



INVOICE

DATE: May 31, 2022 **INVOICE #:** 22-235-05
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **MAY 2022**

MAY 2022 Staffing Services:

Commission /Executive Committee Meetings: Attended and presented materials at May 19 Special Commission Meeting. This was a special meeting requested by the Shasta CSD for consideration of a fire services divestiture proposal & designation of successor agency.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Started preparing staff reports and related agenda materials for June 2 Regular Commission Meeting. Agenda, items include; staff report for Final FY 2022/23 Budget, which maintains member organization contributions at current levels despite increased expenses. Other agenda items included Contract Services Extensions for General Counsel & Executive Officer as action items. Coordinated with Manager on 3rd Quarter Financial Budget Report – Budget vs Actual. Received time extension request from City of Anderson for water services to Fire Station #47, nearing one-year limit & prepared staff report for Commission action on June 2. Responded to environmental review & time extension procedures inquiry by engineering firm that refiled Stephens Ridge Tentative Map. Responded to pre-application inquiry.

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

Continued preparation of City of Redding MSR /SOI Update. Updated infrastructure and City services descriptions and mapping.

Application - Shasta CSD - Fire Services Divestiture

Prepared MSR & SOI Update for Shasta CSD, including CSA #25 Keswick Annexation update & proposed services divestiture. Presented for Commission action at May 19 special meeting. MSR & SOI Updates for applications are an additional cost item on the LAFCO fee schedule.

Prepared, distributed and presented Fire Services divestiture staff report and support materials for Commission consideration at May 19 special meeting. Staff report also included review factors for Government Code Section 56668 consistency. Proposed training, staffing, operating costs & revenue information included in staff report. Attended closed session to consider filing made at meeting. Received community testimony & proceeded with application review based on Commission action to continue hearing. Special meetings for applications an additional cost item on LAFCO fee schedule.

Received multiple inquiries regarding alternatives to designation of CSA #1 as successor agency. Responded with government code citations and petition requirements for independent district formation.

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

TOTAL AMOUNT DUE **\$ 10,602.82**

Please make check payable to: Planwest Partners, Inc. P.O. Box 4581 Arcata, CA 95518

Tax Identification Number: 90-0262382

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

Planwest Partners Inc.		Hours and Expenses											
Task	Account	FY 2021-22 Budget	April	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Plan Tech /Serv Assist.	Expense	May Total	Total on Budget	Remaining Budget
Hourly Rate													
MSR/SOI - Review & Analysis		\$35,000.00	\$2,766.00								\$2,542.50	\$34,741.75	\$258.25
CDFW Fees	52671		\$0.00								\$0.00	\$0.00	
GIS Services	52675		\$0.00								\$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-HCD-City of Redding draft MSRs	52680		\$2,766.00	4.50			2.50				\$2,542.50	\$18,347.50	
Staffing Services Planwest Partners Inc.		\$51,000.00	\$4,376.50								\$4,232.50	\$45,201.34	\$5,798.66
General Staffing Services	52006		\$812.50	9.00							\$1,125.00	\$8,437.50	
Policies & Procedures Update-Final	52006		\$0.00								\$0.00	\$0.00	
Staff Coordination	52006		\$625.00	5.50							\$687.50	\$2,812.50	
Noticing & Staff Reports	52006		\$1,689.00	5.00					6.00		\$1,045.00	\$8,566.50	
Public / Special District Info Requests	52006		\$875.00	9.00							\$1,125.00	\$4,437.50	
Budget Preparation	52006		\$0.00	1.00							\$125.00	\$312.50	
Commission Meetings	52006		\$0.00	1.00							\$125.00	\$1,783.34	
Executive Committee Meetings	52006		\$375.00								\$0.00	\$1,000.00	
Application Processing /Pre-app review Expenses- EO			\$3,430.50								\$3,827.82	\$15,672.32	
App - Shasta CSD Fire Services Divest		\$10,000.00	\$3,430.50	21.50			8.50				\$3,640.32	\$8,429.32	\$1,570.68
App -Fall R Valley FPD Annex		\$0.00	\$0.00	1.50							\$187.50	\$1,062.50	-\$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	\$0.00								\$0.00	\$0.00	\$3,500.00
Total Hours				58.00	0.00	0.00	11.00	0.00	31.00				
Total Costs			\$10,573.00	\$7,250.00	\$0.00	\$0.00	\$1,012.00	\$0.00	\$2,170.00	\$170.82	\$10,602.82	\$95,615.41	\$6,056.91

19 special meeting mileage 292 mi.@ \$0.585/mi \$170.82



INVOICE

DATE: June 30, 2022 **INVOICE #:** 22-235-06
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **JUNE 2022**

JUNE 2022 Staffing Services:

Commission /Executive Committee Meetings: Attended and presented materials at June 2 Regular Commission Meeting.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Prepared distributed and presented in-person staff reports and related agenda materials for June 2 Regular Commission Meeting. Agenda, items included; staff report for Final FY 2022/23 Budget, keeping member organization contributions at current levels despite increased expenses. Other agenda items included General Counsel & Executive Officer Contract Services Extensions as action items. Presented 3rd Quarter Financials– Budget vs Actual. Presented staff report for June 2 Commission action on City of Anderson one-year time extension for water services to Fire Station #47. Responded to environmental review & extension procedures inquiry by engineering firm that refiled Stephens Ridge Tentative Map. Responded to pre-application inquiry on wastewater extension for health & safety. Negotiated settlement of Pitney Bowes postage meter costs. Provided County Clerk/Registrar of Voters with shape file of new Fall River Valley Fire Protection District for November election.

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

Continued preparation of City of Redding MSR /SOI Update. Updated infrastructure, services and budget fund descriptions and mapping.

Application - Shasta CSD - Fire Services Divestiture

Responded to multiple inquiries regarding alternatives to designation of CSA #1 as successor agency. Responded with filing information, including mapping and petition requirements for independent district formation.

Re-Application - Stephens Tract Map-Annexation

Submitted comments to Shasta County Planning Division Manager Lio Salazar AICP, in response to County Tract Map 22-0002 (Stephens)referral. Informed County that Services and infrastructure updates for the annexed territory will need to be described and analyzed for Shasta LAFCO consideration and that Shasta LAFCO is a responsible agency for California Environmental Quality Act (CEQA) review.

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

TOTAL AMOUNT DUE

\$ 4,463.32

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

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2021-22 Budget	May	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Plan Tech /Serv Assist.	Expense	June Total		
Hourly Rate													
MSR/SOI - Review & Analysis		\$35,000.00	\$2,542.50								\$217.00		
CDFW Fees	52671										\$0.00		\$41.25
GIS Services	52675						1.00				\$92.00		\$1,702.00
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		\$2,542.50	1.00							\$125.00		\$18,472.50
Staffing Services Planwest Partners Inc.		\$51,000.00	\$4,232.50								\$3,183.82		\$48,385.16
General Staffing Services	52006		\$1,125.00	7.00							\$875.00		\$9,312.50
Policies & Procedures Update-Final	52006		\$0.00								\$0.00		\$0.00
Staff Coordination	52006		\$687.50	3.00							\$375.00		\$3,187.50
Noticing & Staff Reports	52006		\$1,045.00	3.00							\$375.00		\$8,941.50
Public / Special District Info Requests	52006		\$1,125.00	5.00			1.50				\$763.00		\$5,200.50
Budget Preparation	52006		\$125.00								\$0.00		\$312.50
Commission Meetings	52006		\$125.00	5.00						\$170.82	\$795.82		\$2,579.16
Executive Committee Meetings	52006		\$0.00								\$0.00		\$1,000.00
Application Processing /Pre-app review Expenses- EO			\$3,827.82								\$1,062.50		\$16,734.82
App - Shasta CSD Fire Services Divest		\$10,000.00	\$3,640.32	5.50							\$687.50		\$13,734.82
App -Fall R Valley FPD Annex		\$0.00	\$187.50								\$0.00		\$875.00
App Fall R. Valley CSD Annex App		\$1,800.00	\$0.00								\$0.00		\$250.00
Re-App - Stephens Tract Map-Annex		\$750.00	\$0.00	3.00							\$375.00		\$375.00
Pre-App- Maxwell - Jubilee Annex to Redding		\$3,500.00	\$0.00								\$0.00		\$0.00
Total Hours				32.50	0.00	0.00	2.50	0.00	0.00				
Total Costs			\$10,602.82	\$4,062.50	\$0.00	\$0.00	\$230.00	\$0.00	\$0.00	\$170.82	\$4,463.32		\$100,078.73
													\$2,656.09

June 2 meeting mileage 296 mi.@ \$0.585/mi \$170.82