



INVOICE

DATE: May 31, 2016 **INVOICE #:** 16-235-05
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **MAY 2016**

Staffing Services:

Exec Committee / Commission Meetings: Participated in Fiscal Committee meeting May 5 by phone. Reviewed Commission June meeting agenda.

Fiscal Committee / Budget: Participated in Fiscal Committee meeting May 5 by phone. Discussed Budget Year to date and financial report as presented by the Office Manager. Continued FY 2016-17 Budget review. Met again with Fiscal Committee to review budget and discuss professional services contract extension for FY 2016-17.

Staffing Coordination: Worked on Executive Officer tasks as provided by Shasta LAFCo General Counsel. Prepared Certificates of Completion for complete annexations. Coordinated with office manager and clerk regarding procedures and expense tracking. Provided staff with spreadsheet for hours tracking. Reviewed policies and other procedures to determine commission protocols. Access email & electronic files to learn status of commission records. Phone meeting between Analyst and Office Manager to discuss property tax exchange agreement regarding Mountain Gate CSD.

Reviewed Grand Jury Shasta LAFCo report. Responded to Redding Record Searchlight request for comment: acknowledging the report recommendations are under review, with the Commission likely to consider the response to recommendations at June meeting. Prepared services scope to respond to recommendations and coordinated agreement amendment with general counsel, for commission consideration at June meeting.

Pre App - West Ridge /Campo Calle Researched status of Redding MSR in anticipation of West Ridge Master Plan and Campo Calle annexation to the City.

Pre App - Tierra Robles: Met with Tierra Robles project engineer May 12 to discuss CSD Formation, including review of Tierra Robles Tentative Map Environmental Impact Report comments as trustee agency.

Pre App - Tierra Oaks: Met with Tierra Oaks property owner, representative and City staff May 12 to discuss amending City Sphere of Influence. Advised City and applicant that City of Redding MSR Resolution of approval was being scheduled for June Commission meeting. Advised that City would be requesting continuance to consider SOI Amendment prior to Resolution approval.

Office Expenses

Purchased Power PDF Standard (Nuance) software for Office Manager to use converting word files for packets and other uses. Received as download which saved \$30 (regular price \$99).

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

P.O. Box 4581
Arcata, CA 95518

planners@planwestpartners.com
www.planwestpartners.com

MAY 2016 COSTS (see attached spreadsheet for hours and expense itemization)

Staffing Services & Supplies

Staffing Services

Executive Officer	37 hrs @ \$108/hr.	\$ 3,996.00
Analyst	1 hrs @ \$84/hr.	\$ 84.00
GIS Analyst	0.5 hrs @ \$62/hr.	\$ 31.00
Administrator	0 hrs @ \$58/hr.	\$ 0.00
Supplies - Power PDF Standard - Download		\$ 69.99
TOTAL AMOUNT DUE		\$ 4,180.99

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 2015-16 Billing MAY 2016

Planwest Partners Inc.		FY 2015-16 Budget	Jan.	Feb.	March	April	Principal Planner	Analyst	Environ Planner	GIS Analyst	Facilitator/ Outreach	Service Specialist	Admini- strator	Book-keeper	Expense	May/Total	Total on Budget	Remaining Budget
Account	Task	Hourly Rate																
	Professional Services																	
	MSR/SOI - Review & Analysis	\$0.00																
	Staffing Services Planwest Partners Inc.	\$25,000.00																
52006	General Staffing Services		\$432.00	\$2,122.00	\$4,004.00	\$861.00	24.50			0.50							\$16,618.00	\$8,982.00
52006	Mountain Gate CSD Reorganization							1.00								\$2,677.00	\$10,096.00	
52006	Staff Coordination		\$216.00	\$648.00	\$58.00	\$648.00	0.50									\$84.00	\$84.00	
52006	Noticing & Staff Reports			\$324.00	\$116.00											\$54.00	\$1,624.00	
52006	Response to Public Information Requests			\$162.00												\$0.00	\$440.00	
52006	Budget Preparation			\$432.00		\$756.00										\$0.00	\$162.00	
52006	Commission Meetings			\$594.00												\$0.00	\$1,188.00	
52006	Executive Committee Meetings		\$324.00			\$216.00	1.00									\$0.00	\$594.00	
52006	Fiscal Committee Meetings		\$216.00	\$486.00		\$216.00	8.00									\$108.00	\$648.00	
	Staffing Services Supplies	\$3,115.00															\$864.00	\$1,782.00
52070	Mileage Reimbursement																\$69.99	\$3,045.01
52080	Office Expense																\$0.00	\$240.00
52100	Office Supplies																\$69.99	\$430.01
52110	Postage and Shipping																\$0.00	\$0.00
52120	Printing																\$0.00	\$675.00
	Application Processing Expenses-EO	\$6,000.00															\$0.00	\$200.00
52402	Shasta CSD Foxwood Annex. #2 (#2014-01B)																\$0.00	\$0.00
52402	Burney Water Dist. Highmark Annex. #2 (#2014-01A)																\$0.00	\$0.00
	Pre-App - West Ridge/Calle Campo Redding Annex					\$540.00											\$0.00	\$540.00
	Pre-App - Tierra Robles CSD Formation					\$667.00	1.50										\$162.00	\$829.00
	Pre-App - Tierra Oaks Redding SOI/Annex					\$216.00	1.50										\$162.00	\$378.00
	Application Processing Supplies	\$1,566.00															\$0.00	\$0.00
52418	Mileage Reimbursement																\$0.00	\$1,566.00
52419	Misc. Other																\$0.00	\$100.00
52420	Postage and Shipping																\$0.00	\$366.00
52430	Printing																\$0.00	\$100.00
52440	Public Hearing Notice																\$0.00	\$250.00
52450	Office Supplies																\$0.00	\$500.00
	Total Hours						37.00	1.00	0.00	0.50	0.00	0.00	0.00	0.00			\$0.00	\$250.00
	Total Costs		\$1,188.00	\$4,768.00	\$4,178.00	\$4,120.00	\$3,996.00	\$84.00	\$0.00	\$31.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69.99	\$4,180.99	\$18,434.99	\$17,246.01

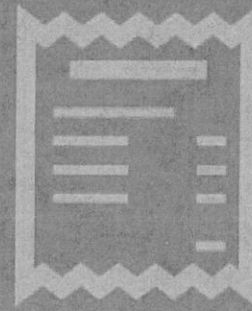
Monthly Expenses	Expense
Meeting Miles: 326 @ \$0.54/mile	\$0.00
Monthly Expense Total	\$0.00

From: Nuance-onlinestore@digitalriver.com [mailto:Nuance-onlinestore@digitalriver.com]
Sent: Wednesday, April 20, 2016 1:41 PM
To: LAFCO Manager <manager@shasta.lafco.ca.gov>
Subject: Nuance Online Store - Order Confirmation (Order #9151680804)

Please retain this order receipt for your records.

Order 9151680804

Nuance[®] Order Receipt



Nuance Online Store Customer Service
[www.findmyorder.com]www.findmyorder.com

Your Order and Billing Information:

Order Number: 9151680804
Order Date: April 20, 2016
Kathy Bull 530 242 1112
1304 East Street suite 102 Redding CA 96001
manager@shasta.lafco.ca.gov

Shipping Address:
1304 East Street suite 102 Redding CA 96001
5302421112
manager@shasta.lafco.ca.gov

Product SKU: AS09A-G00-1.0
Product Name: **Power PDF Standard – Download**
Qty Ordered: 1
Amount: \$69.99
Serial Number: AS09A-G00-X4D6-KHP0-T5 Subtotal: \$69.99
Shipping: \$0.00

Tax: \$0.00
Total: \$69.99
Discount: \$30.00



INVOICE

DATE: June 30, 2016 INVOICE #: 16-235-06
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for JUNE 2016

Staffing Services:

Exec Committee / Commission Meetings: Prepared materials and staffed Commission regular meeting and closed session on June 2 at the Anderson City Hall Council Chambers.

Fiscal Committee / Budget: Participated in Fiscal Committee June 28 meeting by phone. Discussed current Budget Year to date and financial report as presented by the Office Manager. Continued FY 2016-17 Budget review with Committee. Had discussion about CSA MSR for FY 2016-17 with CSA #6 Jones Valley representatives that attended the committee meeting.

Staffing Coordination: Coordinated with Office Manager to prepare and distribute June 16 letter to special districts with election results. Advised candidates of election outcome. Reviewed FY 2016-17 Budget Resolution approved by Commission at June 4 meeting and coordinated distribution to County Auditor and member organizations by Office Manager.

Contacted SRTA and reviewed draft lease agreement for second floor space in East Avenue building. Relayed commission draft lease comments made at June 2 meeting. Responded to SRTA requests for sphere of influence mapping for Cities of Redding and Shasta Lake. Reviewed CSA #25 Keswick map to respond to property owner on potential annexation.

Reviewed Grand Jury Shasta LAFCo report and County Services Areas (CSA) report regarding water rate issues. Incorporated appropriate responses to seven Grand Jury recommendations made for LAFCo into FY 2016-17 EO services scope. Coordinated agreement amendment form and content with general counsel, for commission consideration at June meeting. Had phone conversation with Shasta County Public Works Director on June 28 to coordinate CSA MSR scheduled for FY 2016-17 with CSAs subject to Grand Jury Report. Researched five CSAs scheduled for MSR Updates in FY 2016-17.

Received request from 2016-17 Shasta Grand Jury foreperson to make a LAFCo presentation. Preparing slide deck for GJ presentation as requested.

Pre App - Tierra Oaks: Advised City Planning Director that City of Redding MSR Resolution of approval agendized for June Commission meeting had been continued as requested. Heard from Planning Director after meeting that City staff does not support the Tierra Oaks subdivision annexation and unless City Council directs otherwise, and to proceed with City SOI Resolution.

June 2016 COSTS (see attached spreadsheet for hours and expense itemization)

Staffing Services & Supplies

Table with 3 columns: Staffing Services, Executive Officer 31.5 hrs @ \$108/hr., \$ 3,402.00. TOTAL AMOUNT DUE \$ 3,402.00

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