Urban Search and Rescue (USAR)
- 29) Water Craft
- 30) Water Tank
- 31) Other(s)?

J. Shared Services

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

- 1) Automatic Aid Agreement
- 2) Mutual Aid Agreement
- 3) Memorandum of Understanding
- 4) Joint Power Authorities/Agreements
- 5) 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.

K. Call Data

Please indicate whether your agency addressed the following call types during FY 2015 to 2020. Also indicate how many times that call type was addressed for FY 2015-2020:

- 1) EMS (non-vehicle)
- 2) False Alarm
- 3) Good Intent Call
- 4) Haz Mat
- 5) Mutual Aid
- 6) Service Call
- 7) Special Incident
- 8) Structure Fire
- 9) Vegetation and Trash Fire
- 10) Vehicle Accident/Fire
- 11) Wildland Fire
- 12) Other(s)?
- 13) Violent Crimes
- 14) Assaults
- 15) Property Crimes

Please indicate the target and average response time for each type of call.

L. Other Information

Please provide the following:

- 1) Clearance rate of Crimes listed above.
- 2) ISO Rating
- 3) Does your agency have a Hazard Mitigation Program? If so, please provide a copy/link to review the document.
- 4) Does your agency have an evacuation and/or recovery plan? If so please provide a copy/link to review the document.
- 5) Which Hazard Severity Zone is your agency currently in?
- 6) How has the recent fires affected your agency?
- 7) Has climate change affected your agency?
- 8) How is your agency preparing for future service needs/demands? What strategies are used to direct growth/service demands where infrastructure is or will be available?

<p>L. Other Information (continued)</p> <p>9) Are there any new or pending laws that have affected your agency? If so, please provide information on such laws/bills.</p> <p>10) List agencies to which your agency is required to report and for what. Do you prepare or receive annual reports or inspections?</p> <p>11) Describe your agency's efforts regarding Public Outreach?</p> <p>12) How are the operations of your agency routinely evaluated, and by whom? Any procedures, customer feedback, etc.?</p> <p>13) Are there any best practices or recent success stories you would like LAFCO to highlight in the upcoming service review?</p> <p>14) Are there any specific topics you would like LAFCO to analyze as part of the upcoming service review?</p>	
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LAFCO Staff Comments

Survey Responses: 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 **Friday, May 7, 2021**. 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.

Attachment 2

LAFCO Municipal Service Review Report Questionnaire

LOCAL AGENCY FORMATION COMMISSION OF SANTA BARBARA COUNTY

**Comprehensive Fire/Law Enforcement/Safety/EMS Service &
Sphere Review (Survey Questions – Deadline is May 7, 2021)**

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Thank you for participating in LAFCO's survey. Please send your responses to LAFCO no later than **Friday, May 7, 2021**. 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.

**Local Agency Formation Commission of Santa Barbara County
Municipal Service Review Survey and Questionnaire – City of Goleta Responses**

Section A: Overview

1. 130 Cremona Drive, Ste. B
Goleta, CA 93103
2. <https://www.cityofgoleta.org/>
3. Anne Wells (awells@cityofgoleta.org)
4. 0 FTE (the City contracts with the County for Policy and Fire services)
5. Approximately 20 years total experience, approximately 15 years with the City.
6. Paula Perotte – Mayor
James Kyriaco – Mayor Pro Tempore
Roger S. Aceves – Councilmember
Stuart Kasdin – Councilmember
Kyle Richards – Councilmember
7. Paula Perotte – Mayor and Councilmember, 11 years
James Kyriaco – Public Administration, 3 years
Roger S. Aceves – Law Enforcement, 15 years
Stuart Kasdin – Academia, 5 years
Kyle Richards – Academia, 5 years
8. N/A. Contract Services (County Sheriff) and Special District (County Fire). The current Fire Chief is Mark Hartwig (3 years), and the current Chief of Police Services is Lt. Rich Brittingham (1 year)
9. City Council meets twice monthly on the 1st and 3rd Tuesdays of the Month at 5:30. Pre-Covid, meetings occurred at City Hall at the address listed above. Meetings conducted virtually during Covid.
10. Yes.

Section B: Boundaries

1. No.
2. No.
3. Yes. Library Services are currently provided by the City of Goleta at the Santa Ynez, Los Olivos, Solvang and Buellton Libraries. Also, service will be expanded to include bookmobile and other library services to Isla Vista unincorporated area starting later this year.
4. No.
5. No, other than the library services noted above.

Section C: Service Provisions

Services provided include Construction Plan Check, Public Awareness/Information, Vegetation Management (on City- owned open spaces),

6. Yes, in-house.
7. Yes, contract services with Willdan.
- 8-12. Yes, County Fire.
13. Yes, in-house.
14. Yes (for City-owned open space), in-house.
- 17-18. Yes, through contract with County of Santa Barbara Sheriff's Office.
19. Disaster Preparedness, in-house.

Section D: Dispatch Services

1. City contracts with the Santa Barbara County Sheriff's Office for dispatch services.

**Local Agency Formation Commission of Santa Barbara County
Municipal Service Review Survey and Questionnaire – City of Goleta Responses**

2. Through Sheriff's Dispatch
3. No.
4. No.

Section E: Population

1. Goleta Population forecasts based on the SBCAG Regional Growth Forecast 2050 (Available here: http://www.sbcag.org/uploads/2/4/5/4/24540302/regional_growth_forecast_2050.pdf):
2020: 32,200
2025: 32,500
2030: 33,100
2035: 33,700
2040: 34,300

At this time, projected growth has not been identified as affecting the City's service capacity. However, that assessment will continue as growth occurs.

2. No (when assessing CalEnviroScreen data). The City receives CDBG funding for census tracts in Old Town but does not qualify as a disadvantaged community.

Section F: Training

Other: Incident Command System training.

Section G: Fire/Police/Sheriff Stations

Santa Barbara County provides law enforcement and fire services to the City. The City has a Sheriff substation at the El Camino Real Marketplace and hosts Sheriff officers and equipment for the Goleta Motors Unit and parking enforcement services at Goleta City Hall. Fire Station 10 will be a new fire station, approximately 11,600 square feet in size, in western Goleta on a City-owned parcel located at 7952 Hollister Avenue. Following California Coastal Commission permit approval in September 2020, the project moved into final design and development of construction documents. The City intends to go out to bid in Spring-Summer 2021. Construction will begin in 2021 and is expected to take 14 months. Funding for this project is City Fire Facility Development Impact Fees and other developer mitigation fees. More information can be found here: <https://www.cityofgoleta.org/projects-programs/building-development/fire-station-in-western-goleta>.

Section H: Finances

1. Comprehensive Annual Finance Reports can be found here: <https://www.cityofgoleta.org/city-hall/finance/finance-administration-budget/comprehensive-annual-financial-report-archives>.
2. Budget documents can be found here: <https://www.cityofgoleta.org/city-hall/finance/financial-reports>.
3. Capital Improvement Program information can be found here: <https://www.cityofgoleta.org/city-hall/public-works/capital-improvement-program-division>.
4. The City's FY 2019/20 total share of retirement costs for all employees is approximately \$700,000. Annual costs are estimated to reach \$1.1 million by FY

**Local Agency Formation Commission of Santa Barbara County
Municipal Service Review Survey and Questionnaire – City of Goleta Responses**

2025/26. As of 2019, the City had 10 retirees. The City's recent OPEB actuarial valuation report as of June 30, 2018, reported total OPEB liabilities at approximately \$1.8 million.

5. Fund Balances for 2020: General Fund \$ 17,277,950; All Funds \$ 50,104,283.
6. Revenues for 2020: General Fund \$ 28,657,032; All Funds \$ 38,645,946.
7. Revenue sources include: Transient Occupancy Tax (23.6%), Sales Tax (21.5%), Property Tax (18.8%), Capital Contributions and Grants (8.2%); Operating Contributions and Grants (7.0%), Charges for Services (5.8%), Other Taxes (4.9%), Investment Income (3.9%), include Franchise Fees (3.7%).

Section I: Inventory

Not applicable. Santa Barbara County Sheriff's Office provides law enforcement services. The City does have a motorcycle patrol unit specific to City through Santa Barbara County Sheriff Office contract.

Section J: Shared Services

1. N/A.
2. Mutual Aid/Operational Area Countywide for emergency disaster response.
3. MOU with the American Red Cross for shelter services.
4. N/A.
5. Contract with the Santa Barbara County Sheriff's Office for law enforcement services.

Section K: Call Data

Not applicable.

Section L: Other Information

1. Refer to Santa Barbara County Sheriff's Office for crime data.
2. Refer to Santa Barbara County Fire.
3. Yes. The City has a "Santa Barbara County Multi-Jurisdictional Hazard Mitigation Plan, City of Goleta Annex" that was adopted in 2017 (<https://www.cityofgoleta.org/home/showdocument?id=15289>). A 2022 Update is pending.
4. The City has an "Emergency Operation Plan" (<https://www.cityofgoleta.org/home/showdocument?id=22339>) that considers evacuation planning and includes a section on recovery.
5. The City is not in the Moderate, High, or Very High fire hazard severity zones. Refer to this link for the City's Community Wildfire Prevention Plan (CWPP): <https://www.cityofgoleta.org/city-hall/planning-and-environmental-review/advance-planning-division/environmental-programs>
6. Holiday Fire showed need for Emergency Services Coordinator position, which was filled on October 2018.
7. Yes. The effect of climate change on the City organization includes expanding planning priorities and related work programs. Refer to this link for the City's Climate Action Plan: <https://www.cityofgoleta.org/city-hall/planning-and-environmental-review/advance-planning-division/climate-action-plan>
8. New development approvals include a requirement that adequate services are available.

**Local Agency Formation Commission of Santa Barbara County
Municipal Service Review Survey and Questionnaire – City of Goleta Responses**

9. Many laws have and have the potential to affect the City. Many include changes in land use law related to housing issues. There are too many to discuss here.
10. Annual Reports required for California Department of Housing and Community Development and Office of Planning and Research.
11. The City focuses outreach through the Public Information Office within the City Manager's Office. Outreach efforts include a Public Noticing Plan for new development, press releases, use of a variety of listservs to notice interested parties regarding various City operations, and utilization of social media platforms. More information can be found here: <https://www.cityofgoleta.org/city-hall/city-manager-s-office/public-information-office>. The City also established a Public Engagement Commission to address outreach and engagement issues.
12. Internal and external consultant reviews and evaluations.
13. Yes. The City has a Public Noticing Plan, Covid Emergency Orders, and community outreach efforts in coordination with Santa Barbara County Public Health. More information can be found here: <https://www.cityofgoleta.org/projects-programs/project-noticing-plan> and <https://www.cityofgoleta.org/projects-programs/emergency-preparedness/covid-19>
14. No.