

# LAFCO

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**Santa Barbara Local Agency Formation Commission**

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/647-7647

www.sblafco.org ♦ lafco@sblafco.org

October 2, 2003 (Agenda)

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

**Extension of Contract for Professional Assistance  
In Preparing Municipal Service Reviews**

Dear Members of the Commission:

**RECOMMENDATION**

It is recommended the Commission authorize an amendment in the contract with Pamela Cosby, P.E., AICP to provide continued technical support in preparing Municipal Service Reviews and Sphere of Influence Updates, in an amount not to exceed \$20,000.

**DISCUSSION**

On June 6, 2002 the Commission authorized the staff to contract with Pam Cosby to provide technical support in preparing the Municipal Service Review work program. The overall contract cost is not to exceed \$18,900.

Ms. Cosby has provided excellent assistance to the Commission, the staff and local agencies who participated on the Technical Task Force, has helped develop the scope of work and continues to contribute to the MSR/SOI Update program.

An idea that emerged during MSR discussions with local agencies is for the Commission to offer and provide technical assistance, especially to smaller agencies with limited staff resources, in preparing and submitting the detailed information needed for MSRs.

It is recommended that the Commission authorize an amendment to the contract with Ms. Cosby to provide assistance to local agencies, as required, and to provide continuing support to the staff and Commission with respect to reviewing and analyzing the data and materials that are submitted by local agencies in the MSR/SOI Update program.

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We offer this recommendation in recognition of the legal deadlines to complete MSRs, coupled with the fact that the normal Commission workload will continue to challenge the staff and create significant demands on its time.

The amount of the original contract with Ms. Cosby was \$18,900, of which \$4,872.47 remains unexpended. It is recommended that an additional \$20,000 be authorized. Funds are budgeted and available in Account 7460 for this expense.

Please contact the LAFCO office if you have any questions.

Sincerely,

**BOB BRAITMAN**  
Executive Officer

cc: Pam Cosby, P.E., AICP