



INVOICE

DATE: July 31, 2022 **INVOICE #:** 22-235-07
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **JULY 2022**

JULY 2022 Staffing Services:

Commission /Executive Committee Meetings: Attended and presented materials at July 14 Executive Committee Meeting, by teleconference.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Prepared agenda materials for August 4 Regular Commission Meeting. Agenda, items included; for FY 2021/22 financial accounting staff report. Other agenda items included Fee Schedule to include time extension deposit, to be introduced and noticed for hearing; Policy and Procedures Update – Chapter 2 – General Operations and Administration; and Cost of Share Apportionment with acknowledgement of missing districts due to missing state filings and requesting re-allocation of apportionments by County Auditor.

FY 2020-21 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:

Submitted City of Redding admin draft MSR /SOI Update to City staff for review. Started MSR /SOI Updates for Clear Creek Community Services District, Anderson-Cottonwood Irrigation District and City of Shasta Lake. Researched prior MSRs & available services information from District and City sources. This includes the City of Shasta Lake 2040 General Plan Update, which includes sphere of influence mapping. Started research for CSA #14 – Belmont & CSA #15 Lighting District MSRs also being updated this FY.

Application - Shasta CSD - Fire Services Divestiture – Successor Agency Designation

Updated Shasta CSD, services divestiture staff report for Commission continued public hearing at August 4 regular meeting. Staff report included updates reflecting changes in review factors for Government Code Section 56668 consistency. Staff to request additional continuance to allow more time to analyze successor agency options.

Application – Old Shasta FPD - Formation by Petition

Initial review of independent Fire Protection District filing materials including registered voter petition and draft Plan for Services.

JULY 2022 COSTS (*see attached spreadsheet for hours and expense itemization*)

TOTAL AMOUNT DUE	\$ 7,605.00
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Please make check payable to:
 Planwest Partners, Inc. P.O. Box 4581 Arcata, CA 95518
 Tax Identification Number: 90-0262382

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

P.O. Box 4581
 Arcata, CA 95518

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 www.planwestpartners.com



INVOICE

DATE: August 31, 2022 **INVOICE #:** 22-235-08
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **AUGUST 2022**

AUGUST 2022 Staffing Services:

Commission /Executive Committee Meetings: Attended and presented agenda materials at August 4 2022 in person Commission meeting at Shasta County Board of Supervisors Chambers.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Attended & presented agenda materials for August 4 Regular Commission Meeting. Agenda, including; FY 2021/22 financial accounting staff report; Fee Schedule to include time extension deposit introduced and noticed for hearing; Policy and Procedures Update – Chapter 2 – General Operations and Administration & Cost of Share Apportionment with acknowledgement of missing districts due to state filings and requesting re-allocation of apportionments by County Auditor. Responded to Wooded Acres property owner inquiries regarding water services extensions.

FY 2020-21 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:

Submitted City of Redding admin draft MSR /SOI Update to City staff for review. Started MSR /SOI Updates for Clear Creek Community Services District, Anderson-Cottonwood Irrigation District and City of Shasta Lake. Researched prior MSRs & available services information from District and City sources. This includes the City of Shasta Lake 2040 General Plan Update, which includes sphere of influence mapping. Started research for CSA #14 – Belmont & CSA #15 Lighting District MSRs also being updated this FY.

Application - Shasta CSD - Fire Services Divestiture – Successor Agency Designation

Updated Shasta CSD, services divestiture staff report and presented update at Commission continued public hearing at August 4 regular meeting. Staff report included updates reflecting changes in review factors for Government Code Section 56668 consistency. Staff to request additional continuance to allow more time to analyze divestiture considerations and successor agency options.

Application – Old Shasta FPD - Formation by Petition

Initial review of independent Fire Protection District filing materials including registered voter petition and draft Plan for Services. Determined initial filing incomplete and sent FPD Formation Application Incomplete letter on August 24 2022. Initiated agency review with Notice of Filing also distributed August 24 2022. Responded to numerous inquiries from applicants.

AUGUST 2022 COSTS *(see attached spreadsheet for hours and expense itemization)*

TOTAL AMOUNT DUE

\$ 12,961.25

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Shasta LAFCo Contract Planning Services FY 2022-23 Billing August 2022

Planwest Partners Inc.		Hours and Expenses										Total on Budget		Remaining Budget	
Task	Account	FY 2022-23 Budget	July	Principal Planner	Senior Advisor (EO)	Senior Analyst	GIS Analyst	Services Specialist	Plan Tech/ Serv Assist	Expense	August Total	Total on Budget	Remaining Budget		
	Hourly Rate			\$140.00	\$130.00	\$120.00	\$100.00	\$90.00	\$80.00						
MSR/SOI - Review & Analysis		\$30,000.00	\$2,990.00								\$6,410.00	\$9,400.00	\$20,600.00		
CDFW Fees	52671		\$0.00								\$0.00	\$0.00			
GIS Services	52675		\$0.00				8.00				\$800.00	\$800.00			
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			
CSD ID City MSRs SOI Updates	52680		\$2,990.00		9.00				55.50		\$5,610.00	\$8,600.00			
Staffing Services Planwest Partners Inc.		\$52,500.00	\$4,160.00								\$3,931.25	\$3,931.25	\$48,568.75		
General Staffing Services	52006				11.00		2.00		3.00		\$1,870.00	\$1,870.00			
Policies & Procedures Update	52006										\$0.00	\$0.00			
Staff Coordination	52006				4.00						\$520.00	\$520.00			
Noticing & Staff Reports	52006				2.50						\$325.00	\$325.00			
Public Info Requests	52006				2.00						\$260.00	\$260.00			
Budget Preparation	52006										\$0.00	\$0.00			
Commission Meetings	52006				6.00						\$956.25	\$956.25			
Executive Committee Meetings	52006										\$0.00	\$0.00			
Application Processing /Pre-app review Expenses- EO			\$455.00								\$2,620.00	\$2,620.00			
Stephens Ridge TM Time Extension		\$750.00	\$0.00		1.50						\$195.00	\$0.00	\$750.00		
Shasta CSD - Fire Services Divestiture		\$17,500.00	\$325.00		3.00						\$390.00	\$14,449.82	\$3,050.18		
Old Shasta FPD Formation by petition		\$5,000.00	\$130.00		9.50		4.00		5.00		\$2,035.00	\$2,165.00	\$2,835.00		
Office Supplies	52450	\$0.00									\$0.00	\$0.00	\$0.00		
Total Hours				0.00	48.50	0.00	14.00	0.00	63.50						
Total Costs			\$7,605.00	\$0.00	\$6,305.00	\$0.00	\$1,400.00	\$0.00	\$5,080.00	\$176.25	\$12,961.25	\$15,951.25	\$69,168.75		

8-4 meeting mileage 282 mi.@ \$0.625/mi \$176.25