



INVOICE

DATE: January 31, 2016 **INVOICE #:** 16-235-01
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **JANUARY 2016**

Staffing Services:

Participated in Executive Committee January 7 meeting (by phone).

Participated in Fiscal Committee January 18 meeting (by phone). Reviewed Quarter 2 Financial report as presented by the Office Manager

Reviewed summary list of pending Executive Offer tasks as provided by Shasta LAFCo General Counsel.

Participated in Executive Committee January 29 meeting (by phone) to review and set agenda for February 4 Commission meeting.

Contacted office manager and clerk regarding procedures and expense tracking.

Prepared materials for February 4 Commission meeting. Reviewed financials, Contacted County BOS Clerk for names of City members based on Mayors selection Committee. Reviewed public hearing item and updated staff report and resolution of approval for Commission consideration. Prepared consent form for property owner consideration for protest proceeding waiver.

Contacted office manager and clerk to set appointments for meetings in February.

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

Staffing Services & Supplies

Staffing Services Executive Officer 11.0 hrs @ \$108/hr.	\$ 1,188.00
Supplies	\$ 0.00
TOTAL AMOUNT DUE	\$ 1,188.00

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

P.O. Box 4581
Arcata, CA 95518

planners@planwestpartners.com
www.planwestpartners.com

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

Planwest Partners Inc.			Hours and Expenses							
Task	Account	FY 2015-16 Budget	Principal Planner	Analyst	Service Specialist	Admin-istrator	Expense	January Total	Total on Budget	Remaining Budget
Hourly Rate			\$108.00	\$76.00	\$58.00	\$58.00				
Staffing Services Planwest Partners Inc.		\$25,000.00								
General Staffing Services	52006		4.00					\$432.00	\$432.00	
Staff Coordination	52006		2.00					\$216.00	\$216.00	
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		3.00					\$324.00	\$324.00	
Fiscal Committee Meetings	52006		2.00					\$216.00	\$216.00	
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- E0		\$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			11.00	0.00	0.00	0.00				
Total Costs			\$1,188.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,188.00	\$1,188.00	\$34,493.00

Monthly Expenses	Expense
Meeting Miles: 326 @ \$0.57/mile	\$0.00
Monthly Expense Total	\$0.00



INVOICE

DATE: February 31, 2016 INVOICE #: 16-235-02
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for FEBRUARY 2016

Staffing Services:

Participated in Fiscal Committee February 17 meeting. Discussed Budget Year to date and financial report as presented by the Office Manager. Started review of FY 2016-17 Budget.

Worked on Executive Offer tasks as provided by Shasta LAFCo General Counsel. Prepared Certificates of Completion for complete annexations

Prepared commission packet and participated in February 4 Commission meeting. Completed Mountain Gate Annexation with resolution of approval for commission consideration

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. Access email and other electronic files to learn status of commission records.

Responded to Searchlight reporter request for information of City of Redding annexation, researched files with staff.

Prepared Notice of Nomination for 2 regular, and one alternate member to all independent special districts. Sent out February 11, 2016. Due March 25, 2016.

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

Staffing Services & Supplies

Staffing Services

Table with 3 columns: Role, Hours, and Rate. Rows include Executive Officer (35.0 hrs @ \$108/hr, \$3,780.00), Analyst (5.50 hrs @ \$84/hr, \$462.00), GIS Analyst (1.0 hrs @ \$62/hr, \$62.00), and Administrator (8.0 hrs @ \$58/hr, \$464.00).

Supplies

TOTAL AMOUNT DUE

\$ 0.00
\$ 4,768.00

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

Planwest Partners Inc.			Hours and Expenses										Total on Budget	Remaining Budget	
Task	Account	FY 2015-16 Budget	Jan.	Principal Planner	Analyst	Environ Planner	GIS Analyst	Facilitator/ Outreach	Service Specialist	Admini- strator	Bookkeeper	Expense			February Total
Hourly Rate				\$108.00	\$94.00	\$76.00	\$62.00	\$58.00	\$58.00	\$58.00	\$48.00				
Professional Services															
MSR/SOI - Review & Analysis		\$0.00											\$0.00	\$0.00	\$0.00
Staffing Services Planwest Partners Inc.		\$25,000.00												\$5,958.00	\$19,042.00
General Staffing Services	52006		\$432.00	10.50	5.50		1.00						8.00	\$2,122.00	\$2,554.00
Mountain Gate CSD Reorganization	52006													\$0.00	\$0.00
Staff Coordination	52006		\$216.00	6.00										\$648.00	\$864.00
Noticing & Staff Reports	52006				3.00									\$324.00	\$324.00
Response to Public Information Requests	52006		\$2.00	1.50										\$162.00	\$164.00
Budget Preparation	52006			4.00										\$432.00	\$432.00
Commission Meetings	52006			5.50										\$594.00	\$594.00
Executive Committee Meetings	52006		\$324.00											\$0.00	\$324.00
Fiscal Committee Meetings	52006		\$216.00	4.50										\$486.00	\$702.00
Staffing Services Supplies		\$3,115.00												\$0.00	\$0.00
Mileage Reimbursement	52070	\$240.00												\$0.00	\$0.00
Office Expense	52080	\$500.00												\$0.00	\$0.00
Office Supplies	52100	\$1,500.00												\$0.00	\$0.00
Postage and Shipping	52110	\$675.00												\$0.00	\$0.00
Printing	52120	\$200.00												\$0.00	\$0.00
Application Processing Expenses- EO		\$6,000.00												\$0.00	\$0.00
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
Mileage Reimbursement	52418	\$100.00												\$0.00	\$0.00
Misc. Other	52419	\$366.00												\$0.00	\$0.00
Postage and Shipping	52420	\$100.00												\$0.00	\$0.00
Printing	52430	\$250.00												\$0.00	\$0.00
Public Hearing Notice	52440	\$500.00												\$0.00	\$0.00
Office Supplies	52450	\$250.00												\$0.00	\$0.00
Total Hours				35.00	5.50	0.00	1.00	0.00	0.00	8.00	0.00				
Total Costs			\$1,190.00	\$3,780.00	\$462.00	\$0.00	\$62.00	\$0.00	\$0.00	\$464.00	\$0.00	\$0.00	\$4,768.00	\$5,958.00	\$29,723.00

Monthly Expenses	Expense
Meeting Miles: 326 @ \$0.57/mile	\$0.00
Monthly Expense Total	\$0.00