



INVOICE

DATE: March 31, 2016 INVOICE #: 16-235-03
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for MARCH 2016

Staffing Services:

Exec Committee / Commission Meetings: Prepared commission packet and participated in Special Commission meeting held March 24 to consider new office lease space.

Fiscal Committee / Budget: Participated in Fiscal Committee meeting on March 29. Discussed Budget Year to date and financial report as presented by the Office Manager.

Staffing Coordination: Worked on Executive Offer tasks as provided by Shasta LAFCo General Counsel. Initiated Certificates of Completion for complete annexations.

Completed Mountain Gate Annexation with resolution of approval for commission consideration. Started noticing for protest proceeding process at the April meeting.

Coordinated with office manager and clerk regarding procedures and expense tracking. Provided staff with spreadsheet for hours tracking. Reviewed policies and other procedures to determine commission protocols.

Reviewed special district nominations received. Started preparation of ballots to be sent to all special districts for voting.

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

Staffing Services & Supplies

Table with 4 columns: Category, Description, Hours/Rate, and Amount. Rows include Staffing Services (Executive Officer, Administrator), Supplies, and TOTAL AMOUNT DUE.

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

Tax Identification Number: 90-0262382

TEL: (707) 825-8260
FAX: (707) 825-9181

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Arcata, CA 95518

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Shasta LAFCo Contract Planning Services FY 2015-16 Billing MARCH 2016

Planwest Partners Inc.		Hours and Expenses														
Task	Account	FY 2015-16 Budget	Jan.	Feb.	Principal Planner	Analyst	Environ Planner	GIS Analyst	Facilitator/ Outreach	Service Specialist	Admini- strator	Bookkeeper	Expense	February Total	Total on Budget	Remaining Budget
Hourly Rate					\$108.00	\$84.00	\$76.00	\$62.00	\$58.00	\$58.00	\$58.00	\$48.00				
Professional Services		\$0.00														
MSR/SOI - Review & Analysis														\$0.00	\$0.00	\$0.00
Staffing Services Planwest Partners Inc.		\$25,000.00													\$10,134.00	\$14,866.00
General Staffing Services	52006		\$432.00	\$2,122.00	28.00						2.00			\$3,140.00	\$5,694.00	
Mountain Gate CSD Reorganization	52006													\$0.00	\$0.00	
Staff Coordination	52006		\$216.00	\$648.00							1.00			\$58.00	\$922.00	
Noticing & Staff Reports	52006			\$324.00							2.00			\$116.00	\$440.00	
Response to Public Information Requests	52006			\$162.00										\$0.00	\$162.00	
Budget Preparation	52006			\$432.00	2.00									\$216.00	\$648.00	
Commission Meetings	52006			\$594.00	4.00									\$432.00	\$1,026.00	
Executive Committee Meetings	52006		\$324.00											\$0.00	\$324.00	
Fiscal Committee Meetings	52006		\$216.00	\$486.00	2.00									\$216.00	\$918.00	
Staffing Services Supplies		\$3,115.00												\$0.00	\$0.00	\$3,115.00
Mileage Reimbursement	52070	\$240.00											\$0.00	\$0.00	\$0.00	\$240.00
Office Expense	52080	\$500.00											\$0.00	\$0.00	\$0.00	\$500.00
Office Supplies	52100	\$1,500.00											\$0.00	\$0.00	\$0.00	\$1,500.00
Postage and Shipping	52110	\$675.00											\$0.00	\$0.00	\$0.00	\$675.00
Printing	52120	\$200.00											\$0.00	\$0.00	\$0.00	\$200.00
Application Processing Expenses EO		\$6,000.00												\$0.00	\$0.00	\$6,000.00
Shasta CSD Foxwood Annex #2 (#2014-01B)	52402													\$0.00	\$0.00	
Burney Water Dist, Highmark Annex #2 (#2014-01A)	52402													\$0.00	\$0.00	
Application Processing Supplies		\$1,566.00												\$0.00	\$0.00	\$1,566.00
Mileage Reimbursement	52418	\$100.00												\$0.00	\$0.00	\$100.00
Misc. Other	52419	\$366.00												\$0.00	\$0.00	\$366.00
Postage and Shipping	52420	\$100.00												\$0.00	\$0.00	\$100.00
Printing	52430	\$250.00												\$0.00	\$0.00	\$250.00
Public Hearing Notice	52440	\$500.00												\$0.00	\$0.00	\$500.00
Office Supplies	52450	\$250.00												\$0.00	\$0.00	\$250.00
Total Hours					36.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00				
Total Costs			\$1,188.00	\$4,768.00	\$3,888.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.00	\$0.00	\$0.00	\$4,178.00	\$10,134.00	\$25,547.00

Monthly Expenses	Expense
Meeting Miles: 326 @ \$0.54/mile	\$0.00
Monthly Expense Total	\$0.00



INVOICE

DATE: April 30, 2016 **INVOICE #:** 16-235-04
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **APRIL 2016**

Staffing Services:

Exec Committee / Commission Meetings: Attended April 7 Commission meeting, including closed session on staffing matters. Coordinated with executive committee on surplus office supplies, long term office space and upcoming agenda items.

Fiscal Committee / Budget: Participated in Fiscal Committee meeting. Discussed Budget Year to date and financial report as presented by the Office Manager. Continued FY 2016-17 Budget review. Sent out proposed budget to member organizations. Reviewed potential scheduling of Municipal services Reviews and Sphere of Influence Updates for next five-year cycle.

Staffing Coordination: Worked on Executive Officer tasks as provided by Shasta LAFCo General Counsel. Filed Certificates of Completion for complete annexations. As discussed in April closed session with Commission, ended clerk services due to budgetary constraints. Advised Commission of action.

Coordinated with office manager and clerk regarding procedures and expense tracking. Continued review of policies and other procedures to determine commission protocols. Monitored email & electronic filing of commission records. Sent out ballots for special district seats.

Application Processing:

Pre-Application - West Ridge/Calle Campo Redding Annex

Met with City of Redding senior planner and property owner representatives on April 7 to discuss West Ridge Master Plan and Campo Calle annexation to the City. Reviewed prior West Ridge annexations to the City.

Pre- Application - Tierra Robles CSD Formation

Met with Shasta County staff to discuss proposed Tierra Robles CSD Formation. Reviewed project materials provided by the County, including subdivision map, project summary, fiscal analysis and CSD formation overview. Prepared comments for Tierra Robles Tentative Map Environmental Impact Report as trustee agency.

Pre- Application - Tierra Oaks Redding SOI Update /Annexation

Responded to inquiry on City services extension to Tierra Oaks subdivision for wastewater services. Informed property owner representative that subject property outside City Sphere of Influence and that a SOI Update would be needed prior to annexation to City.

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

Staffing Services & Supplies

Staffing Services

Executive Officer	23 hrs @ \$108/hr.	\$ 2,700.00
GIS Analyst	2.5 hrs @ \$62/hr.	\$ 155.00
Administrator	1 hrs @ \$58/hr.	\$ 58.00
Supplies		\$ 0.00
	Staffing Services Sub-total	\$ 2,697.00

Application Processing Expenses

Pre-Application - West Ridge/Calle Campo Redding Annex		
Executive Officer	5 hrs @ \$108/hr.	\$ 540.00
Pre-Application - Tierra Robles CSD Formation		
Executive Officer	6 hrs @ \$108/hr.	\$ 648.00
Environmental Planner	0.25 hrs @ \$84/hr.	\$ 19.00
Supplies		\$ 0.00
Pre- Application - Tierra Oaks Redding SOI Update /Annexation		
Executive Officer	2 hrs @ \$108/hr.	\$ 216.00
	Staffing Services Sub-total	\$ 1,423.00

TOTAL AMOUNT DUE **\$ 4,120.00**

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Shasta LAFCo Contract Planning Services FY 2015-16 Billing APRIL 2016

Planwest Partners Inc.		Hours and Expenses															
Task	Account	FY 2015-16 Budget	Jan.	Feb.	March	Principal Planner	Analyst	Environ Planner	GIS Analyst	Facilitator/ Outreach	Service Specialist	Admini- strator	Bookkeeper	Expense	February Total	Total on Budget	Remaining Budget
Hourly Rate						\$108.00	\$84.00	\$76.00	\$62.00	\$58.00	\$58.00	\$58.00	\$48.00				
Professional Services		\$0.00															
MSR/SOI - Review & Analysis															\$0.00	\$0.00	\$0.00
Staffing Services Planwest Partners Inc.		\$25,000.00														\$12,831.00	\$12,169.00
General Staffing Services	52006		\$432.00	\$2,122.00	\$4,004.00	6.00			2.50			1.00			\$861.00	\$7,419.00	
Mountain Gate CSD Reorganization	52006														\$0.00	\$0.00	
Staff Coordination	52006		\$216.00	\$648.00	\$58.00	6.00									\$648.00	\$1,570.00	
Noticing & Staff Reports	52006			\$324.00	\$116.00										\$0.00	\$440.00	
Response to Public Information Requests	52006			\$162.00											\$0.00	\$162.00	
Budget Preparation	52006			\$432.00				7.00							\$756.00	\$1,188.00	
Commission Meetings	52006			\$594.00											\$0.00	\$594.00	
Executive Committee Meetings	52006		\$324.00			2.00									\$216.00	\$540.00	
Fiscal Committee Meetings	52006		\$216.00	\$486.00		2.00									\$216.00	\$918.00	
Staffing Services Supplies		\$3,115.00														\$0.00	\$3,115.00
Mileage Reimbursement	52070	\$240.00												\$0.00	\$0.00	\$240.00	
Office Expense	52080	\$500.00											\$0.00	\$0.00	\$500.00		
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	\$200.00											\$0.00	\$0.00	\$200.00		
Application Processing Expenses- EO		\$6,000.00														\$1,423.00	\$4,577.00
Shasta 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						5.00									\$540.00	\$540.00	
Pre-App - Tierra Robles CSD Formation						6.00		0.25							\$667.00	\$667.00	
Pre-App - Tierra Oaks Redding SOI/Annex						2.00									\$216.00	\$216.00	
Application Processing Supplies		\$1,566.00														\$0.00	\$1,566.00
Mileage Reimbursement	52418	\$100.00													\$0.00	\$100.00	
Misc. Other	52419	\$366.00													\$0.00	\$366.00	
Postage and Shipping	52420	\$100.00													\$0.00	\$100.00	
Printing	52430	\$250.00													\$0.00	\$250.00	
Public Hearing Notice	52440	\$500.00													\$0.00	\$500.00	
Office Supplies	52450	\$250.00													\$0.00	\$250.00	
Total Hours						36.00	0.00	0.25	2.50	0.00	0.00	1.00	0.00				
Total Costs			\$1,188.00	\$4,768.00	\$4,178.00	\$3,888.00	\$0.00	\$19.00	\$155.00	\$0.00	\$0.00	\$58.00	\$0.00	\$0.00	\$4,120.00	\$14,254.00	\$21,427.00

Monthly Expenses	Expense
Meeting Miles: 326 @ \$0.54/mile	\$0.00
Monthly Expense Total	\$0.00