

INVOICE

DATE: November 30, 2016 **INVOICE #:** 16-235-11
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **NOVEMBER 2016**

Staffing Services:

Exec Committee / Commission Meetings: Participated in November 21 Executive Committee meeting by phone to review December commission agenda. Prepared agenda packet materials.

Fiscal Committee / Budget: Participated in November 15 Fiscal Committee meeting in person reviewed FY 2014-15 audit and FY 2016-17 accounting reports prepared by Office Manager. Reviewed Draft 2016 Fee Schedule Update for committee input prior to Commission review.

Staffing Coordination: Coordinated LAFCo activities with office manager, including financial accounting and response to inquiries. Coordinated compilation and distribution of December 1 Commission agenda packet on November 25, 2016.

General Staffing Services. Prepared materials for December 1 Commission meeting. This included staff reports and support materials for: Regular Commission Meetings 2017 schedule; Executive and Fiscal Committee Meetings Policy/Procedure; Commissioner Terms of Office; Fee Schedule Update; Overall Policy/Procedures Update Schedule for 2017. Prepared staff reports for old business items: Fiscal Audit FY 2014/2015; and status of City of Redding MSR/SOI Update Resolution. Prepared materials for Executive Officer Report including performance review policy and timing and materials from CALAFCO Conference.

Municipal Service Reviews (MSR) and Sphere of Influence (SOI) Updates for FY 2016-17: Continued preparation of five County Service Area (CSA's 2-Sugarloaf; 3 Castella; 6-Jones Valley; 13-Alpine Meadows; and 17 Cottonwood) MSR/ SOI Updates. Incorporated County Public Works staff information from October meeting on four CSA administrative drafts. Updated parcel data and other resource coverages on boundary maps for each CSA. Continued land use and disadvantaged unincorporated communities research.

Pre App – Tierra Robles CSD: Met with project representative to discuss timing and environmental review. Draft EIR scheduled for release in spring 2017, with possible commission workshop as part of April meeting.

Pre App – Proposed Pine Grove & Fall River Mills Cemetery District Consolidation: Provided materials for proposed consolidation beyond **initial consultation with County** Auditor staff. This included Plan for Services content outline and sample resolutions for Cemetery Board to use to initiate consolidation process and application filing. Sent pre-application agreement and deposit request.

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

Staffing Services & Expenses

Executive Officer	32 hrs @ \$108/hr.	\$ 3,456.00
Analyst	5 hrs @ \$84/hr.	\$ 420.00
Services Assistant	4 hrs @ \$40/hr.	\$ 160.00
Mileage (1 trip) 286 @ \$0.54/mile		\$ 154.44

MSRs and SOI Updates for FY 2016-17

Analyst	9 hrs @ \$84/hr.	\$ 756.00
GIS Analyst	4.5 hrs @ \$62/hr.	\$ 279.00
Services Assistant	19 hrs @ \$40/hr.	\$ 760.00

Pre-application Costs – Tierra Robles Subdivision – (drawing on deposit)

Executive Officer	1.50 hrs @ \$108/hr.	\$ 162.00
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Pre App – Proposed Pine Grove & Fall River Mills Cemetery District Consolidation:

Executive Officer	2.5hrs @ \$108/hr.	\$ 270.00
Analyst	3.5 hrs @ \$84/hr.	\$ 294.00

TOTAL AMOUNT DUE \$ 6,711.44

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 2016-17 Billing NOVEMBER 2016

Planwest Partners Inc.		Hours and Expenses												Remaining Budget		
Task	Account	FY 2016-17 Budget	July	August	Sept.	Oct.	Executive Officer	Analyst	GIS Analyst	Service Specialist	Admin-istrator	Services Assistant	Expense	November Total	Total on Budget	Remaining Budget
Hourly Rate							\$108.00	\$84.00	\$62.00	\$58.00	\$58.00	\$40.00				
MSR/SOI - Review & Analysis (see Note 1 below)		\$10,000.00	\$581.00	\$972.00	\$2,167.00	\$1,856.00								\$1,795.00	\$7,371.00	\$2,629.00
CDPW Fees	52671	\$0.00												\$0.00	\$0.00	\$0.00
GIS Services	52675	\$1,050.00							4.50					\$279.00	\$279.00	\$771.00
Mileage Reimbursement	52676	\$0.00												\$0.00	\$0.00	\$0.00
Postage Printing	52677	\$200.00												\$0.00	\$0.00	\$200.00
Public Hearing Notice	52678	\$25,000.00												\$0.00	\$0.00	\$25,000.00
Office Supplies	52679	\$0.00												\$0.00	\$0.00	\$0.00
Municipal Services Review Preparations	52680	\$8,500.00						9.00				19.00		\$1,516.00	\$1,516.00	\$6,984.00
Staffing Services Planwest Partners Inc. (see Note 2 below)		\$60,000.00	3834.12	\$3,810.24	\$3,672.12	\$4,832.88								\$4,190.44	\$20,339.80	\$39,660.20
General Staffing Services	52006						21.00	2.00				4.00		\$2,596.00	\$2,596.00	
Mountain Gate CSD Reorganization	52006													\$0.00	\$0.00	
Staff Coordination	52006						7.00	3.00						\$1,008.00	\$1,008.00	
Noticing & Staff Reports	52006													\$0.00	\$0.00	
Response to Public Information Requests	52006													\$0.00	\$0.00	
Budget Preparation	52006													\$0.00	\$0.00	
Commission Meetings	52006													\$0.00	\$0.00	
Executive Committee Meetings	52006						2.00						\$154.44	\$154.44		
Fiscal Committee Meetings	52006						2.00						\$216.00	\$216.00		
Staffing Services Supplies (see Note 3 below)		\$3,655.00	\$0.00	\$0.00	\$0.00	\$0.00								\$0.00	\$0.00	\$3,655.00
Mileage Reimbursement	52070	\$240.00												\$0.00	\$0.00	\$240.00
Office Expense	52080	\$740.00												\$0.00	\$0.00	\$740.00
Office Supplies	52100	\$1,500.00												\$0.00	\$0.00	\$1,500.00
Postage and Shipping	52110	\$675.00												\$0.00	\$0.00	\$675.00
Printing	52120	\$500.00												\$0.00	\$0.00	\$500.00
Application Processing /Pre-app expenses (see Note 4 below)																
Shaasta CSD Foxwood Annex #2 (#2014-01B)	52402													\$0.00	\$0.00	
Burney Water Dist. Highmark Annex #2 (#2014-01A)	52402													\$0.00	\$0.00	
Pre-App - West Ridge/Calle Campo Redding, Annex														\$0.00	\$0.00	
Pre-App-Tierra Robles Subdivision Proposed CSD		\$5,000.00	\$162.00	\$270.00	\$539.00	\$54.00								\$162.00	\$1,187.00	\$3,813.00
Pre-App - Tierra Oaks Redding SOI/Annex							2.50	3.50						\$0.00	\$0.00	
Pre-app - Proposed Cemetery District Consolidation		\$0.00												\$564.00	\$564.00	-\$564.00
Total Hours							36.00	17.50	4.50	0.00	0.00	23.00		\$564.00	\$564.00	
Total Costs			\$4,577.12	\$5,052.24	\$6,378.12	\$6,688.88	\$3,888.00	\$1,470.00	\$279.00	\$0.00	\$0.00	\$920.00	\$154.44	\$6,711.44	\$28,274.80	\$45,380.20

Notes 1 & 2: These shaded rows provides budget amount & expenses summary for accounts, all itemized expenses below are summed up in this shaded row.
 Note 3 budgeted expenses specifically for Staffing Services Supplies routinely incurred at Redding Office only charged in special circumstances and explained on invoice
 Note 4 charges only for Application Processing with filed application or Pre-app review expenses with signed agreement

Monthly Expenses	Expense
November (1 trip) Meeting Miles: 286 @ \$0.54/mile	\$154.44
Monthly Expense Total	\$154.44

INVOICE

DATE: December 31, 2016 **INVOICE #:** 16-235-12
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **DECEMBER 2016**

Staffing Services:

Exec Committee / Commission Meetings: Scheduled and attended December 1 commission meeting. Presented staff reports and responded to commission questions. Attended closed session.

Fiscal Committee / Budget: Coordinated FY 2016-17 accounting reports prepared by Office Manager. Continued prep for Draft 2016 Fee Schedule Update for 2017 hearing.

Staffing Coordination: Coordinated LAFCo activities with office manager, including financial accounting and response to inquiries. Started mid year budget review. Researched updated methods for determining disadvantaged unincorporated communities being developed by CALAFCO. Reviewed CALAFCO white paper on sustainable groundwater management act and LAFCos for applicability to Shasta County. Continued to compile and organize spatial data files and review boundary and sphere mapping for consistency with commission actions. Attended meet and greet event at LAFCo offices December 1. Reviewed fees with office manager.

General Staffing Services. Reviewed County CEQA notice for Stephens GP/ZC/TM application initial study and draft mitigated negative declaration for development proposal within CSA 13 Cottonwood and Cottonwood Water District spheres of influence, for services implications. Responded to request for boundary mapping for Centerville and Shasta CSDs for potential boundary modifications pursuant to Bureau of Reclamation contracts. Researched City of Shasta Lake sphere of influence from 2014 records, showing sphere expansion to north of city. Reviewed lease information on prior office location as part of partial deposit return. Responded to inquiries for City of Anderson annex filing with board of equalization. Distributed notice to commissioners advising of upcoming CSDA training. Corresponded with Redding City staff on SOI Resolution. Started Chapter 1 & 2 policy update for 2017 commission review.

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

Continued preparation of five County Service Area (CSA's 2-Sugarloaf; 3 Castella; 6-Jones Valley; 13-Alpine Meadows; and 17 Cottonwood) MSR/ SOI Updates. Sent admin draft of CSA17 Cottonwood MSR/ SOI Update to County staff for review. Updated parcel data and other resource coverages on CSA boundary maps.

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

Staffing Services & Expenses

Executive Officer	33.5 hrs @ \$108/hr.	\$ 3,618.00
Services Assistant	15.25 hrs @ \$40/hr.	\$ 610.00
GIS Analyst	8.0 hrs @ \$62/hr.	\$ 496.00
Mileage (1 trip) 286 @ \$0.54/mile		\$ 154.44

MSRs and SOI Updates for FY 2016-17

GIS Analyst	2.5 hrs @ \$62/hr.	\$ 155.00
Services Assistant	6.0 hrs @ \$40/hr.	\$ 240.00

TOTAL AMOUNT DUE **\$ 5,273.44**

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Tax Identification Number: 90-0262382

Shasta LAFco Contract Planning Services FY 2016-17 Billing DECEMBER 2016

Planwest Partners Inc.	Task	Hourly Rate	Account	FY 2016-17 Budget	Hours and Expenses												December Total	Total on Budget	Remaining Budget	
					July	August	Sept.	Oct.	Nov.	Executive Officer	Analyst	CIS Analyst	Service Specialist	Admini- strator	Services Assistant	Expense				
	MSR/SOI - Review & Analysis (see Note 1 below)			\$10,000.00	\$581.00	\$972.00	\$2,167.00	\$1,856.00	\$1,795.00									\$395.00	\$7,766.00	\$2,234.00
	CDPW Fees		52671	\$0.00														\$0.00	\$0.00	\$0.00
	GIS Services		52675	\$1,050.00													6.00	\$395.00	\$395.00	\$655.00
	Mileage Reimbursement		52676	\$0.00														\$0.00	\$0.00	\$0.00
	Postage Printing		52677	\$200.00														\$0.00	\$0.00	\$200.00
	Public Hearing Notice		52678	\$250.00														\$0.00	\$0.00	\$250.00
	Office Supplies		52679	\$0.00														\$0.00	\$0.00	\$0.00
	Municipal Services Review Preparations		52680	\$8,500.00														\$0.00	\$0.00	\$8,500.00
	Staffing Services Planwest Partners Inc. (see Note 2)			\$60,000.00	3834.12	\$3,810.24	\$3,672.12	\$4,832.88	\$4,190.44									\$4,878.44	\$25,218.24	\$34,781.76
	General Staffing Services		52006														15.25	\$2,500.00	\$2,500.00	
	Mountain Gate CSD Reorganization		52006															\$0.00	\$0.00	
	Staff Coordination		52006													8.00		\$1,468.00	\$1,468.00	
	Noticing & Staff Reports		52006															\$0.00	\$0.00	
	Response to Public Information Requests		52006															\$108.00	\$108.00	
	Budget Preparation		52006															\$108.00	\$108.00	
	Commission Meetings - prep & attendance		52006															\$154.44	\$154.44	
	Executive Committee Meetings		52006															\$0.00	\$0.00	
	Fiscal Committee Meetings		52006															\$0.00	\$0.00	
	Staffing Services Supplies (see Note 3 below)			\$3,655.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$3,655.00	\$3,655.00
	Mileage Reimbursement		52070	\$240.00														\$0.00	\$0.00	\$240.00
	Office Expense		52080	\$740.00														\$0.00	\$0.00	\$740.00
	Office Supplies		52100	\$1,500.00														\$0.00	\$0.00	\$1,500.00
	Postage and Shipping		52110	\$675.00														\$0.00	\$0.00	\$675.00
	Printing		52120	\$500.00														\$0.00	\$0.00	\$500.00
	Application Processing /Pre-app expenses (see Note 4 below)																			
	Shasta CSD Foxwood Annex. #2 (#2014-01B)		52402															\$0.00	\$0.00	
	Burney WD Highmark Annex.#2 (#2014-01A)		52402															\$0.00	\$0.00	
	Pre-App-W.Ridge/Calle Campo Redding Annex																	\$0.00	\$0.00	
	Pre-App-Tierra Robles Subdivision Proposed CSD			\$5,000.00	\$162.00	\$270.00	\$539.00	\$54.00	\$162.00									\$0.00	\$1,187.00	\$3,813.00
	Pre-App - Tierra Oaks Redding SOI/Annex																	\$0.00	\$0.00	
	Pre-app - Proposed Cemetery District Consolidation			\$0.00														\$0.00	\$0.00	
	Total Hours																			
	Total Costs				\$4,577.12	\$5,052.24	\$6,378.12	\$6,688.88	\$6,711.44									\$154.44	\$34,735.24	\$43,919.76

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