

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  
  
Kathy Bull  
Administrator

## Agenda Item: 9.b

**MEETING DATE:** August 3, 2023

**FROM:** George Williamson, Executive Officer

**SUBJECT:** Staffing Services Update and Planwest-LAFCO-Planwest Agreement Amendment 1

The Planwest Partners Inc., Professional Services Agreement with Shasta LAFCO for independent contractor Executive Officer staffing services, extends until December 31, 2023.

This is an opportunity to comprehensively review staffing services, administrative operations, financial practices, office needs and overall functions. staffing services would include the following:

- Six Month Contract Executive Officer Staffing Services Agreement July 1 – December 31 2023 (including GIS and application processing) to support Commission and member organizations;
- Interim Administrator-Clerk services – Kathy Bull’s Shasta LAFCo employment ended July 30 2023. She’s agreed to become an independent part time contract administrator with Planwest Partners, pending Commission agreement amendment and budget approval;
- Current Administrator-Clerk functions and responsibilities assessment, review administrative functions currently provided by a Commission employee and propose staffing options, including combining these functions into a single contract staffing services agreement;
- Office needs assessment – the Commission currently rents an office suite at 999 Mission Del 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;
- 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;
- Shasta LAFCO website update. Website host Innovative Website Solutions is working with Executive Officer staff on a website update. This includes a content management system update;
- 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;
- Municipal Services Reviews / Sphere of Influence Updates – Most MSR/ SOI Updates in the current cycle are complete. Annual listing for next seven-year next cycle of MSR/ SOI Updates will be provided;
- Revised budget – a revised FY 2023-24 budget reflecting staffing services adjustments; and
- Contract Staffing Services - attached Agreement Amendment 1 – between Shasta LAFCO and Planwest Partners, is proposed for short term Independent Contractor Addition and Noticing Designee Change.

cc: Jim Underwood, General Counsel

Attachment: LAFCO-Planwest Services Agreement Amendment 1

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

**AMENDMENT 1 – ADDITION OF INDEPENDENT  
CONTRACTOR ASSOCIATED BUDGET AUGMENT AND  
NOTICING DESIGNEE CHANGE**

**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.

The Budget Amendment allows for the former Manager, a Shasta LAFCO Employee who resigned that position effective July 31 2023, to become an independent contractor retained by the Consultant, effective August 1 2023 through the term of the agreement. The Scope of work has been changed to reflect this proposed amendment.

In addition, former Commission Chair Irwin Fust, designated as Shasta LAFCO representative for Noticing, has resigned. A new Chairperson will be elected at the August 3 2023 meeting and will be noticing designee.

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.**

a) Payment. Shasta LAFCO shall pay Consultant on a time and materials basis at the rates specified in Exhibit B, as amended to include the independent contractor rate, which is attached hereto and incorporated herein by reference. Amount not to exceed ½ of \$57,500 budgeted for FY 2023-24 staffing services and expenses through December 31 2023, is increased to include ½ of the \$ 41,300.00 budgeted for the part time manager now allocated to the independent contractor. Additional application processing fees and expenses charged separately, also in accordance with Exhibit B as amended.

**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  
\_\_\_\_\_, 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

\_\_\_\_\_  
Attest

Date \_\_\_\_\_

**Designated Representative:**

Name: Commission Chair  
Phone: (530) 242-1112  
Fax: (530) 242-1113  
E-mail: \_\_\_\_\_

**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 July 1 2023 to December 31 2023.
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 prepared and submitted, with three highest priority Updates initiated. Pending MSR/SOI Updates from 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 Kathy Bull's departure, review administrative functions currently provided by a Commission employee and propose staffing options, including combining these functions into a single contract staffing services agreement;
3. Office needs assessment – the Commission currently rents an office suite at 999 Mission Del 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. Revised budget – a revised FY 2023-24 budget will be prepared reflecting services review adjustments;
7. Contract Staffing Services Amended to include independent contractor to provide part-time Administrator-Clerk services pending a long term staffing solution. Request for Proposals – prepare contract staffing services RFP scheduled for Commission review at August 4 meeting, to allow sufficient recruitment time and a services agreement to be offered at the December 7 meeting.

## 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 & Senior Analyst: \$130.00 per hour

Senior Advisor (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