

INVOICE

DATE: September, 30 2017 **INVOICE #:** 17-235-09
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **SEPTEMBER 2017**

Staffing Services:

Exec Committee / Commission Meetings: Presented materials and staffed September 19 Executive Committee Meeting. Prepared materials for October 5 Regular Commission meeting. This included Commission 2018 Meeting Schedule Little Hoover Commission August 2017 Report Public Member Commissioner Vacancy; Executive Committee Member Appointment; and CalPERs Amortization Schedule.

Budget: Coordinated with Office Manager for FY 2017-18 first quarter Budget Report.

Staffing Coordination: Coordinated with manager for administrative materials, and responding to requests for information. Coordinated preparation and distribution of notice for Public Member appointment. Coordinated for CALAFCO Board elections and voting at conference.

Chapter 3 & 4 Policy Updates: Updated and clarified Shasta LAFCO policies and procedures for chapter 3 & 4, which were presented to the commission in strikeout/underline format at the October 5th meeting. The proposed chapter 3 updates eliminated definitions and added policy language on disadvantaged unincorporated communities. Proposed chapter 4 changes updated procedures for reorganization and organization changes, added a section regarding specific application requirements, and granted executive officer authority to conduct protest proceedings.

General Staffing Services: Responded to inquiry regarding transition of a County Service Area (CSA) to a Community Services District (CSD). Responded with a process description for review as a reorganization, in that it includes the following two jurisdictional changes: Dissolution of CSA organized under CSA Law, and formation of new CSD, organized under CSD Law. Reported on proceedings Initiation, which is guided by the principal act under which formation would occur, filed by petition or by resolution of application adoption. Noted that before application resolution adopted, legislative body shall hold a public hearing (GC 61013).

FY 2017-18 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates: 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 - completed

Pre-Application – Fall River Valley CSD Annexation: Continued analysis of the potential annexation parcels including ongoing preparation of spreadsheet for CSD General Manager consideration. Discussed Board presentation at October meeting.

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

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

Staffing Services & Expenses

| | | |
|----------------------|-----------------------|-------------|
| Executive Officer | 29.5 hrs. @ \$108/hr. | \$ 3,186.00 |
| Senior Analyst | 0.5 hrs. @ 88/hrs. | \$ 44.00 |
| GIS Analyst | 12.5 hrs. @ 62/hrs. | \$ 775.00 |
| Services Assistant | 24.25 hrs. @ 40/hr. | \$ 970.00 |
| September 19 Mileage | 284.00 @ \$0.535/mi | \$ 151.94 |

MSRs and SOI Updates

| | | |
|--------------------|----------------------|-------------|
| Executive Officer | 1.0 hrs. @ \$108/hr. | \$ 108.00 |
| GIS Analyst | 20.0 hrs. @ 62/hrs. | \$ 1,240.00 |
| Services Assistant | 24.5 hrs. @ 40/hr. | \$ 980.00 |

Pre-Application – Fall River Valley CSD Annexation

| | | |
|--------------------|----------------------|-----------|
| Executive Officer | 2.0 hrs. @ \$108/hr. | \$ 216.00 |
| GIS Analyst | 2.0 hrs. @ 62/hr. | \$ 124.00 |
| Services Assistant | 2.0 hrs. @ 40/hr. | \$ 80.00 |

TOTAL AMOUNT DUE \$ 7,874.94

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 SEPTEMBER 2017

| Planwest Partners Inc. | | FY 2017-18 Budget | | Hours and Expenses | | | | | | | Total on Budget | Remaining Budget | | |
|--|-------|-------------------|--------------------|--------------------|-------------------|-------------------|----------------|-----------------|-------------------|--------------------|-----------------|-------------------|--------------------|--------------------|
| | | Account | Hourly Rate | July | August | Principal Planner | Senior Analyst | Environ Planner | GIS Analyst | Services Assistant | | | Expense | September Total |
| MSR/SOI - Review & Analysis | | | \$25,000.00 | \$2,342.00 | \$3,079.00 | | | | | | | \$2,328.00 | \$7,749.00 | \$17,251.00 |
| CDFW Fees | 52671 | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 |
| GIS Services | 52675 | | | | | | | | | | | \$0.00 | \$0.00 | \$0.00 |
| 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 |
| Countywide Fire Services MSRs | 52680 | | | | | 1.00 | | | 20.00 | 24.50 | | \$0.00 | \$0.00 | \$0.00 |
| Staffing Services Planwest Partners Inc. | | | \$60,000.00 | \$4,773.94 | \$4,113.94 | | | | | | | \$5,126.94 | \$14,014.82 | \$45,985.18 |
| General Staffing Services | 52006 | | | | | 11.50 | 0.50 | | 10.00 | | | \$1,906.00 | \$1,906.00 | |
| Policies & Procedures Update-Chapters 3 & 4 | 52006 | | | | | 2.00 | | | | 14.00 | | \$776.00 | \$776.00 | |
| Staff Coordination | 52006 | | | | | 6.00 | | | | 4.00 | | \$808.00 | \$808.00 | |
| Noticing & Staff Reports | 52006 | | | | | 4.00 | | | 2.50 | 6.25 | | \$837.00 | \$837.00 | |
| Response to Public Information Requests | 52006 | | | | | 2.00 | | | | | | \$216.00 | \$216.00 | |
| Budget Preparation | 52006 | | | | | | | | | | | \$0.00 | \$0.00 | |
| Commission Meetings | 52006 | | | | | | | | | | | \$0.00 | \$0.00 | |
| Executive Committee Meetings | 52006 | | | | | 4.00 | | | | | | \$583.94 | \$583.94 | |
| Application Processing /Pre-app review Expenses- EO | | | | | | | | | | | | | | |
| App CSA 25 Annex Bennett Endraske | | | \$1,400.00 | \$1,204.00 | \$108.00 | | | | | | | \$0.00 | \$1,312.00 | \$88.00 |
| Pre-App FRV CSD Annex | | | \$2,500.00 | \$956.00 | \$489.00 | 2.00 | | | 2.00 | 2.00 | | \$420.00 | \$1,865.00 | \$635.00 |
| Pre-App - Tierra Robles CSD Formation | | | \$5,000.00 | | | | | | | | | \$0.00 | \$1,673.00 | \$3,327.00 |
| Total Hours | | | | \$9,275.94 | \$7,789.94 | \$3,510.00 | \$44.00 | \$0.00 | \$2,139.00 | \$2,030.00 | \$151.94 | | \$21,763.82 | \$66,891.18 |
| Total Costs | | | | | | | | | | | | | | |

| Monthly Expenses | Expense |
|--|-----------------|
| Sept Meeting Miles: 284 @ \$0.535/mile | \$151.94 |
| Monthly Expense Total | \$151.94 |



INVOICE

DATE: October, 312017

INVOICE #: 17-235-10

TO: Shasta Local Agency Formation Commission (LAFCo)

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

Staffing Services:

Exec Committee / Commission Meetings: Presented materials and staffed October 5 Regular Commission meeting. This included Commission 2018 Meeting Schedule; Little Hoover Commission August 2017 Report; Public Member Commissioner Vacancy; Executive Committee Member Appointment; and CalPERs Amortization Schedule. Reported to Commission on County Service Area to Community Services District reorganization process provided at County request. Responded to executive committee meeting request for public member candidate review in November.

Budget: Coordinated with Office Manager for Budget report included in the Commission October 5 packet.

Staffing Coordination: Coordinated with manager for administrative materials, and responding to requests for information. Distributed Notice for Public Member appointment. Provided information for response to small water district regarding reorganization options. Discussed initial contact by property owner interested in annexation in Anderson area. Reviewed special district mapping with Office Manager.

Chapter5 & 6 Policy Updates: Started Shasta LAFCO Chapter 5 Municipal Services Reviews & 6 Spheres of Influence policies and procedures update.

General Staffing Services: Presented CALAFCO Northern Section Board voting ballot to the Commission at the October meeting and received direction on voting preference. Attended CALAFCO Annual Conference and served as Shasta LAFCo voting delegated. Attended conference sessions on topics of interest to the commission. Compiling conference information to present to commission at next meeting. Coordinated with Lassen Executive Officer on Shasta filings for NW Lassen FPD Annex to McArthur FPD. Responded to County Planning Department inquiry regarding special district boundary in East County.

FY 2017-18 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:

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. A regional provides 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.

Met with Burney Fire Protection District Fire Chief Monte Keady on October 11 to discuss Municipal Services Review in preparation. Received District fiscal information for use in the MSR and received tour of the Station. Met with McArthur Fire Protection District Fire Chief Jeff Oldson and Fall River Valley Fire Protection District Fire Chief Bud Hendrixson as well as board members on October 11 at the McArthur Fire Station. Discussed Municipal Services Review in preparation. Receive update on annexation of NW Lassen FPD area by McArthur Fire Protection District.

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Application – CSA #25 Keswick: Bennett–Endraske Annexation – BOE Filing.

Pre-Application – Fall River Valley CSD Annexation: Prepared annexation application support materials and made presentation to CSD Board on October 11. The Fall River Valley Community Services District Annexation Study presentation covered: CSD Resolution of Application; Mapping & Annexation Area Description; Tax Exchange Agreement Initiation; LAFCo Application Form; Type of CEQA compliance; and draft Plan for Services. For the Study, north, central and south area maps were prepared, due to the linear configuration of the District. A parcels database of APNs in the sphere of influence considered for annexation were presented showing Land use zoning, services and other attributes.

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

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

Staffing Services & Expenses

| | | |
|---------------------------|-----------------------|------------|
| Executive Officer | 37.0 hrs. @ \$108/hr. | \$3,996.00 |
| Senior Analyst | 3.0 hrs. @ 88/hr. | \$ 264.00 |
| Services Assistant | 11.0 hrs. @ 40/hr. | \$ 440.00 |
| GIS Analyst | 4 hrs. @ 62/hrs. | \$ 248.00 |
| October Mileage (2 trips) | 568.00 @ \$0.535/mi | \$ 303.88 |

MSRs and SOI Updates

| | | |
|--------------------|--------------------|-------------|
| Executive Officer | 3 hrs. @ \$108/hr. | \$ 324.00 |
| GIS Analyst | 23 hrs. @ 62/hrs. | \$ 1,426.00 |
| Services Assistant | 29.0 hrs. @ 40/hr. | \$ 1,160.00 |

Pre-Application – Fall River Valley CSD Annexation

| | | |
|--------------------|----------------------|-----------|
| Executive Officer | 5.5 hrs. @ \$108/hr. | \$ 594.00 |
| Services Assistant | 1.0 hrs. @ 40/hr. | \$ 40.00 |

TOTAL AMOUNT DUE **\$ 8,795.88**

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Tax Identification Number: 90-0262382

