

SONOMA LOCAL AGENCY FORMATION COMMISSION

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Staff Report

Meeting Date: June 7, 2023

Agenda No. Item 5.1

Agenda Item Title: Contract for Municipal Service Review and Sphere of Influence Study – City of Santa Rosa

Environmental Determination: Exempt Pursuant to Section 15306 of the State CEQA Guidelines

Staff Contacts: Mark Bramfitt

Analysis

Background

As anticipated, the City of Santa Rosa has filed a formal request with LAFCO to conduct a Municipal Service Review and Sphere of Influence study for the City (Attachment 1).

Staff is proposing that the study be conducted with support from a consultant, with staff oversight. Although a cost for the consultant services is as yet unknown, staff believes that the FY 23/24 Commission budget has ample funding in the professional services category for this activity.

Staff has prepared an RFP document and asks that the Commission approve issuing it. Staff would then share the consultant submissions with the Commission in order to select a consultant.

Recommendation

Staff requests that the Commission authorize the Executive Officer to initiate a Request for Proposals from consulting firms to prepare a Municipal Service Review and Sphere of Influence Study for the City of Santa Rosa. Proposals will be presented to the Commission for selection of the consultant.

Attachments

1. Request from City for MSR/SOI Study (5/25/2023)
2. Request for Proposal (Draft)