

INVOICE

DATE: May 31, 2017 **INVOICE #:** 17-235-05
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **MAY 2017**

Staffing Services:

Exec Committee / Commission Meetings: Prepared and distributed materials for June 1 commission meeting. Prepared staffing services contract extension for Executive Committee consideration at May 31 meeting. Reviewed five year MSR/SOI Update cycle reformatted by Manager based on Executive Committee input.

Budget: Prepared Final FY 2017-18 Budget for June 1 commission hearing.

Staffing Coordination: Coordinated with manager for materials, staff reports, resolutions and financials for June 1 commission meeting. This included April, 2017 Commission Meeting Minutes and 3rd quarter Fiscal Information – bank statements, reconciliations, disbursements. Worked with manager on responding to requests for information and research on applicable LAFCo statutes.

General Staffing Services: Continued coordination with Fall River Valley CSD on potential annexations. Provided mapping based on APN list for parcels to be potentially annexed. Responded to inquiries on potential annexations and services extensions. Reviewed mapping information for several CSDs to determine boundary changes affected by annexations.

Municipal Service Reviews (MSR) and Sphere of Influence (SOI) Updates for FY 2016-17: Completed preparation of City of Anderson 2017 MSR/ SOI Update. Submitted to City for Council consideration May 16. Received scanned pages from City audit for unfunded liabilities and overall City assets on May 31 and prepared a summary sheet for this information for commission consideration. Prepared staff report, resolution, notice and notice of exemption and presented staff recommendation at June 1 Commission meeting.

App - Alpine Meadows Annex

Prepared materials for Willis/Herrera annexation to CSA 13 Alpine Meadows filing with State Board of Equalization.

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

Pre-app - Proposed Pine Grove – Fall River Mills Cemetery District Consolidation –

Prepared staff report and support materials for Commission consideration of a proposal submitted by resolutions of application by the Pine Grove Cemetery District and Fall River Mills Cemetery District Boards of Trustees for consolidation into the Pine Grove Cemetery District. Support materials included findings, MSR and SOI for the consolidated district, updated sphere of influence map, notice for posting and publishing, plan for services, resolution, certificate of filing and notice of exemption. Incorporated tax revenue sharing provision per Shasta County, for Board of Supervisors action. Presented staff recommendation at June 1 Commission meeting.

Pre-app - Weaver Service Extension from City of Anderson --

Prepared staff report and support materials for Commission consideration of a proposal submitted by property owner petition for proposed water service extension (Shasta County APN

050-530-015). The applicant requested water services be extended by the City of Anderson, to a single parcel outside city boundary and within the adopted sphere of influence. Support materials reviewed for application processing included property owner application, resolution from City of Anderson including future annexation consent, and support letter from Fire District. Support materials prepared included resolution, certificate of filing and notice of exemption. This matter was considered after commission consideration and approval of the City of Anderson SOI Update. Presented staff recommendation at June 1 Commission meeting.

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

Staffing Services & Expenses

Executive Officer	42.0 hrs @ \$108/hr.	\$ 4,536.00
May - Mileage 284 @ \$0.535/mi		\$ 151.94
Services Assistant	10.0 hrs @ \$40/hr.	\$ 400.00
GIS Analyst	10.0 hrs @ \$62/hr.	\$ 620.00

MSRs and SOI Updates for FY 2016-17

Services Assistant	12.5 hrs @ \$40/hr.	\$ 500.00
GIS Analyst	3.00 hrs @ \$62/hr.	\$ 186.00

Application- CSA # 13 Alpine Meadows Willis /Herrera Annexation

Executive Officer	2.0 hrs @ \$108/hr.	\$ 216.00
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Application - Pine Grove – Fall River Mills Cemetery District Consolidation

Executive Officer	12.5 hrs @ \$108/hr.	\$ 1350.00
GIS Analyst	3 hrs @ \$62/hr.	\$ 186.00
Services Assistant	6.0 hrs @ \$40/hr.	\$ 240.00

Application – Weaver Service Extension – City of Anderson

Executive Officer	12 hrs @ \$108/hr.	\$ 1,296.00
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TOTAL AMOUNT DUE \$ 9,681.94

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

Tax Identification Number: 90-0262382

INVOICE

DATE: June 30, 2017

INVOICE #: 17-235-06

TO: Shasta Local Agency Formation Commission (LAFCo)

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

Staffing Services:

Exec Committee / Commission Meetings: Prepared and presented materials at June 1 commission meeting. Prepared staffing services contract extension for Executive Committee consideration at June 19 meeting. Prepared and presented materials at June 29 commission special meeting.

Budget: Presented Final FY 2017-18 Budget for adoption at June 1 commission hearing.

Staffing Coordination: Coordinated with manager for materials, staff reports, resolutions and financials for June 1 commission meeting. Worked with manager on responding to requests for information and research on applicable LAFCo statutes.

General Staffing Services: Received direction to prepare a professional services agreement rather than an addendum. Prepared draft FY 2017-18 Professional Services Agreement and submitted to General Counsel for review. Reviewed agreement with Executive Committee commission. Agreement considered and approved at June 29 special meeting. Reviewed mapping information for CSD where services request had been made by a parcel owner. Continued coordination with Fall River Valley CSD General Manager for potential annexations. Determined that assistance needed extended beyond initial consultation. Prepared and sent pre-application agreement for FRV CSD. Reviewed Shasta County Grand Jury Report section applicable to Shasta LAFCo. Reviewed response as drafted by general counsel. Participated in response discussion with commission at June 29 commission special meeting. Advised commission of LAFCo staff presentation to 2017 Shasta County Grand Jury in July. Provided response on independent special districts formations, dissolutions, or reorganizations in Shasta County, since February 2016 as requested by the California Special Districts Association Legislative Assistant.

Municipal Service Reviews (MSR) and Sphere of Influence (SOI) Updates for FY 2016-17:

Presented City of Anderson 2017 MSR/ SOI Update, staff report, resolution and notice of exemption at June 1 Commission meeting. Prepared Final MSR/SOI Update adding summary sheet of unfunded liabilities and overall City assets information from City audit as directed by the Commission. Prepared FY 2017-18 MSR/SOI Update overview for Countywide Fire services.

App - Alpine Meadows Annex

Finalized materials for Willis/Herrera annexation to CSA 13 Alpine Meadows including certificate of completion and cost accounting.

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

Pre-app - Proposed Pine Grove – Fall River Mills Cemetery District Consolidation –
 Presented Pine Grove Cemetery District consolidation to commission on June 1. Finalized consolidation materials including updated resolution with condition for County Board of Supervisors tax share agreement action. Compiled findings, consolidated district MSR and SOI, plan for services, resolution, certificate of filing and notice of exemption. Prepared certificate of completion and cost accounting and additional deposit request.

Pre-app - Weaver Service Extension from City of Anderson –
 Presented staff recommendation at June 1 Commission meeting.

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

Staffing Services & Expenses

Executive Officer	40.0 hrs @ \$108/hr.	\$4,320.00
June 1- Mileage	284 @ \$0.535/mi	\$ 151.94
June 29- Mileage	284 @ \$0.535/mi	\$ 151.94
Services Specialist	7.5 hrs @ \$58/hr.	\$ 435.00
GIS Analyst	1.5 hrs @ \$62/hr.	\$ 93.00

MSRs and SOI Updates

Executive Officer	2.0 hrs @ \$108/hr.	\$ 216.00
Services Specialist	6.0 hrs @ \$58/hr.	\$ 348.00

Application- CSA # 13 Alpine Meadows Willis /Herrera Annexation

Executive Officer	2.0 hrs @ \$108/hr.	\$ 216.00
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Application - Pine Grove – Fall River Mills Cemetery District Consolidation

Executive Officer	7.0 hrs @ \$108/hr.	\$ 756.00
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TOTAL AMOUNT DUE **\$ 6,687.88**

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Tax Identification Number: 90-0262382

