

## INVOICE

**DATE:** November, 30 2017 **INVOICE #:** 17-235-11

**TO:** Shasta Local Agency Formation Commission (LAFCo)

**PROJECT:** LAFCo Planning and Staffing Services for **NOVEMBER 2017**

**Staffing Services:**

**Exec Committee / Commission Meetings:** Prepared materials for December 7 Regular Commission meeting. This includes: draft minutes, policy and procedures Chapters 5 Municipal Services Reviews & 6 Spheres of Influence, Quarter 1 financials and public member selection. Recommending to Board that policy and procedures for Chapters 5 & 6, be consolidated as part of the updates for more efficient direction on these closely aligned topics. Also recommending elimination of Chapters 7, 8 & 9 as described under policy updates below.

Participated in November 21 executive committee meeting. Reviewed public member appointment procedure, first quarter budget reports, and December 7 draft meeting agenda. Provided materials for public member candidate's review and selection by the Commission on December 7.

**Budget:** Coordinated with Office Manager for Quarter 1 Budget report for Executive Committee review and inclusion in Commission December 7 packet.

**Staffing Coordination:** Coordinated with manager on responding to property owner and City information requests for. Distributed December 7 Agenda packet. Provided information for response to special districts regarding reorganization/ annex inquiries. Responded to property owner inquiries on past annexation with certificate of completion. Reviewed special district mapping with Office Manager.

**Chapter 5 & 6 Policy Updates:** Completed Shasta LAFCO Chapter 5 MSR's & 6 SOI's policies and procedures update and included in December 7 packet. Prepared staff report recommending removal of Chapters 7, 8 & 9, based on subject matter for these chapters – Chapter 7 California Environmental Quality Act (CEQA) and Chapter 8 incorporations covered in state statutes and the CKH Act. Chapter 9 – Miscellaneous Information includes history and background information on CALAFCO, Shasta LAFCO, Commissioners, and staff, as well as office locations, Shasta LAFCO local outreach and past Shasta LAFCO actions. This information is proposed to be relocated to Shasta LAFCO website where it can be easily updated and accessed by the public.

**General Staffing Services:** Coordinated with Lassen Executive Officer on Shasta filings for NW Lassen FPD Annex to McArthur FPD. Met with County Planning Department – Planning Manager on November 21 and discussed Disadvantaged Unincorporated Communities (DUCs) for Housing Element Update & MSR's. Followed up meeting with DUC definition used by LAFCOs and mapping for County Services Areas qualifying as DUCs in the prior year's MSR update cycle. Corresponded with California Special Districts Association (CSDA) staff on redevelopment agency oversight. This is in preparation of, all counties with redevelopment agency oversight (RDA) boards by July 1, 2018 being required to consolidate these boards into one county-wide RDA oversight board. Special districts currently have a representative on the RDA boards and will continue to have consolidated RDA board representation as of July 1,

2018. LAFCo has been contacted because special districts in Shasta County must appoint their representative before July 15, 2018 or Governor appoints special district representative.

**FY 2017-18 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**

Continued Countywide Fire services MSR/SOI Updates for eleven fire related districts. A regional approach to the MSR/SOI Update is being considered that would provide a comprehensive understanding of fire services being provided in the various regions of the county. A regional provides an overview of fire protection services along with profiles of each agency to identify shared trends relating to adequacy, capacity and cost of providing services.

Met with Millville Fire Protection District Fire Chiefs (retiring and incoming) and Cottonwood Fire Protection District Fire Chief on November 22 to discuss Municipal Services Review in preparation. Received Burney District fiscal information for use in the MSR and received tour of the Station. Followed up with McArthur Fire Protection District Fire Chief Jeff Oldson on incident reports and documentation of SW Lassen Annexation. Forwarded information request regarding out of County tax revenues to Lassen LAFCo Executive Officer.

Continued contacts with McArthur and Fall River Valley Fire Protection District Fire Chiefs as well as board members on potential consolidation issues. Set up meeting with County Service Area 1 Fire Chief / CAL-FIRE Unit Chief Mike Hebrard.

**Application – CSA #25 Keswick: Bennett–Endraske Annexation – BOE Filing.**

**Pre-Application – Fall River Valley CSD Annexation:** pre-application work complete.

**Pre-App-Tierra Robles Planned Development Proposed CSD – Shasta LAFCO** prepared Draft EIR comments for proposed Tierra Robles PD Project requiring a Zone Amendment a conceptual development plan a Tract Map to subdivide the 715.4-acre property into 166 residential parcels and a Community Services District to provide wastewater treatment system operation and maintenance, maintenance of improved subdivision streets, open spaces management, including preservation and fire management operations, and drainage improvements maintenance. This was an early opportunity to review the range of potential services proposed for the CSD and request clarification on how these services would be managed by a CSD in an application filed with LAFCo. Included staff report and comment letter to Shasta County in December 7 Commission packet.

**NOVEMBER 2017 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**Staffing Services & Expenses**

Executive Officer	34.5 hrs. @ \$108/hr.	\$3,726.00
Senior Analyst	8.5 hrs. @ 88/hr.	\$ 748.00
Environmental Planner I	4.5 hrs @ 58/hr	\$ 261.00
Services Assistant	11 hrs. @ 40/hr.	\$ 440.00
November Mileage (1 trips)	284.00 @ \$0.535/mi	\$ 151.94

**MSRs and SOI Updates**

Executive Officer	2.5 hrs. @ \$108/hr.	\$ 270.00
GIS Analyst	4.25 hrs. @ 62/hrs.	\$ 263.50
Services Assistant	42.0 hrs. @ 40/hr.	\$1,680.00

**Pre-Application – Tierra Robles Planned Development Proposed CSD**

Executive Officer	9.5 hrs. @ \$108/hr.	\$1,026.00
Assistant Planner	13.0 hrs. @ 58/hr.	\$ 754.00

**TOTAL AMOUNT DUE** **\$9,320.44**

Please make check payable to:  
Planwest Partners, Inc.  
P.O. Box 4581 Arcata, CA 95518

Tax Identification Number: 90-0262382

**Shasta LAFCo Contract Planning Services FY 2017-18 Billing NOVEMBER 2017**

Planwest Partners Inc.		Hours and Expenses										Remaining Budget
Task	Account	FY 2017-18 Budget	Principal Planner	Senior Analyst	Environ Planner 1	GIS Analyst	Services Assistant	Expense	November Total	Total on Budget	Remaining Budget	
Hourly Rate			\$108.00	\$88.00	\$58.00	\$62.00	\$40.00			\$12,872.50	\$12,127.50	
<b>MSR/SOI - Review &amp; Analysis</b>												
		<b>\$25,000.00</b>							<b>\$2,213.50</b>			
CDFW Fees	52671								\$0.00	\$0.00	\$0.00	
GIS Services	52675				4.25				\$263.50	\$263.50	-\$263.50	
Mileage Reimbursement	52676								\$0.00	\$0.00	\$0.00	
Postage Printing	52677								\$0.00	\$0.00	\$0.00	
Public Hearing Notice	52678								\$0.00	\$0.00	\$0.00	
Office Supplies	52679								\$0.00	\$0.00	\$0.00	
Countywide Fire Services MSRs	52680		2.50				42.00		\$1,950.00	\$1,950.00		
<b>Staffing Services Planwest Partners Inc.</b>												
		<b>\$60,000.00</b>							<b>\$5,326.94</b>	<b>\$24,593.64</b>	<b>\$35,406.36</b>	
General Staffing Services	52006		8.50						\$918.00	\$918.00		
Policies & Procedures Update-Chapters 5 & 6	52006		3.50	8.50			11.00		\$1,566.00	\$1,566.00		
Staff Coordination	52006		4.50		4.50				\$747.00	\$747.00		
Noticing & Staff Reports	52006		12.00						\$1,296.00	\$1,296.00		
Response to Public Information Requests	52006								\$0.00	\$0.00		
Budget Preparation	52006		2.00						\$216.00	\$216.00		
Commission Meetings	52006								\$0.00	\$0.00		
Executive Committee Meetings	52006		4.00					\$151.94	\$583.94	\$583.94		
<b>Application Processing /Pre-app review Expenses- EO</b>												
App CSA 25 Annex Bennett Endraske		\$1,400.00							\$0.00	\$1,312.00	\$88.00	
Pre-App FRV CSD Annex		\$2,500.00							\$0.00	\$2,499.00	\$1.00	
Pre-App - Tierra Robles CSD Formation		\$5,000.00	9.50		13.00				\$1,780.00	\$3,453.00	\$1,547.00	
<b>Total Hours</b>			46.50	8.50	17.50	4.25	53.00					
<b>Total Costs</b>			<b>\$5,022.00</b>	<b>\$748.00</b>	<b>\$1,015.00</b>	<b>\$263.50</b>	<b>\$2,120.00</b>	<b>\$151.94</b>	<b>\$9,320.44</b>	<b>\$37,466.14</b>	<b>\$51,188.86</b>	

Monthly Expenses	Expense
Nov 21 Meeting Miles: 284 @ \$0.535/mile	\$151.94
Meeting Miles: 284 @ \$0.535/mile	\$0.00
<b>Monthly Expense Total</b>	<b>\$151.94</b>

# INVOICE

**DATE:** December, 31 2017

**INVOICE #:** 17-235-12

**TO:** Shasta Local Agency Formation Commission (LAFCo)

**PROJECT:** LAFCo Planning and Staffing Services for **DECEMBER 2017**

## **Staffing Services:**

**Exec Committee / Commission Meetings:** Attended and presented agenda materials at December 7 Regular Commission meeting. This included: draft minutes, policy and procedures Chapters 5 Municipal Services Reviews & 6 Spheres of Influence, Quarter 1 financials and public member selection. Recommending to Board that policy and procedures for Chapters 5 & 6, be consolidated as part of the updates for more efficient direction on these closely aligned topics. Commission concurred with recommending elimination of Chapters 7, 8 & 9 as part of policy updates below.

Updated LAFCo records to acknowledge Commission appointment of Lawrence A. Russell on December 7 to regular public member position.

**Budget:** Reviewed Quarter 1 Budget report with Commission on December 7.

**Staffing Coordination:** Provided information for response to special districts regarding reorganization/ annex inquiries. Reviewed special district mapping with Office Manager.

**Chapter 5 & 6 Policy Updates:** Presented Chapter 5 MSR & 6 SOIs policies and procedures update at December 7 Commission meeting. Chapters 7, 8 & 9, information proposed to be relocated to Shasta LAFCO website where it can be easily updated and accessed by the public.

**General Staffing Services:** Provided former Shasta CSD board member with current boundary map. Provided Centerville CSD District Manager with the Certificate of Completion for the Foxwood Unit 2 reorganization. Provided completed response to CALAFCO Shasta LAFCo MSR Determinations and Outcomes Survey as requested and responded to a compensation survey by another executive officer.

Discussed West Ridge Specific Plan Greenview Phase and Calle Campo annexation to the City of Redding with City staff. Received draft City annexation application documents, including resolution of approval and tract map for filing expected in January 2018. Participated in conference call with City Senior Planner and West Ridge Specific Plan project representative.

## **FY 2017-18 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**

Continued Countywide Fire services MSR/SOI Updates for eleven fire related districts. A regional approach to the MSR/SOI Update is being taken to provide a more comprehensive understanding of fire services being provided in the various regions of the county. The regional includes the Intermountain Area MSR, which will cover Burney, McArthur and Fall River Valley Fire Protection Districts and Battalion 1 area of County Service Area 1. The majority of the other FPDs will be combined into a South County FPD MSR except for Castella FPD. Each MSR will provide fire protection services overview along with profiles of each agency to identify shared trends relating to adequacy, capacity and cost of providing services.

Continued contacts with McArthur and Fall River Valley Fire Protection District Fire Chiefs as well as board members on potential consolidation issues. Added SW Lassen to McArthur FPD based on Certificate of Completion filed by Lassen LAFCo. Coordinated with Office Manager

for McArthur annexation Certificate of Completion filing with Shasta County. Met with County Service Area 1 Fire Chief / CAL-FIRE Unit Chief Mike Hebrard. Met with Redding Fire Chief Gerry Grey to discuss Buckeye Fire Protection District MSR. Received followup correspondence from Chief Grey, coordinating MSR information request and outstanding dues invoice with Buckeye Fire Protection District Chairman Fred Braun.

**Pre-Application – Fall River Valley CSD Annexation:** Responded to General Manager inquiry regarding proceeding with annexation, expressed support for district engineer developing PG MHP service extension technical memo. Responded to the issue of whether hydrants trigger more CEQA review and advised that typically fire flows are part of water service if serving annexed area. Also clarified that District infrastructure, such as water tanks need not always be included in District boundary, but may be considered if District chooses.

**Pre-App-Tierra Robles Planned Development Proposed CSD –** Presented staff report and Shasta County comment letter at December 7 Commission meeting. Provided applicant representative with advance copy of comment letter and discussed with applicant representative at Commission meeting. Submitted comment letter to County staff as directed.

**DECEMBER 2017 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**Staffing Services & Expenses**

Executive Officer	38.50 hrs. @ \$108/hr.	\$ 4,158.00
Senior Analyst	1 hrs. @ 88/hr.	\$ 88.00
Environmental Planner I	0 hrs @ 58/hr	\$ 0.00
Services Assistant	2 hrs. @ 40/hr.	\$ 80.00
December Mileage (1 trips)	284.00 @ \$0.535/mi	\$ 151.94

**MSRs and SOI Updates**

Executive Officer	2.50 hrs. @ \$108/hr.	\$ 270.00
Senior Analyst	0.50 hrs. @ 88/hr.	\$ 44.00
GIS Analyst	6.50 hrs. @ 62/hrs.	\$ 403.00
Services Assistant	4.75 hrs. @ 40/hr.	\$ 190.00

**TOTAL AMOUNT DUE** **\$5,384.94**

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