



INVOICE

DATE: March 31, 2022

INVOICE #: 22-235-03

TO: Shasta Local Agency Formation Commission (LAFCo)

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

MARCH 2022 Staffing Services:

Executive Committee / Commission Meetings: Participated in March 23 Executive Committee meeting by conference call. Agenda items included outstanding application deposit, proposed FY 2022/23 Budget & April 7 Commission Agenda. Committee approved & forwarded staffing invoices, Draft FY 2022/23 Budget & April 7 Regular Commission Meeting Agenda to Commission.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Prepared & distributed staff reports and related agenda materials for April 7 Regular Commission Meeting. Agenda, items included; Draft FY 2022/23 Budget & Continued Centerville CSD MSR & SOI Update as hearing items. Other agenda items included Contract Services Extensions for General Counsel & Executive Officer as informational items & outstanding application deposit as potential action item. Responded to County mapping inquiry with Redding city limit changes from most recent annexation. Responded to Homeowners Association representative inquiry about water district detachment and City water hookup.

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

Updated staff reports, resolutions and Commission Hearing Draft for Centerville Community Services District MSR / SOI Update, continued to the April 7 Commission meeting. Received CSD Board Findings for maintaining existing SOI & revised staff recommendation to maintain Public Lands in SOI due to future need for District services. Received CSD General Managers' responses to Commission questions from March meeting & included in staff report.

Application – Fall River Valley FPD – Annexation -Detachment

Contacted by County CEO's office & advised that 90 day statutory time period for negotiating a property tax transfer agreement had passed. Relayed information to FRV FPD Chief & proposed coordinating County /FPD review of other revenue options.

Application - Shasta CSD - Fire Services Divestiture

Provided County with parcel list for proposed divestiture area in CSD. Reviewed Proposed Shasta County Board of Supervisors Resolution & County notice to affected agencies related to the Shasta Community Services District Fire Services Divestiture and CSA #1 Successor Agency Designation. Resolution scheduled for BOS April 19, 2022 meeting. Continued with CSD MSR / SOI Update as part of application review. Reviewed Tax Rate Area (TRA) maps & reconciled CSD boundary.

Pre-Application – Jubilee Annexation to City of Redding

Participated in March 29 teleconference with City staff, applicant & applicant's representatives to review LAFCO annexation process & discuss coordination with City entitlement process.

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

TOTAL AMOUNT DUE	\$ 9,684.00
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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
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planners@planwestpartners.com
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Shasta LAFCo Contract Planning Services FY 2021-22 Billing March 2022

Planwest Partners Inc.			Hours and Expenses									
Task	Account	FY 2021-22 Budget	Principal Planner	Senior Analyst	Assoc/ Planner	GIS Analyst	Services Specialist	Plan Tech /Serv Assist.	Ex-pense	March Total	Total on Budget	Remaining Budget
	Hourly Rate		\$125.00	\$115.00	\$95.00	\$92.00	\$85.00	\$70.00				
MSR/SOI - Review & Analysis			\$35,000.00								\$29,433.25	\$5,566.75
CDFW Fees	52671									\$0.00	\$0.00	
GIS Services	52675					5.50				\$506.00	\$1,610.00	
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		14.00					21.00		\$3,220.00	\$13,039.00	
Staffing Services Planwest Partners Inc.			\$51,000.00								\$36,592.34	\$14,407.66
General Staffing Services	52006		12.00							\$1,500.00	\$6,500.00	
Policies & Procedures Update-Final	52006									\$0.00	\$0.00	
Staff Coordination	52006									\$0.00	\$1,500.00	
Noticing & Staff Reports	52006		11.00			4.00		12.00		\$2,583.00	\$5,832.50	
Public / Special District Info Requests	52006									\$0.00	\$2,437.50	
Budget Preparation	52006		1.50							\$187.50	\$187.50	
Commission Meetings	52006									\$0.00	\$1,658.34	
Executive Committee Meetings	52006		1.50							\$187.50	\$625.00	
Application Processing / Pre-app review Expenses- EO			\$1,500.00								\$8,414.00	
App - Shasta CSD Fire Services Divest		\$5,000.00	9.50							\$1,187.50	\$5,976.50	-\$976.50
App -Fall R Valley FPD Annex		\$0.00	0.50							\$62.50	\$937.50	-\$937.50
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	2.00							\$250.00	\$250.00	\$3,250.00
Total Hours			52.00	0.00	0.00	9.50	0.00	33.00				
Total Costs			\$6,500.00	\$0.00	\$0.00	\$874.00	\$0.00	\$2,310.00	\$0.00	\$9,684.00	\$74,439.59	\$19,974.41

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



INVOICE

DATE: April 30, 2022

INVOICE #: 22-235-04

TO: Shasta Local Agency Formation Commission (LAFCo)

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

APRIL 2022 Staffing Services:

Commission /Executive Committee Meetings: Attended and presented materials at April 7 Regular Commission Meeting. Agenda items included continued public hearing on Centerville CSD MSR / SOI Update & Draft FY 2022/23 Budget & Agenda, which were unanimously approved by the Commission. Participated in April 19 Executive Committee meeting by conference call, to review pending applications & set special meeting date in May 2022.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Prepared & distributed April 7 staff reports and related agenda materials for Regular Commission Meeting. Agenda, items included; staff reports for Draft FY 2022/23 Budget & continued Centerville CSD MSR & SOI Update. Other agenda items included Contract Services Extensions for General Counsel & Executive Officer as informational items. Responded to inquiries about formation of independent fire district. Contacted City of Anderson about water extension approval to Fire Station #47, nearing one-year limit on Commission action. Received time extension request for commission review and action. Responded to inquiry from Shasta College Fire Department regarding special district status. Contacted engineering firm that refiled Stephens Ridge Tentative Map for County Review status. Provided County staff with mapping for Westridge/ Campo Calle annexation to City of Redding.

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

Presented Commission Hearing Draft for Centerville Community Services District MSR / SOI Update at April 7 Commission meeting. Incorporated CSD Board Findings for maintaining existing SOI & recommended maintaining Public Lands in SOI for District services. Included CSD General Managers' responses to Commission in staff report.

Application - Shasta CSD - Fire Services Divestiture

Received Property Tax Revenue Sharing Agreement Resolutions from County Board of Supervisors and Shasta CSD Board. Issued Certificate of Filing setting Commission Special Meeting date for public hearing on District's Fire Services Divestiture & designation of CSA #1 as successor agency. Prepared MSR & SOI Update for Shasta CSD & sent to District for review. Included update from CSA #25 Keswick Annexation & proposed services divestiture.

Contacted CSA # 1 – Shasta County Fire regarding information related to their successor Agency designation. Incorporated training & staffing information in divestiture staff report. Staff report also includes Review Factors for with Government Code Section 56668 consistency. SOI Factors also drafted for staff report. Noted that Operating costs, based on Plan for Services anticipated to be approximately \$400,000 annually. Revenue expected to be 100% from property tax revenue from the Shasta CSD, unless supplemented by grants or services compensation.

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

TOTAL AMOUNT DUE

\$ 10,573.00

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

Planwest Partners Inc.				Hours and Expenses												
Task	Account	FY 2021-22 Budget	March	Principal Planner	Senior Analyst	Assoc/ Planner	GIS Analyst	Services Specialist	Plan Tech /Serv Asst.	Ex- pense	April Total	Total on Budget	Remaining Budget			
Hourly Rate				\$125.00	\$115.00	\$95.00	\$92.00	\$85.00	\$70.00							
MSR/SOI - Review & Analysis				\$3,726.00										\$2,766.00	\$32,199.25	\$2,800.75
CDFW Fees	52671		\$0.00								\$0.00	\$0.00				
GIS Services	52675		\$506.00								\$0.00	\$1,610.00				
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-HCID-City of Redding draft MSRs	52680		\$3,220.00	1.00		9.00	8.00		15.00		\$2,766.00	\$15,805.00				
Staffing Services Planwest Partners Inc.				\$51,000.00										\$4,376.50	\$40,968.84	\$10,031.16
General Staffing Services	52006		\$1,500.00	6.50							\$812.50	\$7,312.50				
Policies & Procedures Update-Final	52006		\$0.00								\$0.00	\$0.00				
Staff Coordination	52006		\$0.00	5.00							\$625.00	\$2,125.00				
Noticing & Staff Reports	52006		\$2,583.00			11.00	7.00				\$1,689.00	\$7,521.50				
Public / Special District Info Requests	52006		\$0.00	7.00							\$875.00	\$3,312.50				
Budget Preparation	52006		\$187.50								\$0.00	\$187.50				
Commission Meetings	52006		\$0.00								\$0.00	\$1,658.34				
Executive Committee Meetings	52006		\$187.50	3.00							\$375.00	\$1,000.00				
Application Processing / Pre-app review Expenses- EO				\$1,500.00										\$3,430.50	\$11,844.50	
App - Shasta CSD Fire Services Divest		\$10,000.00	\$1,187.50	24.50			4.00				\$3,430.50	\$8,219.50	\$1,780.50			
App -Fall R Valley FPD Annex		\$0.00	\$62.50								\$0.00	\$875.00	-\$937.50			
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	\$250.00								\$0.00	\$0.00	\$3,500.00			
Total Hours				47.00	0.00	20.00	19.00	0.00	15.00							
Total Costs			\$9,684.00	\$5,875.00	\$0.00	\$1,900.00	\$1,748.00	\$0.00	\$1,050.00	\$0.00	\$10,573.00	\$85,012.59	\$12,831.91			

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