



INVOICE

DATE: January, 31 2018 **INVOICE #:** 18-235-01
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **January 2018**

Staffing Services:

Exec Committee / Commission Meetings: Prepared agenda materials for February 1 Regular Commission meeting. This included: draft minutes from December meeting, policy and procedures compilation for final review, financials, CalPERS correspondence and public member appointment. Participated in January 19 Executive Committee meeting by phone, reviewed February 1 Commission Agenda and Invoices with Committee.

Budget: Coordinated Quarter 2 Budget report with Office Manager.

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

Policy Updates: Coordinated final draft policy compilation with Office Manager.

General Staffing Services: Reviewed Shasta County Grand Jury Report for Shasta LAFCo compliance item. Conducted initial research into requirement that RDA oversight boards (three in Shasta County: Anderson, Redding, and Shasta Lake) consolidate into one countywide RDA oversight board. LAFCOs being tasked with handling the special district representative appointment selection process for each consolidated RDA oversight board. Currently, special district representatives on each RDA oversight board are “appointed by largest special district, by property tax share” pursuant to H&SC§ 34179(3)(A). New selection process outlined in §34179(j)(3)] does not restrict appointment based on district size.

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

Continued Countywide Fire services MSR/SOI Updates for eleven fire related districts. Prepared and distributed an administrative draft of Intermountain Region MSR & SOI Update, which covers Burney, McArthur and Fall River Valley Fire Protection Districts and Battalion 1 area of County Service Area 1. Scheduled District and CSA Chiefs review in Burney on February 1. Prepared and distributed an administrative draft of Castella FPD MSR & SOI Update and scheduled Department and BVoard meeting for review in Castella on February 1. The other FPDs will be combined into a South County FPD MSR. Each MSR & SOI Update 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 Burney, McArthur and Fall River Valley Fire Protection District Fire Chiefs as well as board members on potential service delivery and response area issues.

Application: West Ridge Specific Plan Greenview Phase / Calle Campo annexation to City of Redding Initial review of City annexation application documents, including resolution of approval and tract map for filing in January 2018. Discussed schedule for review and hearing with City Senior Planner and West Ridge Specific Plan project representative.

January 2018 COSTS *(see attached spreadsheet for hours and expense itemization)*

Staffing Services & Expenses		
Executive Officer	30.5 hrs. @ \$112/hr.	\$3,416.00
Senior Analyst	1.0 hrs. @ 92/hr.	\$ 92.00
Services Assistant	11.0 hrs. @ 40/hr.	\$ 440.00
MSRs and SOI Updates		
Executive Officer	6.50 hrs. @ \$112/hr.	\$ 728.00
Senior Analyst	0.5 hrs. @ 92/hr.	\$ 46.00
GIS Analyst	2.25 hrs. @ 62/hrs.	\$ 139.50
Services Assistant	41.0 hrs. @ 40/hr.	<u>\$1,640.00</u>
Application Processing/W.Ridge Calle Campo Annex to Redding		
Executive Officer	2.5 hrs. @ 112/hr.	\$ 280.00

TOTAL AMOUNT DUE \$ 6,781.50

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 January 2018

Planwest Partners Inc.		Hours and Expenses*										Total on Budget	Remaining Budget
Task	Account	FY 2017-18 Budget	Principal Planner	Senior Analyst	Environ Planner 1	GIS Analyst	Services Assistant	Expense	January Total				
Hourly Rate			\$112.00	\$92.00	\$62.00	\$62.00	\$40.00		\$2,599.50			\$15,472.00	\$9,528.00
MSR/SOI - Review & Analysis													
		\$25,000.00											
CDFW Fees	52671								\$0.00			\$0.00	
GIS Services	52675								\$0.00			\$0.00	
Mileage Reimbursement	52676								\$0.00			\$0.00	
Postage Printing	52677								\$0.00			\$0.00	
Public Hearing Notice	52678								\$0.00			\$0.00	
Office Supplies	52679								\$0.00			\$0.00	
Countywide Fire Services MSRs	52680		6.50	1.00		2.25	41.00		\$2,599.50			\$2,599.50	
Staffing Services Planwest Partners Inc.													
		\$60,000.00											
General Staffing Services	52006		4.00	0.50			4.00		\$654.00			\$654.00	
Policies & Procedures Update-Chapters 5 & 6	52006		2.00				3.00		\$344.00			\$344.00	
Staff Coordination	52006		13.50						\$1,512.00			\$1,512.00	
Noticing & Staff Reports	52006		5.00				4.00		\$720.00			\$720.00	
Public Info Requests	52006								\$0.00			\$0.00	
Budget Preparation	52006								\$0.00			\$0.00	
Commission Meetings	52006		4.00						\$448.00			\$448.00	
Executive Committee Meetings	52006		2.00					\$0.00	\$224.00			\$224.00	
Application Processing / Pre-app review Expenses-EO													
App CSA 25 Annex Bennett Endraske		\$1,400.00							\$0.00			\$1,312.00	\$88.00
Pre App - W. Ridge Annex		\$1,800.00	2.50						\$280.00			\$280.00	\$1,520.00
Pre-App Fall R. Valley CSD Annex		\$2,500.00							\$0.00			\$2,499.00	\$1.00
Pre-App - Tierra Robles CSD Formation		\$5,000.00							\$0.00			\$3,453.00	\$1,547.00
Total Hours			39.50	1.50	0.00	2.25	52.00						
Total Costs			\$4,424.00	\$138.00	\$0.00	\$139.50	\$2,080.00	\$0.00	\$6,781.50			\$43,967.64	\$44,687.36

* New Rates effective January 1 2018

Monthly Expenses	Expense
Meeting Miles: @ \$.545/mile	\$0.00
Meeting Miles: @ \$.545/mile	\$0.00
Monthly Expense Total	\$0.00



INVOICE

DATE: February, 28 2018 **INVOICE #:** 18-235-02

TO: Shasta Local Agency Formation Commission (LAFCo)

PROJECT: LAFCo Planning and Staffing Services for **February 2018**

Staffing Services:

Exec Committee / Commission Meetings: Attended and presented agenda items at February 1 Regular Commission meeting. This included: draft December meeting minutes, policy and procedures compilation for final review, financials, CalPERS correspondence and public member appointment. Reviewed and provided input to Office Manager on initial Executive Committee Agenda for March 12 meeting.

Staffing Coordination: Provided information for response to special districts regarding reorganization/ annex inquiries. Reviewed special district mapping with Office Manager. Downloaded County parcel, land use and resource spatial data, for LAFCo mapping database.

Policy Updates: Presented final draft policies to Commission. Will incorporate City Member language as drafted by the legal counsel and bring back at April Meeting.

Budget: Initiated FY 2018-19 Draft Budget preparation for Commission consideration at April meeting.

General Staffing Services: Continued research into Redevelopment Advisory (RDA) oversight board consolidation requirement (three RDAs in Shasta County: Anderson, Redding, and Shasta Lake). LAFCOs tasked with handling consolidated RDA oversight board special district representative selection. Requested Special District representation from the County Auditor. Reviewed RDA Frequently Asked Questions publication.

Updated Shasta LAFCo page for CALAFCO 2018 Directory. Reviewed CALAFCO White Paper: State of the Art on Agricultural Preservation. Prepared for LAFCOs seeking to establish or enhance agricultural land preservation policies and simultaneously promoting orderly growth and development. CALAFCO and American Farmland Trust worked collaboratively to convey successful policy implementation and development. The paper discusses the importance of agriculture to local communities and why the California Legislature has equipped LAFCOs with the powers to curtail urban sprawl and discourage expansion onto the state's agricultural lands. The paper examines LAFCOs' statutory role in preserving agricultural lands and presents opportunities for how LAFCOs can preserve agricultural land

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

Continued Countywide Fire services MSR/SOI Updates for eleven fire related districts. Met with District Chiefs and CAL FIRE staff to review Intermountain Region (Burney, McArthur and Fall River Valley Fire Protection Districts and County Service Area 1 Battalion 1) to review Administrative Draft MSR & SOI Update in Burney on February 1. Removed response area and added fire station locations based on information and input received at the meeting. Received and incorporated district budget and equipment information received after the meeting.

Met with Castella FPD Chief, Secretary and Board Members on February 1 to review Administrative Draft MSR & SOI Update. Updated, based on staff input and distributed Intermountain Area and Castella FPD Draft MSR & SOI Update on February 28. The other FPDs will be combined into a South County FPD MSR. Each MSR & SOI Update will provide fire protection services overview along with profiles of each agency to identify shared trends relating to adequacy, capacity and services cost. Scheduled CAL FIRE review meeting.

Application: Westridge Greenview Phase / Campo Calle annexation to City of Redding
 Conducted application review. Prepared figure showing properties and right of way proposed for annexation Notice of Filing. Prepared and distributed Notice of Filing including detachments from CSAs. Discussed review and hearing schedule with City Senior Planner and Westridge project representative.

February 2018 COSTS *(see attached spreadsheet for hours and expense itemization)*

Staffing Services & Expenses

Executive Officer	37.5 hrs. @ \$108/hr.	\$ 4,050.00
Senior Analyst	6.0 hrs. @ 88/hr.	\$ 528.00
GIS Analyst	10. hrs. @ 62/hr	\$ 620.00
Services Assistant	14.0 hrs. @ 40/hr.	\$ 560.00
February Mileage	346 mi @ \$0.535/mi	\$ 185.11

MSRs and SOI Updates

Executive Officer	6.0 hrs. @ \$108/hr.	\$ 648.00
GIS Analyst	17.0 hrs. @ 62/hr.	\$ 1,054.00
Services Assistant	30.0 hrs. @ 40/hr.	\$ 1,200.00

Application Processing Westridge /Campo Calle Annex to Redding

Executive Officer	7.5 hrs. @ 108/hr.	\$ 810.00
GIS Analyst	2.0 hrs. @ 62/hrs.	\$ 124.00

TOTAL AMOUNT DUE **\$ 9,779.11**

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Shasta LAFCo Contract Planning Services FY 2017-18 Billing February 2018

Planwest Partners Inc.		Hours and Expenses							Total on Budget	Remaining Budget	
Task	Account	FY 2017-18 Budget	Principal Planner	Senior Analyst	Environ Planner 1	GIS Analyst	Services Assistant	Expense	January Total		
Hourly Rate			\$108.00	\$88.00	\$58.00	\$62.00	\$40.00				
MSR/SOI - Review & Analysis		\$25,000.00							\$2,902.00	\$15,774.50	\$9,225.50
CDFW Fees	52671								\$0.00	\$0.00	
GIS Services	52675								\$0.00	\$0.00	
Mileage Reimbursement	52676								\$0.00	\$0.00	
Postage Printing	52677								\$0.00	\$0.00	
Public Hearing Notice	52678								\$0.00	\$0.00	
Office Supplies	52679								\$0.00	\$0.00	
Countywide Fire Services MSRs	52680		6.00			17.00	30.00		\$2,902.00	\$2,902.00	
Staffing Services Planwest Partners Inc.		\$60,000.00							\$5,943.11	\$30,536.75	\$29,463.25
General Staffing Services	52006		14.50	6.00		10.00	14.00		\$3,274.00	\$3,274.00	
Policies & Procedures Update-Final	52006		2.00						\$216.00	\$216.00	
Staff Coordination	52006		17.00						\$1,836.00	\$1,836.00	
Noticing & Staff Reports	52006								\$0.00	\$0.00	
Public Info Requests	52006								\$0.00	\$0.00	
Budget Preparation	52006								\$0.00	\$0.00	
Commission Meetings	52006		4.00						\$432.00	\$432.00	
Executive Committee Meetings	52006							\$185.11	\$185.11	\$185.11	
Application Processing /Pre-app review Expenses- EO									\$934.00		
App CSA 25 Annex Bennett Endraske		\$1,400.00							\$0.00	\$1,312.00	\$88.00
Pre App - W. Ridge Annex		\$1,800.00	7.50			2.00			\$934.00	\$934.00	\$866.00
Pre-App Fall R. Valley CSD Annex		\$2,500.00							\$0.00	\$2,499.00	\$1.00
Pre-App - Tierra Robles CSD Formation		\$5,000.00							\$0.00	\$3,453.00	\$1,547.00
Total Hours			51.00	6.00	0.00	29.00	44.00				
Total Costs			\$5,508.00	\$528.00	\$0.00	\$1,798.00	\$1,760.00	\$185.11	\$9,779.11	\$46,311.25	\$42,343.75

Monthly Expenses	Expense
Meeting Miles:346@ \$0.545/mile	\$185.11
Meeting Miles: @ \$0.545/mile	\$0.00
Monthly Expense Total	\$185.11