



INVOICE

DATE: March 31 2018 **INVOICE #:** 18-235-03

TO: Shasta Local Agency Formation Commission (LAFCo)

PROJECT: LAFCo Planning and Staffing Services for **March 2018**

Staffing Services:

Exec Committee / Commission Meetings: Prepared materials for and attended Executive Committee March 12 meeting to review April meeting agenda, CalPERS correspondence and contract extensions. Prepared agenda items for the April 5 Regular Commission meeting. This includes: quarterly financials, FY 2017-18 Budget Adjustment; FY 2018-19 Staff Services – Contract Extension; RDA Oversight Consolidation; CalPERS correspondence; and public member appointment. Scheduled and noticed hearings for: Intermountain Fire Protection Districts MSR/SOI (Potential Action) Resolution 2018-01; Castella Fire Protection District MSR/SOI (Potential Action) Resolution 2018-02; and Proposed Draft Budget for Fiscal Year 2018/2019 (Potential Action) Resolution 2018-03.

Staffing Coordination: Provided reorganization/ services extension information for city inquiry. Reviewed special district mapping with Office Manager.

Policy Updates: Incorporating City Member term language as drafted by legal counsel

Budget: Reviewed FY 2018-19 Draft Budget for Commission consideration at April meeting.

General Staffing Services: Prepared and distributed Redevelopment Advisory (RDA) oversight board consolidation nomination request (Shasta County RDAs: Anderson, Redding, Shasta Lake) to affected special districts. LAFCos tasked with special district representative selection for consolidated RDA oversight board. Responded to small water company request for the procedure to become a special district. Prepared Form 700. Advised special district on procedure to propose parcel based assessment to increase district revenues, including community outreach and working group opportunities.

FY 2017-18 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates: Prepared and distributed Hearing Draft MSR & SOI Update for Intermountain Area (Burney, McArthur and Fall River Valley Fire Protection Districts and County Service Area 1 Battalion 1) and advised of April 5 hearing. Met with Shasta County Fire / County Service Area 1 Unit and Battalion Chiefs March 13 to discuss Intermountain Area MSR & SOI Update. Discussed option for removal of area around Soldier Mountain Station from coordinated SOI. Reviewed response times from Soldier Mountain and FRM Stations to three intersections as provided by Battalion 1 Chief. Had conference call with Burney FPD Chief March 13 to update District information and determinations.

Met with Castella FPD Chief, Secretary and Board Members at their March 13 Special Meeting to review Draft MSR & SOI Update. Updated MSR & SOI Update, based on staff and board input, distributed hearing draft to Castella FPD and advised of April 5 hearing. This included SOI expansion to Lemoine/Pollard Flat area to south based on District response to that area. The other FPDs being combined into a South County FPD MSR.

Application: Westridge Greenview Phase / Campo Calle annexation to City of Redding
 Reviewed and commented on application revisions and discussed review and hearing schedule with City Senior Planner and Westridge project representative.

March 2018 COSTS *(see attached spreadsheet for hours and expense itemization)*

Staffing Services & Expenses

Executive Officer	35.5 hrs. @ \$108/hr.	\$3,834.00
Senior Analyst	1.5 hrs. @ 88/hr.	\$ 132.00
Environmental Planner I	4.0 hrs @ \$58/hr	\$ 232.00
GIS Analyst	5.0 hrs. @ 62/hrs.	\$ 310.00
Services Assistant	10.00 hrs. @ 40/hr.	\$ 400.00
March Mileage Redding & Castella	355 mi @ \$0.545/mi	\$ 193.48

MSRs and SOI Updates

Executive Officer	10.5 hrs. @ \$108/hr.	\$1,134.00
Senior Analyst	0.5 hrs. @ 88/hr.	\$ 44.00
GIS Analyst	2.0 hrs. @ 62/hrs.	\$ 124.00
Services Assistant	38.00 hrs. @ 40/hr.	\$1,520.00

Application Processing Westridge /Campo Calle Annex to Redding

Executive Officer	3 hrs. @ 108/hr.	\$ 324.00
GIS Analyst	1 hrs. @ 62/hrs.	\$ 62.00

TOTAL AMOUNT DUE **\$8,309.48**

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 March 2018

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2017-18 Budget	Budget Amend	Principal Planner	Senior Analyst	Environ Planner 1	GIS Analyst	Services Assistant	Expense	March Total	Total on Budget	Remaining Budget	
	Hourly Rate			\$108.00	\$88.00	\$58.00	\$62.00	\$40.00					
MSR/SOI - Review & Analysis		\$25,000.00										\$22,103.00	\$2,897.00
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			10.50	0.50		2.00	38.00		\$2,822.00	\$5,684.00		
Staffing Services Planwest Partners Inc.		\$60,000.00										\$5,101.48	\$21,924.95
General Staffing Services	52006			1.00	1.50					\$240.00	\$3,624.00		
Policies & Procedures Update-Final	52006									\$0.00	\$224.00		
Staff Coordination	52006			18.00						\$1,944.00	\$3,848.00		
Noticing & Staff Reports	52006			13.50		4.00	5.00	10.00		\$2,400.00	\$2,400.00		
Public Info Requests	52006									\$0.00	\$0.00		
Budget Preparation	52006									\$0.00	\$0.00		
Commission Meetings	52006									\$0.00	\$448.00		
Executive Committee Meetings	52006			3.00					\$193.48	\$517.48	\$706.05		
Application Processing /Pre-app review Expenses- EO		\$386.00										\$386.00	
App CSA 25 Annex Bennett Endraske		\$1,400.00								\$0.00	\$1,312.00	\$88.00	
Pre App - W. Ridge Annex		\$1,800.00		3.00			1.00			\$386.00	\$1,350.00	\$450.00	
Pre-App Fall R. Valley CSD Annex		\$2,500.00								\$0.00	\$2,499.00	\$1.00	
Pre-App - Tierra Robles CSD Formation		\$5,000.00								\$0.00	\$3,453.00	\$1,547.00	
Total Hours				49.00	2.00	4.00	8.00	48.00					
Total Costs				\$5,292.00	\$176.00	\$232.00	\$496.00	\$1,920.00	\$193.48	\$8,309.48	\$60,178.06	\$28,476.95	

Monthly Expenses	Expense
Meeting Miles: @ \$0.545/mile	
Meeting Miles Redding Castella: @ \$0.545/mile	\$193.48
Monthly Expense Total	\$193.48



INVOICE

DATE: April 30, 2018 INVOICE #: 18-235-04
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for April 2018

Staffing Services:

Exec Committee / Commission Meetings: Prepared materials for and attended April 5 Regular Commission meeting. Agenda included: quarterly financials, FY 2017-18 Budget Adjustment; FY 2018-19 Staff Services –Contract Extension; RDA Oversight Consolidation; CalPERS correspondence; and public member appointment. And noticed hearings for: Intermountain Fire Protection Districts MSR/SOI Resolution 2018-01: Castella Fire Protection District MSR/SOI Resolution 2018-02; and Proposed Draft Budget for Fiscal Year 2018/2019 Resolution 2018-03. Started preparation of June 4 meeting agenda items including services agreement.

Staffing Coordination: Provided reorganization/ services extension information as requested. Received and filed Final NW Lassen – McArthur FPD consolidation documents.

Policy Updates: Adding City Member term language by legal counsel for June meeting

Budget: Presented FY 2018-19 Draft Budget for Commission consideration at April meeting.

General Staffing Services: Advised Office Manager on Redevelopment Advisory (RDA) oversight board consolidation ballot to affected special districts.

FY 2017-18 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates: Presented Hearing Draft MSR & SOI Update for Intermountain Area (Burney, McArthur and Fall River Valley Fire Protection Districts and County Service Area 1 Battalion 1) at April 5 hearing. Prepared staff report with Soldier Mountain Station area removal option from coordinated SOI.

Presented Hearing Draft MSR & SOI Update for Castella FPD at April 5 hearing. This included SOI expansion to Lemoine/Pollard Flat area to south based on District response to that area. Prepared materials for Central Valley Area FPDs MSR and SOI Update. This includes: Anderson; Buckeye; Cottonwood; Happy Valley; Millville; and Shasta Lake Fire Protection Districts; CSA # 1 – Shasta County Fire Department Battalions 2-5, with additional information on Mountain Gate and Shasta CSDs and City of Redding

Application: Westridge Greenview Phase / Campo Calle annexation to City of Redding Prepared and distributed Notice of Application with updated map for June 4 hearing. Started staff report with findings. Reviewed adjacent Powerline Tentative Map area removed from application.

April 2018 COSTS (see attached spreadsheet for hours and expense itemization)

Staffing Services & Expenses

Table with 3 columns: Role, Hours, and Amount. Rows include Executive Officer (30 hrs @ \$108/hr = \$3,240.00), Environmental Planner I (1.0 hrs @ \$58/hr = \$58.00), and April Mileage (mi 284 @ \$0.545/mi = \$154.78).

MSRs and SOI Updates

Table with 3 columns: Role, Hours, and Amount. Rows include Executive Officer (4.5 hrs @ \$108/hr = \$486.00), GIS Analyst (0.5 hrs @ 62/hr = \$31.00), and Services Assistant (2.5 hrs @ 40/hr = \$100.00).

Application Processing Westridge/Campo Calle Annex to Redding

Table with 3 columns: Role, Hours, and Amount. Rows include Executive Officer (1.0 hrs @ 108/hr = \$108.00) and GIS Analyst (1.0 hrs @ 62/hr = \$62.00).

TOTAL AMOUNT DUE \$4,239.78

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 April 2018

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2017-18 Budget	Budget Amend	Principal Planner	Senior Analyst	Environ Planner 1	GIS Analyst	Services Assistant	Expense	April Total	Total on Budget	Remaining Budget	
	Hourly Rate			\$108.00	\$88.00	\$58.00	\$62.00	\$40.00		\$617.00	\$22,720.00	\$2,280.00	
MSR/SOI - Review & Analysis		\$25,000.00											
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			4.50			0.50	2.50		\$617.00	\$617.00		
Staffing Services Planwest Partners Inc.		\$60,000.00											
General Staffing Services	52006					1.00				\$58.00	\$58.00		
Policies & Procedures Update-Final	52006									\$0.00	\$0.00		
Staff Coordination	52006			28.00						\$3,024.00	\$3,024.00		
Noticing & Staff Reports	52006									\$0.00	\$0.00		
Public Info Requests	52006									\$0.00	\$0.00		
Budget Preparation	52006									\$0.00	\$0.00		
Commission Meetings	52006			2.00					\$154.78	\$370.78	\$370.78		
Executive Committee Meetings	52006									\$0.00	\$0.00		
Application Processing /Pre-app review Expenses- EO		\$170.00											
App CSA 25 Annex Bennett Endraske		\$1,400.00								\$0.00	\$1,312.00	\$88.00	
Pre App - W. Ridge Annex		\$1,800.00		1.00			1.00			\$170.00	\$1,134.00	\$666.00	
Pre-App Fall R. Valley CSD Annex		\$2,500.00								\$0.00	\$2,499.00	\$1.00	
Pre-App - Tierra Robles CSD Formation		\$5,000.00								\$0.00	\$3,453.00	\$1,547.00	
Total Hours				35.50	0.00	1.00	1.50	2.50		\$0.00	\$0.00		
Total Costs				\$3,834.00	\$0.00	\$58.00	\$93.00	\$100.00	\$154.78	\$4,239.78	\$70,190.96	\$18,464.04	

Monthly Expenses	Expense
Meeting Miles: @ \$0.545/mile	
Meeting Miles: 284 @ \$0.545/mile	\$154.78
Monthly Expense Total	\$154.78