



INVOICE

DATE: January 31, 2022 **INVOICE #:** 22-235-01

TO: Shasta Local Agency Formation Commission (LAFCo)

PROJECT: LAFCo Planning and Staffing Services for **JANUARY 2022**

JANUARY 2022 Staffing Services:

Executive Committee / Commission Meetings:

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Initiated staff reports and related agenda materials for March 3 Commission Meeting Agenda. Executive Officer reports to include Application Status and Deposits; and MSR & SOI Update status. Responded to services inquiry for CSA water services. Preparing staff report and corrected resolution clarifying that consolidated Fall River Valley FPB Boar is elected.

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

Sent out Centerville and Mountain Gate Community Services District agency draft MSR / SOI Updates, with determinations. Updated Mountain Gate CSD agency profile with fire service /emergency response reporting and current board members. Updated Centerville CSD mapping with City of Redding and County land uses.

Sent Mayers Memorial Healthcare District agency draft MSR SOI Update, with determinations, to Emergency Operations Manager. Received edits, including updated organizational chart and current Board Member terms. Submitted information requests to City Manager and City Department Heads. Continued administrative draft of City of Redding agency profile for MSR / SOI Update. Coordinated with manager on noticing to Consider Public Member Commissioner Appointment for 2022-25 term.

Application – Fall River Valley FPD – Annexation -Detachment

Determine Fall River Valley FPD – Annexation -Detachment application approaching one-year time frame. Advised that a time extension at Commission March 3 meeting would be needed to keep application active

Application - Shasta CSD - Fire Services Divestiture

Reviewed Shasta CSD application materials for proposed Fire Services Divestiture in southern portion of District, with County Service Area #1 Shasta County Fire, as successor agency. After review for completeness sent application incomplete letter pending receipt of Plan for Services. Reviewed administrative draft Plan for Services and advised of information still needed. Continued responses to community inquiries about independent fire protection district formation as option. Provided independent formation information, including CSDA prepared materials.

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

TOTAL AMOUNT DUE	\$ 5,489.50
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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
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planners@planwestpartners.com
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Shasta LAFCo Contract Planning Services FY 2021-22 Billing January 2022

Planwest Partners Inc.		Hours and Expenses										Remaining Budget	
Task	Account	FY 2021-22 Budget	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Plan Tech /Serv Assist.	Ex-pense	January Total	Total on Budget	Remaining Budget	
MSR/SOI - Review & Analysis			\$2,134.50									\$23,763.75	\$11,236.25
CDFW Fees	52671							\$70.00		\$0.00	\$0.00		
GIS Services	52675				3.50					\$322.00	\$598.00		
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		
CSA-CSDs-HCD-City of Redding draft MSRs	52680		14.50							\$1,812.50	\$8,381.50		
Staffing Services Planwest Partners Inc.			\$1,625.00									\$29,519.34	\$21,480.66
General Staffing Services	52006		4.50							\$562.50	\$4,500.00		
Policies & Procedures Update-Final	52006									\$0.00	\$0.00		
Staff Coordination	52006		3.00							\$375.00	\$1,375.00		
Noticing & Staff Reports	52006									\$0.00	\$1,259.50		
Public / Special District Info Requests	52006		5.50							\$687.50	\$2,437.50		
Budget Preparation	52006									\$0.00	\$0.00		
Commission Meetings	52006									\$0.00	\$1,658.34		
Executive Committee Meetings	52006									\$0.00	\$437.50		
Application Processing /Pre-app review Expenses- EO			\$1,730.00									\$4,601.50	
App - Shasta CSD Fire Services Divest		\$5,000.00	10.00			2.50				\$1,480.00	\$2,851.50	\$2,148.50	
App -Fall R Valley FPD Annex		\$1,800.00	2.00							\$250.00	\$500.00		
App Fall R. Valley CSD Annex App		\$1,800.00								\$0.00	\$250.00		
Pre-App Tierra Robles Planned Development.		\$2,500.00								\$0.00	\$986.00	\$1,514.00	
Pre-App- Maxwell - Jubilee Annex to Redding		\$3,500.00								\$0.00	\$0.00	\$3,500.00	
Total Hours			39.50	0.00	0.00	6.00	0.00	0.00			\$0.00		
Total Costs			\$4,937.50	\$0.00	\$0.00	\$552.00	\$0.00	\$0.00	\$0.00	\$5,489.50	\$57,884.59	\$32,716.91	

mileage 0mi.@ \$0.58/mi \$0.00



INVOICE

DATE: February 28, 2022

INVOICE #: 22-235-02

TO: Shasta Local Agency Formation Commission (LAFCo)

PROJECT: LAFCo Planning and Staffing Services for **FEBRUARY 2022**

FEBRUARY 2022 Staffing Services:

Executive Committee / Commission Meetings: Participated in February 17 Executive Committee meeting by conference call. Agenda items included public member appointment and Municipal Services Reviews. Committee forwarded staffing invoices to Commission and approved March 3 Commission Agenda.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Prepared & distributed staff reports and related agenda materials for March 3 Commission Meeting Agenda. Agenda items included Executive Officer report; and MSR & SOI Updates for hearing. Prepared staff report and corrected resolution clarifying elected Board for consolidated Fall River Valley Fire Protection District with staggered terms. Responded to County Planning request for updated boundary map files and County Administrator request for current Commissioners and updated terms. Responded to inquiry about potential consolidation of districts.

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

Prepared staff reports, resolutions and Commission Hearing Drafts for Centerville and Mountain Gate Community Services District MSR / SOI Updates. Proposing SOI reductions for both CSDs to remove Public Lands and lands designated Mineral Resources due to lack of need for District services. Centerville CSD requested continuance to allow Board review of proposed SOI reduction. Prepared staff report, resolution and Commission Hearing Draft for Mayers Memorial Healthcare District MSR / SOI Updates Received Engineering Departments response to City of Redding information request.

Application – Fall River Valley FPD – Annexation -Detachment

Reviewed draft resolution for Fall River Valley FPD – Annexation -Detachment application time extension prepared by Manager. Reviewed applicable conditions in original approval. Advised FRV FPD Chief of time extension scheduled for Commission March 3 meeting.

Application - Shasta CSD - Fire Services Divestiture

Reviewed Notice of Filing/distribution for proposed Fire Services Divestiture in southern portion of District, with County Service Area #1 Shasta County Fire, as successor agency. Reviewed Plan for Services received for application. Started notice to Auditor & Assessor for property tax revenue exchange. Reviewed prior CSD MSR / SOI Updates for updating as part of application review. Updated mapping distinguishing fire services areas.

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

TOTAL AMOUNT DUE \$ 6,871.00

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Shasta LAFCo Contract Planning Services FY 2021-22 Billing February 2022

Planwest Partners Inc.		Hours and Expenses										Total on Budget		Remaining Budget
Task	Account	FY 2021-22 Budget	Jan.	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Plan Tech /Serv Assist.	Expense	February Total	Total on Budget	Remaining Budget	
Hourly Rate														
MSR/SOI - Review & Analysis		\$35,000.00	\$2,134.50						\$70.00		\$1,943.50	\$25,707.25	\$9,292.75	
CDFW Fees	52671		\$0.00								\$0.00	\$0.00		
GIS Services	52675		\$322.00				5.50				\$506.00	\$1,104.00		
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		
CSA-CSDs-HCD-City of Redding draft MSRs	52680		\$1,812.50	11.50							\$1,437.50	\$9,819.00		
Staffing Services Planwest Partners Inc.		\$51,000.00	\$1,625.00								\$2,615.00	\$32,134.34	\$18,865.66	
General Staffing Services	52006		\$562.50	4.00							\$500.00	\$5,000.00		
Policies & Procedures Update-Final	52006		\$0.00								\$0.00	\$0.00		
Staff Coordination	52006		\$375.00	1.00							\$125.00	\$1,500.00		
Noticing & Staff Reports	52006		\$0.00	5.00				19.50			\$1,990.00	\$3,249.50		
Public / Special District Info Requests	52006		\$687.50								\$0.00	\$2,437.50		
Budget Preparation	52006		\$0.00								\$0.00	\$0.00		
Commission Meetings	52006		\$0.00								\$0.00	\$1,658.34		
Executive Committee Meetings	52006		\$0.00								\$0.00	\$437.50		
Application Processing /Pre-app review Expenses- EO			\$1,730.00								\$2,312.50	\$6,914.00		
App - Shasta CSD Fire Services Divest		\$5,000.00	\$1,480.00	15.50							\$1,937.50	\$3,309.00	\$1,691.00	
App -Fall R Valley FPD Annex		\$1,800.00	\$250.00	3.00							\$375.00	\$625.00		
App Fall R. Valley CSD Annex App		\$1,800.00	\$0.00								\$0.00	\$250.00		
Pre-App Tierra Robles Planned Development.		\$2,500.00	\$0.00								\$0.00	\$986.00	\$1,514.00	
Pre-App- Maxwell - Jubilee Annex to Redding		\$3,500.00	\$0.00								\$0.00	\$0.00	\$3,500.00	
Total Hours				40.00	0.00	0.00	5.50	0.00	19.50					
Total Costs			\$5,489.50	\$5,000.00	\$0.00	\$0.00	\$506.00	\$0.00	\$1,365.00	\$0.00	\$6,871.00	\$64,755.59	\$28,158.41	

mileage 0mi.@ \$0.58/mi \$0.00