



INVOICE

DATE: May 31, 2018 **INVOICE #:** 18-235-05
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **May 2018**

Staffing Services:

Exec Committee / Commission Meetings: Prepared materials for and attended May 14 Executive Committee meeting. Reviewed draft June 7 Regular Commission meeting; FY 2017/2018 Quarterly Budget Information; CalPERS Employment Relationship Questionnaire; and Proposed Final Fiscal Year 2018/2019 Budget.

Staffing Coordination: Coordinated with Office Manager on staffing items, including noticing and technical support. Discussed response to property owner interested in special district annexation for water services.

Policy Updates: City Member term language Commission action at June 7 meeting.

Budget: Final FY 2018-19 Budget for Commission consideration at June meeting.

General Staffing Services: Prepared materials for June 7 Regular Commission meeting. Agenda includes: April 5, 2018 Commission Meeting Minutes March & April 2018; Fiscal Information; FY 2017/2018 Budget Adjustment Authorization for staffing; CalPERS Employment Relationship Questionnaire. Reviewed CalPERS Questionnaire response letter prepared by legal counsel. Agenda also includes: Scheduled Public Hearings for: Proposed Final Fiscal Year 2018/2019 Budget for adoption and Westridge Greenview, McCulloch and Campo Calle Annexation for action. Business items include: Public Member Alternate Commissioner Appointment; Potential Contingency Fund Balance Limit Policy Change; CALAFCO Legislation Support; Policy and Procedures Chapter 1 Revision; FY 2018/2019 Contract Services Extension; and RDA Oversight Consolidation – Special District Representative Appointment.

Prepared Contract Staff Services agreement for legal counsel review. Prepared three legislation support letters as recommended by CALAFCO for Commission consideration at June 7 meeting. Advised Office Manager on revised Redevelopment Advisory (RDA) oversight board consolidation ballot based on expanded number of special district candidates. Continued with mapping and GIS database development for special districts and cities. Responded to request from California Special Districts Association Database and Online Communities Coordinator Jim Harrold on identifying any new independent special districts.

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

Continued with preparation of materials for Central Valley Area FPDs MSR and SOI Update. This includes: Anderson; Buckeye; Cottonwood; Happy Valley; Millville; and Shasta Lake Fire Protection Districts; CSA # 1 – Shasta County Fire Department Battalions 2-5, with additional information on Mountain Gate and Shasta CSDs and City of Redding. Had follow-up conversations with CAL FIRE Battalion Chief and McArthur FPD Board Member on the Intermountain Area MSR and SOI Update.

Met with Mountain Gate and Shasta CSD staff May 14-15 to gather fire services information. Met with Redding Fire Chief for City support information. Met with Anderson and Shasta Lake FPD staff in May for completion of information requests. Received financial reports for the Buckeye and Millville FPDs and incorporated into MSR. Prepared Central Valley Area FPDs MSR and SOI Update draft and included in the June 7 regular Commission meeting packet.

Application: Westridge Greenview Phase / Campo Calle annexation to City of Redding
 Prepared and distributed Notice of Filing with updated map for June 7 hearing. Completed staff report with findings and conditions and sent to City staff for review. Responded to inquiry from annexation area resident and sent Notice of Filing with updated map. Coordinated environmental compliance record with City staff. Reviewed and edited Resolution for Commission consideration.

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

Staffing Services & Expenses

| | | |
|---------------------------------|-----------------------|-------------|
| Executive Officer | 40.0 hrs. @ \$108/hr. | \$ 4,320.00 |
| Senior Analyst | 4.0 hrs @ \$88/hr | \$ 352.00 |
| GIS Analyst | 20.5 hrs. @ 62/hr. | \$ 1,271.00 |
| Services Assistant | 31.0 hrs. @ 40/hr. | \$ 1,240.00 |
| May Mileage mi 284 @ \$0.545/mi | | \$ 154.78 |

MSRs and SOI Updates

| | | |
|--------------------|----------------------|-------------|
| Executive Officer | 4.0 hrs. @ \$108/hr. | \$ 432.00 |
| Senior Analyst | 2.5 hrs @ \$88/hr | \$ 220.00 |
| GIS Analyst | 5.75 hrs. @ 62/hr. | \$ 356.50 |
| Services Assistant | 46.25 hrs. @ 40/hr. | \$ 1,850.00 |

Application Processing Westridge/Campo Calle Annex to Redding

| | | |
|-------------------------|---------------------|-----------|
| Executive Officer | 4.0 hrs. @ 108/hr. | \$ 432.00 |
| Environmental Planner I | 2.0 hrs. @ \$58/hr. | \$ 116.00 |

TOTAL AMOUNT DUE \$10,744.28

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 May 2018

| Planwest Partners Inc. | | Hours and Expenses | | | | | | | | | | Total on Budget | | Remaining Budget | |
|---|---------|--------------------|--------------|-------------------|----------------|-------------------|-------------|--------------------|----------|-------------|-----------------|--------------------|--|-------------------|--|
| Task | Account | FY 2017-18 Budget | Budget Amend | Principal Planner | Senior Analyst | Environ Planner 1 | GIS Analyst | Services Assistant | Expense | May Total | Total on Budget | Remaining Budget | | | |
| Hourly Rate | | | | \$108.00 | \$88.00 | \$58.00 | \$62.00 | \$40.00 | | | | | | | |
| MSR/SOI - Review & Analysis | | \$25,000.00 | | | | | | | | | | \$24,961.50 | | \$38.50 | |
| CDFW Fees | 52671 | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | | | |
| GIS Services | 52675 | | | | | 5.75 | | | | \$356.50 | \$356.50 | \$0.00 | | | |
| 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 | | | 4.00 | 2.50 | | | 46.25 | | \$2,502.00 | \$2,502.00 | \$0.00 | | | |
| Staffing Services Planwest Partners Inc. | | \$60,000.00 | | | | | | | | | | \$51,355.96 | | \$8,644.04 | |
| General Staffing Services | 52006 | | | 25.50 | 4.00 | | 20.50 | 31.00 | | \$5,617.00 | \$5,617.00 | \$0.00 | | | |
| Policies & Procedures Update-Final | 52006 | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | | | |
| Staff Coordination | 52006 | | | 8.00 | | | | | | \$864.00 | \$864.00 | \$0.00 | | | |
| Noticing & Staff Reports | 52006 | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | | | |
| Public Info Requests | 52006 | | | 3.00 | | | | | | \$324.00 | \$324.00 | \$0.00 | | | |
| Budget Preparation | 52006 | | | 1.00 | | | | | | \$108.00 | \$108.00 | \$0.00 | | | |
| Commission Meetings | 52006 | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | | | |
| Executive Committee Meetings | 52006 | | | 2.50 | | | | | \$154.78 | \$424.78 | \$424.78 | \$0.00 | | | |
| Application Processing / Pre-app review Expenses- E0 | | \$548.00 | | | | | | | | | | \$548.00 | | \$0.00 | |
| App CSA 25 Annex Bennett Endraske | | \$1,400.00 | | | | | | | | \$0.00 | \$1,312.00 | \$88.00 | | | |
| Pre App - W. Ridge Annex | | \$1,800.00 | | 4.00 | | 2.00 | | | | \$548.00 | \$1,512.00 | \$288.00 | | | |
| 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 | | | | 48.00 | 6.50 | 2.00 | 26.25 | 77.25 | | \$10,744.28 | \$10,744.28 | \$0.00 | | | |
| Total Costs | | | | \$5,184.00 | \$572.00 | \$116.00 | \$1,627.50 | \$3,090.00 | \$154.78 | \$10,744.28 | \$76,317.46 | \$12,337.54 | | | |

| Monthly Expenses | Expense |
|-----------------------------------|-----------------|
| Meeting Miles: 284 @ \$0.545/mile | \$154.78 |
| Monthly Expense Total | \$154.78 |



INVOICE

DATE: June 30, 2018

INVOICE #: 18-235-06

TO: Shasta Local Agency Formation Commission (LAFCo)

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

Staffing Services:

Exec Committee / Commission Meetings: Staffed June 7 Regular Commission meeting. Presented agenda items: April 5, 2018 Commission Meeting Minutes March & April 2018; Fiscal Information; FY 2017/2018 Budget Adjustment Authorization for staffing; CalPERS Employment Relationship Questionnaire. Reviewed CalPERS Questionnaire response letter prepared by legal counsel. Agenda also includes: Scheduled Public Hearings for: Proposed Final Fiscal Year 2018/2019 Budget for adoption and Westridge Greenview, McCulloch and Campo Calle Annexation for action. Business items include: Public Member Alternate Commissioner Appointment; Potential Contingency Fund Balance Limit Policy Change; CALAFCO Legislation Support; Policy and Procedures Chapter 1 Revision; FY 2018/2019 Contract Services Extension; and RDA Oversight Consolidation – Special District Representative Appointment

Staffing Coordination: Coordinated with Office Manager on staffing items, including noticing and technical support. Responded to County Planning Director inquiry regarding confirm that Assessor's Parcel 018-680-059 within the Fall River Valley CSD SOI for consideration in the County Housing Element Update.

Policy Updates: City Member term language Commission action at June 7 meeting.

Budget: Final FY 2018-19 Budget for Commission consideration at June meeting. Reviewed budget letters prepared by Office Manager.

General Staffing Services: Signed Contract Staff Services agreement as approved. Prepared three legislation support letters as recommended by CALAFCO for Commission consideration at June 7 meeting. Advised Office Manager on revised Redevelopment Advisory (RDA) oversight board consolidation ballot based on expanded number of special district candidates. Continued with mapping and GIS database development for special districts and cities. Responded to request from California Special Districts Association Database and Online Communities Coordinator Jim Harrold on identifying any new independent special districts.

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

Continued with preparation of Central Valley Area FPDs MSR and SOI Update. Received update information from: Anderson; Buckeye; Cottonwood; Happy Valley; Millville; and Shasta Lake Fire Protection Districts; CSA # 1 – Shasta County Fire Department Battalions 2-5, with additional information on Mountain Gate and Shasta CSDs and City of Redding.

Presented Central Valley Area FPDs MSR and SOI Update excerpt at June 7 regular Commission meeting and received comments. Met with Public Member on June 27 to present additional information in anticipation of release of District Draft MSR and SOI Update. Reviewed response areas and SOIs, focusing on those districts with adjoining SOIs and District boundaries. Discussed potential recommendations for Commission consideration at the August 4 hearing.

TEL: (707) 825-8260
FAX: (707) 825-9181

P.O. Box 4581
Arcata, CA 95518

planners@planwestpartners.com
www.planwestpartners.com

Application: Westridge Greenview Phase / Campo Calle annexation to City of Redding

Presented annexation application analysis and resolution at June 7 hearing. Staff report included findings and conditions reviewed by City. Drafted Notice of Completion for Office manager filing with County. Responded to City inquiry regarding resolution for June 7 Commission action and remaining steps and condition compliance for certificate of completion.

Application: Stephens Ridge project annexation proposal

Received initial application filing, by property owner petition, for new water service from Cottonwood Water District and sewer service from County Service Area #17. The project area is within the Spheres of Influence of both districts. Reviewed for completion and determined plan for services needed.

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

Staffing Services & Expenses

| | | |
|--|-----------------------|-------------|
| Executive Officer | 19.5 hrs. @ \$108/hr. | \$ 2,106.00 |
| June 4 Meeting Mileage ½ 284 mi @ \$0.545/mi | | \$ 77.39 |

MSRs and SOI Updates

| | | |
|---|----------------------|-------------|
| Executive Officer | 5.5 hrs. @ \$108/hr. | \$ 594.00 |
| Senior Analyst | 0.5 hrs @ \$88/hr | \$ 44.00 |
| GIS Analyst | 6.5 hrs. @ 62/hr. | \$ 403.00 |
| Services Assistant | 30.5hrs. @ 40/hr. | \$ 1,220.00 |
| June 27 Meeting Mileage 284 mi @ \$0.545/mi | | \$ 154.78 |

Application Processing Westridge/Campo Calle Annex to Redding

| | | |
|--|--------------------|-----------|
| Executive Officer | 3.0 hrs. @ 108/hr. | \$ 324.00 |
| June 4 Meeting Mileage ½ 284 mi @ \$0.545/mi | | \$ 77.39 |

Application Processing Stevens Ridge Annex to Cottonwood

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|-------------------|------------------|-----------|
| Executive Officer | 2.0 hrs @ 108/hr | \$ 216.00 |
|-------------------|------------------|-----------|

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|-------------------------|--|--------------------|
| TOTAL AMOUNT DUE | | \$ 5,216.56 |
|-------------------------|--|--------------------|

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Tax Identification Number: 90-0262382

