



## **CITY OF BIGGS Planning Staff Report**

**TO:** CITY OF BIGGS CITY COUNCIL

**FROM:** Scott Friend, AICP – City Planner

**MEETING DATE:** August 8, 2015; 6:30 p.m.  
Biggs City Hall, 3016 Sixth Street, Biggs, CA 95917

**SUBJECT:** Funding Request: Preparation of a Sphere of Influence Plan

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### **REQUEST**

Staff requests that the City Council authorize funding in the amount of \$3,965.00 dollars for the preparation of a Sphere of Influence Plan to support the City's request to the Butte Local Agency Formation Commission (LAFCO) for the expansion of the City's Sphere of Influence boundary.

### **DISCUSSION**

As has been discussed and directed by the Council, City staff has prepared a draft Municipal Services Review (MSR) document in support of the City's request to the Butte LAFCO seeking an expansion of the City's Sphere of Influence boundary. Following the City's submittal of the document, it was directed by LAFCO that the City was required to submit a Sphere of Influence Plan in addition to the MSR document supporting the City's SOI expansion request. Prior to this determination, it was the understanding of City staff that the MSR document itself was to serve the dual purpose of the Sphere of Influence Plan and the Municipal Services Review document. However, LAFCO staff has since indicated that the draft MSR document cannot serve a dual-role and have further indicated that an additional document needs to be prepared and submitted with the City's proposed SOI expansion map prior to consideration of the matter by the LAFCO Board.

Michael Baker International, serving the City as Planning staff, has prepared a proposal to the City at the direction of the City Administrator to prepared the requested Sphere of Influence Plan for a fee of \$3,965.00.

### **ENVIRONMENTAL REVIEW**

Not Applicable.

### **PUBLIC COMMENT**

No comment has been sought on this matter and none has been received.

### **FISCAL IMPACT**

\$3,965.00. Funds have not been allocated in the Department's approved FY 15-16 budget for this purpose and the existing Department budget does not accommodate this request as currently budgeted.

**RECOMMENDATION**

Staff recommends that the City Council consider the request and approve funding for this task in the amount of \$3,965.00 and authorize the City Administrator to provide distraction to the staff to initiate work on the task.

**ATTACHMENT(S):**

None