

DATE:	05/01/2024
INVOICE #:	24-135-04
TOTAL DUE:	\$ 9,541.09

BILL TO:

Shasta LAFCO
 999 Mission De Oro Drive, Suite 106
 Redding CA 96003

PAY TO:

Planwest Partners, Inc
 P.O. Box 4581
 Arcata, CA 95518
 Tax ID #: 90-0262382

PROJECT: SHASTA LAFCO PLANNING AND STAFFING SERVICES APRIL 2024

Staffing Coordination, General Staffing Services, Noticing & Staff Reports

Prepared for and conducted Special Commission Meeting on April 8th, 2024. Coordinated with legal counsel on public requests for information. Reviewed financial statements and coordinated with Senior Advisor on charges. Discussed status of special district audits with County Auditor and ability of LAFCO to enforce audit requirements. Set up new mailing address for LAFCO correspondence.

Researched historical CSA for Redding Transportation Services which included coordination with County Auditor, Board of Equalization, and Redding Area Bus Authority. Took public comment on CSA #1 – Shasta County Fire.

Researched composition of LAFCOs and coordinated with County Clerk of the Board on Mayors’ City Selection Committee request to seek out special legislation to alter the current composition of Shasta LAFCO to include more Regular City Member seats. Discussed potential change with Principal Planner.

Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates

City staff coordination and continued gathering of resource documents for City of Anderson MSR/SOI update. Reviewed hard copy files on annexations and MSRs for City of Anderson. Introductions with staff from Fall River Valley FPD and Burney FPD. Discussed MSR/SOI process with Fall River Valley FPD.

Application – Shasta Fire Protection District Formation

Coordinated Shasta FPD boundary description for BOE filing, Shasta FPD contracted with surveyor for boundary description and is assessing cost sharing with CSD. Discussed asset transfer documentation and potential for short-term administrator to assist FPD with required filings and documentation for the district.

Staffing Services Amount Due: \$ 7,416.09
MSR/SOI Update Amount Due: \$ 1,295.00
Application Processing/Pre-App Review Expenses: \$ 830.00

TOTAL AMOUNT DUE THIS INVOICE: \$ 9,541.09
(see attached spreadsheets for detailed cost breakdown)

EO /MSR Contract Amounts:	\$ 107,740.00
Total Billed to Date:	\$ 95,241.33
Amount Remaining:	\$ 12,498.67

Shasta LAFCo Contract Planning Services FY 2023-24 Billing April 2024

Planwest Partners Inc.				Hours and Expenses										
Task	Account	FY 2023-24 Budget	Budget Amend	Principal Planner	Sr Advisor	Sr Analyst (EO)	Assoc. Planner	GIS Manager	Assist Planner/Serv Specialist	Expense	April Total	Total on Budget	Remaining Budget	
Hourly Rate				\$150.00	\$140.00	\$130.00	\$110.00	\$110.00	\$95.00					
MSR/SOI - Review & Analysis		\$25,000.00	\$23,740.00									\$1,295.00	\$20,725.00	\$3,015.00
GIS Services	52675							4.00			\$440.00	\$3,575.00		
MSRs SOI Updates	52680								9.00		\$855.00	\$17,150.00		
Staffing Services Planwest Partners Inc.		\$78,150.00	\$84,000.00									\$7,416.09	\$74,516.33	\$9,483.67
General Staffing Services/ Transition	52006			2.00	4.00	20.00					\$3,460.00	\$43,199.00		
Noticing, Staff Reports & Budgeting	52006					6.25			4.00		\$1,192.50	\$20,812.88		
Public Info Requests	52006					7.00					\$910.00	\$3,662.39		
Commission /Exec Committee Meetings	52006					11.00				\$423.59	\$1,853.59	\$6,842.06		
Application Processing /Pre-app review Expenses- EO												\$830.00	\$18,105.00	
Shasta CSD - Fire Services Divestiture		\$22,500.00									\$0.00	\$2,845.00	\$19,655.00	
Old Shasta FPD Formation by petition		\$30,000.00			5.00	1.00					\$830.00	\$10,022.50	\$19,977.50	
Application Processing Supplies		\$0.00										\$0.00	\$0.00	\$0.00
Hours				2.00	9.00	45.25	0.00	4.00	13.00		\$0.00			
Total Costs		\$103,150.00	\$107,740.00	\$300.00	\$1,260.00	\$5,882.50	\$0.00	\$440.00	\$1,235.00	\$423.59	\$9,541.09	\$113,346.33	\$12,498.67	