

Patrick Jones  
County Member  
Pamelyn Morgan  
City Member  
Stan Neutze  
City Member  
Michael Dacquisto  
City Member Alternate

Vacant  
Special District Member  
Mary Rickert  
County Member Alternate  
Ronnean Lund  
Special District Member



Larry Russell  
Public Member  
Kevin W. Crye  
County Member  
Fred Ryness  
Special District Alternate

Michael Spencer  
Public Member Alternate  
George Williamson  
Executive Officer  
James M. Underwood  
General Counsel

## Agenda Item: 9.a

**MEETING DATE:** December 7, 2023  
**FROM:** George Williamson, Executive Officer  
**SUBJECT:** Executive Officer Services – Transition Plan

### **Background:**

Shasta LAFCO's Professional Services Agreement with Planwest Partners Inc. for independent contractor services ends December 31, 2023. In addition to the Executive Officer position, the firm provides a full range of professional services, including mapping and spatial data analysis, Municipal Services Review / Sphere of Influence (MSR/SOI) Update preparation, application processing, website postings, meeting staffing, budgeting, and agency coordination. Most recently, with the manager's resignation, the Planwest contract was amended to include administrative and clerking duties.

At the October 5, 2023, meeting, it was proposed that Krystle Heaney, AICP, a Planwest Partners Senior Planner, would become the Shasta LAFCO Executive Officer beginning January 1, 2024. George Williamson AICP, current Executive Officer, would stay on as senior advisor with a reduced workload. The Commission would continue to have Planwest's staff support and professional services. The Commission approved this transition plan by a 7-0 vote.

### **Discussion:**

A contract staffing services agreement amendment, through the end of Fiscal Year 2023-24, is attached for potential Commission action at this December 7, 2023, meeting. A key issue is the Executive Officer transition. An interview with proposed Executive Officer Krystle Heaney was conducted as Agenda item 4.a. The contract staffing services agreement amendment will be updated to reflect the Commission action.

### **Recommendation:**

Staff recommends the Commission:

- Receive verbal report from staff;
- Review the Staffing Services Agreement Amendment No. 2; and
- Discuss item, and approve item by signing Amendment No. 2

cc: Jim Underwood, legal counsel

Attachments

Staffing Services Agreement Amendment No. 2

**AGREEMENT BETWEEN  
THE SHASTA LOCAL AGENCY FORMATION COMMISSION AND  
PLANWEST PARTNERS INC. FOR PROFESSIONAL SERVICES**

**AMENDMENT 2 – EXECUTIVE OFFICER APPOINTMENT**

**AGREEMENT** for Professional Services ("Agreement") was made by and between Planwest Partners Inc., a planning consulting firm, hereinafter referred to as "Consultant," and the Shasta Local Agency Formation Commission, hereinafter referred to as "Shasta LAFCO" on June 1, 2023, for Fiscal Year 2023 -2024. This Agreement became effective as of July 1, 2023, and supersedes all prior agreements and amendments.

Designation of Executive Officer and Senior Advisor.

Stan Neutze as Chairperson, is LAFCO noticing designee.

The Agreement term is extended to June 30, 2024.

The staffing services and MSR/SOI Update budgets are increased to cover the full FY 2023-24 amounts.

All provisions of the Agreement remain the same except for the following:

**Scope of Services.** Consultant shall perform professional services for Shasta LAFCO in accordance with Exhibit A "Scope of Services," as amended.

**Compensation for Services.**

**Staffing.**

**Notice.** All notices required or permitted hereunder shall be in writing and shall be deemed to have been properly given and delivered when delivered personally (including by commercial messenger or courier or by facsimile transmission) or four (4) days after deposit in the U. S. mail with all postage or charges fully prepaid and addressed to the authorized representative of the appropriate party.

Shasta LAFCO  
Stan Neutze, Commission Chair  
999 Mission Del Oro Drive Suite 106  
Redding, California 96003

Planwest Partners Inc.  
George Williamson AICP, Senior Advisor  
1125 16th Street, Suite 200  
Arcata, CA 95521

**IN WITNESS WHEREOF**, parties have executed this Agreement effective on date of last party signing.

**SHASTA LAFCO:**

\_\_\_\_\_  
By: Commission Chair

**Designated Representative:**

Name: Stan Neutze Commission Chair  
Phone: (530) 242-1112  
Fax: (530) 242-1113  
E-mail: [sneutze@ci.anderson.ca.us](mailto:sneutze@ci.anderson.ca.us)

\_\_\_\_\_  
Attest

Date \_\_\_\_\_

**PLANWEST PARTNERS INC.**

\_\_\_\_\_  
**By Senior Advisor**

Date \_\_\_\_\_

**Designated Representative:**

Name: George Williamson

Phone: (707) 825-8260

Fax: (707) 825-9181

E-mail: [georgew@planwestpartners.com](mailto:georgew@planwestpartners.com)

**EXHIBIT A**  
**SCOPE OF SERVICES**

**General Duties**

1. Quarterly Budget Reporting.
2. Prepare Commission agendas and attend (including remotely) up to three (3) Commission meetings from December 1, 2023, to June 30 2024.
3. Respond to inquiries and provide information to member organizations and potential applicants.
4. Process applications (funded by application deposits). The expenses incurred processing applications will be tracked separately and will either be billed directly to the applicant or billed against applicant deposits with Shasta LAFCO. The application expenses are separate from the amount specified in this agreement and will be consistent with Commission adopted application fee policies.
5. Supervise staff as appropriate and confer with Shasta LAFCO General Counsel.
6. Participate in Executive Committee meetings and other meetings as directed by the Commission by phone or in person, or as may be required to properly represent Shasta LAFCO in matters of concern.
7. Basic Geographic Information System (GIS) services – update spatial data and mapping as needed.
8. Policies and Procedures Update - Review and where appropriate recommend policy and procedures updates for clear direction and consistent action in LAFCO operations and decision-making.
9. Application Review Updates- Review and where appropriate recommend application filing requirement and review updates including noticing and electronic filings to reduce paper and noticing costs.
10. Prepare Municipal Service Reviews and Sphere of Influence ("MSR/SOI") Updates. Next cycle MSR/SOI Updates schedule will be submitted. Pending MSR/SOI Updates from the last cycle will be scheduled for Commission review.

**Transition Duties**

Review staffing services, administrative operations, financial practices, office needs and overall functions:

1. Interim Administrator-Clerk services – if necessary, an interim employee / temp service will be hired;
2. Current Administrator-Clerk functions and responsibilities assessment – with Manager’s departure, review administrative functions that had been provided by a Commission employee are combined into a single contract staffing services agreement;
3. Office needs assessment – the Commission currently rents an office suite at 999 Mission De Oro Drive in Redding at an annual cost of \$7,200.00. This office is underutilized, opportunities to provide alternate meeting and administrative space at less cost will be presented.
4. Financial functions – The Commission maintains its own bank account. Staff enters financial data into a QBooks program, makes deposits, prepares checks, provides fiscal reports / year end accounting. This function will be assessed to see if an independent bookkeeping service is preferable.
5. Member organization and public accountability – any staffing services, location, or administrative changes would need to be publicized to build support. Periodic notices will be provided to advise that this review is underway, with opportunities for comment.
6. Contract Staffing Services includes independent contractor to provide Administrator-Clerk services pending a long term staffing solution.

## EXHIBIT B

### PAYMENT SCHEDULE

#### Compensation Rates for Services

Bookkeeper: \$80.00 per hour

Planning Technician /Services Assistant /Clerk: \$85.00 per hour

Assistant Planner / Services Specialist: \$95 per hour

Associate Planner/ Environmental Planner/ Services Specialist: \$100.00 per hour

Associate Planner/ Analyst/ Facilitator/Outreach Specialist: \$110.00 per hour

GIS Manager: \$110.00 per hour

Senior Planner (Executive Officer) & Senior Analyst: \$130.00 per hour

Senior Advisor (Former Executive Officer) \$140.00 per hour

Principal Planner: \$150.00 per hour

Independent Contractor (Clerk/Administrator): \$50.00 per hour

#### Direct expenses:

Mileage	per mile or direct rental car/fuel costs as set by IRS
Telephone:	actual toll call costs
Printing:	direct printing and binding costs
Postage:	current USPS rates
Delivery Service:	Actual delivery costs