

## INVOICE

**DATE:** July 31, 2017 **INVOICE #:** 17-235-07  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **JULY 2017**

**Staffing Services:**

**Exec Committee / Commission Meetings:** Prepared agenda materials and staffed July 13 Executive Committee meeting. Reviewed Executive Officer Invoices; bank statements/reconciliations/disbursements for May and June; 4th quarter budget documentation/ year end; 2017/2018 cost of share apportionment; and final accountings for CSA 13 annex & cemetery district consolidation. Prepared materials and distributed agenda packet for August 3 Regular Commission meeting.

**Budget:** Coordinated with Office Manager on FY 2016-17 year end budget reports. Reviewed request for FY 2016-17 Audit for Commission action on August 3.

**Staffing Coordination:** Coordinated with manager for materials, staff reports, resolutions and financials for August 3 commission meeting. Worked with manager on responding to requests for information and research on applicable LAFCo statutes.

**General Staffing Services:** Updated and clarified Shasta LAFCO policies and procedures, for Chapters 3, which was presented to the Commission at the August 3 meeting. The proposed chapter eliminated definitions and added policy language on disadvantaged unincorporated communities. Draft update for Chapter 4 continued, and will be submitted for Commission review and approval. Responded to Commissioner inquiries on CSA MSR where water restrictions went into effect after MSR adoption.

Executive Officer made presentation to 2017 Shasta County Grand Jury on July 14. This presentation in coordination with the Office Manager, provided the Grand Jury with a basic understanding of LAFCO's background, planning and regulatory functions, and its role as a link between local and state governing bodies. Researched and resolved mapping inconsistency between CSDs and CSA. Determined area in question should be added to CSD. Sent updated shapefiles to CSD staff.

**Municipal Service Reviews (MSR) and Sphere of Influence (SOI) Updates for FY 2016-17:** Started Countywide Fire services MSR/SOI Updates for eleven fire related districts. A regional approach to the MSR/SOI Update is being considered that would provide a comprehensive understanding of fire services being provided in the various regions of the county. The regional MSR would provide an overview of fire protection services along with profiles of each agency to identify shared trends relating to adequacy, capacity and cost of providing services.

**Application – CSA #25 Keswick: Bennett–Endraske Annexation -**

The Bennett-Endraske Annexation application was filed by Shasta County Board of Supervisors Resolution of Application with 100% property owner consent. Upon determining the application complete, a certificate of filing was prepared and distributed. The parcels proposed for annexation to CSA 25 were determined to also be within the Shasta Community Services District (CSD) boundary. Contacted Shasta CSD staff to inform them of the overlap with the CSA 25 Sphere of Influence and proposed annexation. Discussed potential effects of detached from the

CSD concurrent with annexation. Shasta CSD staff commented that CSA25 water service was closer to the affected parcels and that closest fire response would come from Keswick Volunteer Fire Station. Prepared staff report, findings and resolution for Commission consideration at August 3 meeting. The detachment from Shasta CSD was a condition of CSA 25 annexation approval in the resolution.

**Pre-Application – Fall River Valley CSD Annexation:** Received pre-application agreement and deposit for FRV CSD annexations assistance. Using the parcel numbers provided by the district, conducted initial analysis of the potential annexation area to assess logical annexation boundaries, based on services, development, locations related to existing boundary, LAFCO policies and statutory requirements. Researched CSD rate study and water master plan for information relevant to annexation review and assistance.

**Pre-App-Tierra Robles Subdivision Proposed CSD – no activity this period**

**JULY 2017 COSTS** (*see attached spreadsheet for hours and expense itemization*)

**Staffing Services & Expenses**

Executive Officer	25.5 hrs. @ \$108/hr.	\$ 2,754.00
July 13-14 Mileage	284.00 @ \$0.535/mi	\$ 151.94
Senior Analyst	6.5 hrs. @ \$88/hr.	\$ 572.00
GIS Analyst	8.0 hrs. @ \$62/hr.	\$ 496.00
Services Assistant	20.0 hrs. @ 40/hr.	\$ 800.00

**MSRs and SOI Updates**

Executive Officer	6.0 hrs. @ \$108/hr.	\$ 648.00
Senior Analyst	3.0 hrs. @ 88/hrs.	\$ 264.00
GIS Analyst	5.0 hrs. @ 62/hrs.	\$ 310.00
Services Assistant	28.0 hrs. @ 40/hr.	\$ 1,120.00

**Application- CSA # 25: Bennett–Endraske Annexation**

Executive Officer	5.0 hrs. @ \$108/hr.	\$ 540.00
GIS Analyst	2.0 hrs. @ 62/hr.	\$ 124.00
Services Assistant	13.5 hrs. @ 40/hr.	\$ 540.00

**Pre-Application – Fall River Valley CSD Annexation**

Executive Officer	4.0 hrs. @ \$108/hr.	\$ 432.00
GIS Analyst	2.0 hrs. @ 62/hr.	\$ 124.00
Services Assistant	10.0 hrs. @ 40/hr.	\$ 400.00

**TOTAL AMOUNT DUE \$ 9,275.94**

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 2017-18 Billing JULY 2017**

<b>Planwest Partners Inc.</b>		<b>Hours and Expenses</b>											<b>Remaining Budget</b>
<b>Task</b>	<b>Account</b>	<b>FY 2017-18 Budget</b>	<b>Principal Planner</b>	<b>Senior Analyst</b>	<b>Environ Planner</b>	<b>GIS Analyst</b>	<b>Service Specialist</b>	<b>Admini- strator</b>	<b>Services Assistant</b>	<b>Expense</b>	<b>July Total</b>	<b>Remaining Budget</b>	
<b>Hourly Rate</b>			\$108.00	\$88.00	\$76.00	\$62.00	\$58.00	\$58.00	\$40.00		\$2,342.00	\$22,658.00	
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$25,000.00</b>											
CDFW Fees	52671										\$0.00	\$0.00	
GIS Services	52675										\$0.00	\$0.00	
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	
Countywide Fire Services MSRS	52680		6.00	3.00		5.00			28.00		\$2,342.00		
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$60,000.00</b>											
General Staffing Services	52006		8.50	3.00		8.00			11.00	\$151.94	\$2,269.94		
Policies & Procedures Update-Chapter 3	52006		2.00	3.50					6.00		\$764.00		
Staff Coordination	52006		2.00								\$216.00		
Noticing & Staff Reports	52006		11.00						3.00		\$1,308.00		
Response to Public Information Requests	52006										\$0.00		
Budget Preparation	52006										\$0.00		
Commission Meetings	52006										\$0.00		
Executive Committee Meetings	52006		2.00								\$216.00		
<b>Staffing Services Supplies</b>		<b>\$3,655.00</b>											
Mileage Reimbursement	52070	\$240.00									\$0.00	\$3,655.00	
Office Expense	52080	\$740.00									\$0.00	\$240.00	
Office Supplies	52100	\$1,500.00									\$0.00	\$740.00	
Postage and Shipping	52110	\$675.00									\$0.00	\$1,500.00	
Printing	52120	\$500.00									\$0.00	\$675.00	
<b>Application Processing / Pre-app review Expenses- EO</b>		<b>\$500.00</b>											
App CSA 25 Annex Bennett Endraske		\$1,400.00	5.00			2.00			13.50		\$1,204.00	\$196.00	
Pre-App FRV CSD Annex		\$2,500.00	4.00			2.00			10.00		\$956.00	\$1,544.00	
Pre-App - Tierra Robles CSD Formation		\$5,000.00	40.50	9.50	0.00	17.00	0.00	0.00	71.50		\$0.00	\$3,327.00	
<b>Total Hours</b>			<b>\$4,374.00</b>	<b>\$836.00</b>	<b>\$0.00</b>	<b>\$1,054.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,860.00</b>	<b>\$151.94</b>	<b>\$9,275.94</b>	<b>\$81,539.06</b>	
<b>Total Costs</b>													

<b>Monthly Expenses</b>	<b>Expense</b>
July 13-14 Meeting Miles: 284 @ \$0.535/mile	\$151.94
<b>Monthly Expense Total</b>	<b>\$151.94</b>

# INVOICE

**DATE:** August 31, 2017

**INVOICE #:** 17-235-08

**TO:** Shasta Local Agency Formation Commission (LAFCo)

**PROJECT:** LAFCo Planning and Staffing Services for **AUGUST 2017**

**Staffing Services:**

**Exec Committee / Commission Meetings:** Presented materials and staffed August 3 Regular Commission meeting. Coordinated records from the August 3 meeting for LAFCo files.

**Budget:** Coordinated with Office Manager for start of FY 2016-17 Audit as approved by Commission action on August 3.

**Staffing Coordination:** Coordinated with manager for administrative materials, and responding to requests for information and research on applicable LAFCo statutes. Provided mapping for several special districts as requested. Coordinated public records act response from Transparent California Research Director, with office manager, regarding 2016 Employee Compensation Report. Coordinated response to Shasta County Committees and Commissions staff regarding LAFCo Commission assignments.

**General Staffing Services:** Revised Chapters 3, to present to commission in strikeout-underline format including eliminated definitions and added policy language on disadvantaged unincorporated communities, for presentation at next meeting. Will present Chapter 4 for Commission review at next meeting in same format. Participated in communications with executive committee and general counsel regarding CSDA relayed information regarding distinctions between "independent contractors" and "employees" for purposes of the potential conflict of interest disclosures and avoidance.

**Municipal Service Reviews (MSR) and Sphere of Influence (SOI) Updates for FY 2016-17:** Continued Countywide Fire services MSR/SOI Updates for eleven fire related districts. A regional approach to the MSR/SOI Update is being considered that would provide a comprehensive understanding of fire services being provided in the various regions of the county. The regional MSR would provide an overview of fire protection services along with profiles of each agency to identify shared trends relating to adequacy, capacity and cost of providing services.

**Application – CSA #25 Keswick: Bennett–Endraske Annexation -**

Presented Bennett-Endraske Annexation application staff report, findings and resolution for Commission consideration at August 3 meeting. The detachment from Shasta CSD was a condition of CSA 25 annexation approval by resolution. Advised County staff of 30 day reconsideration period and State BOE requirements.

**Pre-Application – Fall River Valley CSD Annexation:** Conducted initial analysis of the potential annexation area to assess logical annexation boundaries, based on services, development, locations related to existing boundary, LAFCO policies and statutory requirements. Mapped three zones to show more definition for proposed annex parcels and prepared supporting spreadsheet for CSD General Manager consideration.

**Pre-App-Tierra Robles Subdivision Proposed CSD – no activity this period**

**AUGUST 2017 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**Staffing Services & Expenses**

Executive Officer	26.5 hrs. @ \$108/hr.	\$ 2,862.00
Services Assistant	27.5 hrs. @ 40/hr.	\$ 1,100.00
August 3 Mileage	284.00 @ \$0.535/mi	\$ 151.94

**MSRs and SOI Updates**

Executive Officer	4.0 hrs. @ \$108/hr.	\$ 432.00
Senior Analyst	3.0 hrs. @ 88/hrs.	\$ 264.00
GIS Analyst	16.5 hrs. @ 62/hrs.	\$ 1,023.00
Services Assistant	34.0 hrs. @ 40/hr.	\$ 1,360.00

**Application- CSA # 25: Bennett–Endraske Annexation**

Executive Officer	1.0 hrs. @ \$108/hr.	\$ 108.00
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**Pre-Application – Fall River Valley CSD Annexation**

Executive Officer	2.0 hrs. @ \$108/hr.	\$ 216.00
GIS Analyst	1.5 hrs. @ 62/hr.	\$ 93.00
Services Assistant	4.5 hrs. @ 40/hr.	\$ 180.00

**TOTAL AMOUNT DUE** \$ 7,789.94

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Tax Identification Number: 90-0262382

**Shasta LAFCo Contract Planning Services FY 2017-18 Billing AUGUST 2017**

Planwest Partners Inc.	Task	Account	FY 2017-18 Budget	July	Hours and Expenses							August Total	Total on Budget	Remaining Budget
					Hourly Rate	Principal Planner	Senior Analyst	Environ Planner	GIS Analyst	Services Assistant	Expense			
<b>MSR/SOI - Review &amp; Analysis</b>			<b>\$25,000.00</b>	<b>\$2,342.00</b>									<b>\$5,421.00</b>	<b>\$19,579.00</b>
	CDFW Fees	52671											\$0.00	\$0.00
	GIS Services	52675											\$0.00	\$0.00
	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
	Countywide Fire Services MSRs	52680				4.00	3.00	16.50	34.00				\$3,079.00	
<b>Staffing Services Planwest Partners Inc.</b>			<b>\$60,000.00</b>	<b>\$4,773.94</b>									<b>\$8,887.88</b>	<b>\$51,112.12</b>
	General Staffing Services	52006			11.00				17.50				\$1,888.00	
	Policies & Procedures Update-Chapter 3	52006			2.00				6.00				\$456.00	
	Staff Coordination	52006			5.50								\$594.00	
	Noticing & Staff Reports	52006			2.00				4.00				\$376.00	
	Response to Public Information Requests	52006			2.00								\$216.00	
	Budget Preparation	52006											\$0.00	
	Commission Meetings	52006			4.00								\$583.94	
	Executive Committee Meetings	52006											\$0.00	
<b>Application Processing / Pre-app review Expenses- EO</b>														
	App CSA 25 Annex Bennett Endraske		\$1,400.00	\$1,204.00	1.00								\$1,312.00	\$88.00
	Pre-App FRY CSD Annex		\$2,500.00	\$956.00	2.00			1.50	4.50				\$1,445.00	\$1,055.00
	Pre-App - Tierra Robles CSD Formation		\$5,000.00										\$1,673.00	\$3,327.00
	<b>Total Hours</b>				33.50	3.00	0.00	18.00	66.00					
	<b>Total Costs</b>			<b>\$9,275.94</b>	<b>\$3,618.00</b>	<b>\$264.00</b>	<b>\$0.00</b>	<b>\$1,116.00</b>	<b>\$2,640.00</b>	<b>\$151.94</b>			<b>\$14,308.88</b>	<b>\$74,346.12</b>

<b>Monthly Expenses</b>	<b>Expense</b>
August 3 Meeting Miles: 284 @ \$0.535/mile	\$151.94
<b>Monthly Expense Total</b>	<b>\$151.94</b>