

Les Baugh
County Member

Irwin Fust
Special District Alternate

Larry Farr
City Member

Pam Giacomini
County Member Alternate

James Yarbrough
City Member Alternate

Brenda Haynes
Special District Member



Brent Weaver
City Member

Dick Fyten
Public Member

David Kehoe
County Member

Bob Richardson
Public Member Alternate

Stephen Morgan
Special District Member

James M. Underwood
Interim Executive Officer

Thursday, August 6, 2015

Re: CONTRACT EXECUTIVE OFFICER SERVICES (Item # 9b)

Commissioners:

Background

Last June the Commission authorized staff to distribute an adopted Request for Proposals (RFP) for independent contractor Executive Officer services. The position has been vacant since the former contract executive officer's contract expired on April 2, 2015, with the Shasta LAFCO General Counsel designated to perform executive officer functions on an interim basis. Two proposals to provide contract Executive Officer services have been received for consideration.

Discussion

The RFP inviting independent contractors to submit proposals for providing Executive Officer services is attached. Both responding parties have LAFCO experience as stated in their responses. The proposal by Ms. Marjorie Blom, who is retiring as the Stanislaus LAFCO Executive Officer, indicates that she would be willing to perform the required part-time services within the \$50,000 budget line item approved for this professional services function during FY 2015-16. The proposal by Mr. Shaun Pritchard merely indicates an hourly rate to be charged for such services.

However the Commission determines to proceed any resulting Executive Officer contract should specify the work scope to be performed (e.g., review of applications for completeness, preparation and management of budgets, financial management and specific projects such as application fees schedule and cost-accounting review), and provide an for a maximum contract payment amount for specified "standard" services. As in the past, any such contract should also provide for additional potential work scope at a specified rate, for application based work that the Commission could authorize the engaged consultant to perform, to be funded with application fees.

Because of the limited response to the RFP staff, in consultation with the Executive Committee, has determined to present alternative approaches to proceeding with independent contractor Executive Officer engagement for Commission consideration, as below discussed.

Alternatives

1. The Commission could determine to publically interview one or both candidates at a subsequently scheduled special or regular Commission meeting, and then determine how to direct staff in negotiating a potential contract with one of the existing candidates to perform

the services as stated in the RFP, or provide closed-session direction to staff to negotiate a proposed Executive Officer agreement based on the proposals submitted;

2. The Commission could direct staff to recirculate the RFP in hopes of getting more interest and a greater number of proposals for consideration, recognizing that the particular timing of the last distributed RFP may have contributed to the limited response; or
3. The Commission could ask the Executive Committee or staff to explore other alternatives for meeting short-term and longer term needs for Shasta LAFCO Executive Officer services (e.g., engaging the services of one of the candidates submitting proposals on a 4-6 month basis with a minimal independent contract services work scope and a defined compensation within the adopted current year budget).

Conclusion & Recommendations

Based on the foregoing it is recommended that the Commission consider acting on the specific above stated recommendations, with changes as the Commission may determine to make.

Sincerely,

James M. Underwood,
General Counsel/Interim Executive Officer

Attachments

Les Baugh
County Member

Irwin Fust
Special District Alternate



Brent Weaver
City Member

Dick Fyten
Public Member

Larry Farr
City Member

Pam Giacomini
County Member Alternate

David Kehoe
County Member

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Public Member Alternate

James Yarbrough
City Member Alternate

Brenda Haynes
Special District Member

Stephen Morgan
Special District Member

James M. Underwood
Interim Executive
Officer/General Counsel

REQUEST FOR PROPOSALS SHASTA LAFCO CONTRACT EXECUTIVE OFFICER SERVICES

Proposed Contract Services: The Shasta County Local Agency Formation Commission (LAFCO) is requesting proposals for independent contract LAFCO Executive Officer services. If a contract is awarded the appointed Executive Officer will be plan, organize, direct, manage and review the activities of LAFCO, as mandated by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, as amended; and perform other related duties as required, on an independent contractor basis. It is contemplated that such services would be performed on an annual basis, initially through June 30, 2016 but with an expected contract provision to extend this initial term of services.

Distinguishing Characteristics: The appointed firm or individual for this proposed contract Executive Officer position, under the general direction of the Shasta Local Agency Formation Commission (Shasta LAFCO), will have full management responsibility for and authority over all Shasta LAFCO programs and activities, and will supervise Shasta LAFCO employees. The contract Executive Officer will provide policy level recommendations to the Commission and be responsible for implementing and administering Commission adopted policies and procedures. This position will be appointed by and report directly to the Shasta LAFCO Commission.

Assisting with Priorities Setting & Management: The appointed Executive Officer will also be expected to actively engage in establishing and managing Shasta LAFCO priorities within existing and projected financial resources, including the following: (1) Implementing and maintaining budget management and financial internal control policies and procedures to ensure that Shasta LAFCO conducts best public agency practices in fiscal management and accounting matters of concern to this agency; (2) Implementing and actively managing applicant fee policies and procedures that to ensure full and fair recovery of all costs associated with the processing of application-based work to be performed by Shasta LAFCO, tracking of fee-based agency work, and otherwise proper accounting for and reporting such costs; and (3) Establishing a prudent reserve or carry-over fund balance to assist in timely managing future municipal service reviews and sphere of influence studies to be performed on a periodic future annual basis in accordance with applicable statutes, and which are therefore not application based and funded.

Typical Duties: The following duties are typical of those to be performed by the independent contractor to be appointed as the Executive Officer; however, other related duties may also be assigned by the Commission.

- Researches, analyzes and evaluates data and information such as population, land use, transportation and availability of public services in consideration of jurisdictional boundary changes;

SHASTA LAFCO

- Meets with interested parties and agencies to resolve technical, policy, philosophical and political concerns;
- Prepares and presents reports, including alternatives and recommendations, regarding requests for incorporation, annexation, detachment or consolidation;
- Develops and implements LAFCO goals, objectives, policies and procedures;
- Plans, organizes and directs LAFCO activities including development and preparation of the Commission meeting agenda;
- Confers and advises the Commission, and with LAFCO Legal Counsel as needed, on a variety of issues pertaining to LAFCO powers, duties, functions and obligations;
- Attends all meetings of the LAFCO Commission;
- Directs, oversees and participates in the development of the LAFCO work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures;
- Prepares, implements and administers the LAFCO budget; forecasts additional funds needed for staffing, equipment, materials and supplies;
- Appoints personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as appropriate;
- Builds and maintains positive working relationships with co-workers, Commissioners, regular and alternate appointed commissioners, local governmental agencies staff and members of the public;
- Represents the Commission before various public and private policy making boards and agencies; participates in outside community and professional groups and committees;
- Provides technical assistance as necessary, especially with regard to preparation of applicant proposals.

Professional Standards: This position requires any combination of education, training and experience which provides the required knowledge, skills and abilities needed to perform in a thorough and professional way. Typical professional standards for this position include the following.

- **Education:** Equivalent to graduation from an accredited college or university with a bachelor's degree in business or public administration, planning, economics or a related field; and **Experience:** At least three (3) years of increasingly responsible experience in a public agency performing advanced administrative or financial analysis, land-use planning, or other closely related duties, two (2) years of which must have been at the supervisory level. A master's degree in public administration or planning may substitute for up to one year of non-supervisory work experience.

SHASTA LAFCO

- **License:** This position requires incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Ability: This position requires the following knowledge and abilities.

- **Knowledge:** The appointed Executive Officer must be knowledgeable of principles and practices of public administration including the organizational structure and service delivery systems of local government agencies such as counties, cities and special districts; the purposes of a Local Agency Formation Commission, including operating procedures and rules and regulations as determined by statute; principles and practices of leadership, motivation, team building and conflict resolution; pertinent local, State and Federal rules, regulations and laws; modern office procedures, methods and computer equipment; principles and practices of policy development; principles and practices of organizational analysis and management; budgeting procedures and techniques; principles and practices of supervision, training and personnel management; Federal and State statutes and local ordinances and rules and regulations pertinent to LAFCO, including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (as amended), the California Environmental Quality Act (CEQA), the California Public Records Act, the Ralph M. Brown Act, and other applicable statutes governing Shasta LAFCO affairs.

- **Abilities:** The appointed Executive Officer must be able to organize, direct and actively engage in administrative and analytical support activities for the Commission; analyze budget and technical reports; interpret and evaluate staff reports; understand, interpret, apply and communicate laws, codes, rules, regulations, policies and procedures; observe performance, supervise, train and evaluate staff; problem solve; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; gain cooperation through discussion and persuasion; conduct field reviews of proposal sites throughout the county; work autonomously; prepare and administer a budget; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

Environmental & Functional Factors: The appointed Executive Officer will perform work inside of buildings; work alone or closely with others; deal with stressful situations in a calm, professional manner; prepare, organize, and manage data and paperwork; perform work while standing or sitting; move/transport oneself from one worksite to another; communicate verbally with co-workers and clients; and must therefore see things up close and hear well.

Physical Requirements: The appointed Executive Officer will be required to undertake light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Ability to place or retrieve items at below waist level may be required. Considerable moving about may be involved.

Independent Contractor Term: Shasta LAFCO is seeking to engage on an independent contract basis, and appoint as its Executive Officer as a result, that person that is determined to have the proper qualifications for the performance of the required duties on an annual basis. It is contemplated that the initial appointment will be through June 30, 2016. However, it is hoped for and contemplated that the appointed contract Executive Officer will serve in that

SHASTA LAFCO

Shasta LAFCO Request for Proposals for Independent Contract Executive Officer Services – June 6, 2015
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capacity for a longer period of time, and provision for contract term extensions will therefore be proposed.

Compensation: Compensation will depend on the qualifications of the appointed Executive Officer, and the extent to which the accepted proposal includes additional independent resources as a part of the agreed upon scope of services. RFPs shall include proposals for compensation for consideration by Shasta LAFCO. However, such proposals will be subject to negotiation between the Commission and the prospective appointee, and will not be the sole basis for awarding an independent contract for this contract Executive Officer position.

- **Standard Services Compensation:** The appointed Executive Officer will be further compensated on an hourly fee or fee schedule basis, with agreed upon expenses to be reimbursed, with an agreed upon total “not to exceed” maximum amount to be paid which conforms to Shasta LAFCO’s adopted annual budget. (See attached Final FY 2015-16 Budget.)

- **Extraordinary Services Compensation:** The appointed Executive Officer will also be compensated on an hourly fee or fee schedule basis, with agreed upon expenses to be reimbursed, for all application related services to be performed that will be funded by application fee revenues, with the agreed upon total compensation not to exceed the fees to be deposited by applicants to Shasta LAFCO for reorganizations or other proposals.

Submittal Deadline & Selection Process: Requests for Proposals (RFPs) for this contract Executive Officer position will be accepted until Monday, July 6, 2015, 5 p.m., by mail or hand-delivery to: Shasta LAFCO, at 2516 Goodwater Avenue, Suite A, Redding CA, 96002 (postmarks not accepted). Complete RFPs are expected to include a resume for each interested candidate (and any firm staff if applicable) outlining prior related experience, including public agency jurisdictions in which related experience was obtained.

Additional Information: More information can be obtained by contacting James M. Underwood, who serves as Shasta LAFCO Legal Counsel and Interim Executive Officer, at (530) 242-1112 or Exec@Shasta.LAFCO.ca.gov.

**FROM THE DESK OF
MARJORIE BLOM
MOBLOM CONSULTING
2160 Oak Crest Drive
Turlock, CA 95382
(209) 669-1616 - office or (209) 996-2005 - mobile**

July 24, 2015

Shasta LAFCO
James M. Underwood, Legal Counsel and Interim Executive Officer
2516 Goodwater Avenue, Suite A
Redding, CA 96002

SUBJECT: Shasta LAFCO Contract Executive Officer Services

Dear Mr. Underwood:

Thank you for the opportunity to submit this proposal regarding Shasta LAFCO's search for an Independent Contract LAFCO Executive Officer. As a way of background, I have served as Stanislaus LAFCO's Executive Officer for the past 9 years, and 5 years as the Assistant Executive Officer, for a total of 14 years. I also served four years with CALAFCO as a volunteer Staff Person (Deputy Executive Officer and Executive Officer). I have also worked in the community development field for over 14 years, namely working for several cities in Stanislaus County.

I am now in the process of entering a new chapter in my career and will be retiring from Stanislaus LAFCO on August 3, 2015. This new chapter offers me the ability to provide independent consulting services to other LAFCO's and/or City/County planning agencies. One of the advantages of working with my independent consulting firm is that I offer a wide range of skills and direct LAFCO experience in a professional and cost-efficient manner.

I understand that Shasta LAFCO is looking for a contract LAFCO Executive Officer who has demonstrated experience with specific priorities such as: Implementing and administering the Commission's adopted policies and procedures; Budget management and internal control; Development of fee policies and procedures for tracking application processing costs; Development of a schedule for the completion of the state-mandated Municipal Service Reviews and Sphere of Influence Updates, as well as the Establishment of prudent reserve or carry-over fund policy.

Attached please find my resume as well as some of the documents that I have prepared for Stanislaus LAFCO that highlights my abilities and characteristics sought by Shasta LAFCO. I look forward to meeting with you in the near future to discuss this proposal. Should you have any questions, please contact my office at (209) 669-1616.

Sincerely,



Marjorie Blom
MOBLOM Consulting

**MARJORIE BLOM
2160 OAK CREST DRIVE
TURLOCK, CALIFORNIA 95382
(209) 669-1616 or (209) 996-2005**

AREAS OF EXPERTISE:

- | | |
|--------------------------------------|-----------------------------------|
| → Local and Regional Planning | → LAFCO, Planning & Land Use Laws |
| → Preparation of MSR's & SOI Updates | → Environmental Review |
| → Non Profit Management & Budgeting | → Grant Writing & Management |
| → General & Specific Plans | → Housing Elements |
| → Project Coordination & Management | → Municipal Code Enforcement |

EMPLOYMENT HISTORY:

10/2001 – 08/2015 Executive Officer, Stanislaus LAFCO, Modesto, CA

Conduct the day-to-day business of the Stanislaus Local Agency Formation Commission (LAFCO) by providing overall management and implementation of the Commission's activities, also supervises other members of the LAFCO staff. Also, prepare and present project staff reports including but not limited to: annexations, detachments, out-of-boundary service extensions, and special district formations; preparation of public hearing and/or conducting authority notices; review environmental referrals and/or documents to assure compliance with the California Environmental Quality Act (CEQA); respond to inquiries from other governmental agencies, special districts, applicants, and the general public, on LAFCO policies and procedures; make oral presentations to the Commission, other agencies and/or community groups. Provide fiscal services such as development of the annual LAFCO budget, management of LAFCO financial accounts, and cost accounting of project applications.

04/7/03 – 05/28/04 Independent Planning Consultant to the City of Oakdale

Provided independent professional planning services by contract to the City of Oakdale for the purposes of preparing the City's Housing Element Update. The City's Housing Element Update was adopted by the City Council on May 24, 2004, reviewed by the State Department of Housing & Community Development (HCD) and deemed in compliance on June 22, 2004.

08/1999 – 10/2001 Associate Planner, City of Oakdale, CA

Performed professional level current and long range planning duties, including but not limited to: review and processing of development applications; preparation of staff reports and presented them to the Planning Commission, City Council, and/or other committees; ensured project compliance with zoning, Subdivision Map Act, CEQA, NEPA, and/or other local, state and federal laws and regulations.

Project planner responsible for the City's Housing Element Update and its implementation, project manager for the City's Bicycle and Trails Master Plan, and staff liaison to the STANCOG Consolidated Planning Committee. Also prepared and managed grant programs including housing (Redevelopment, CDBG, HOME, Cal HOME) and transportation planning programs (CMAQ, STP, TEA, EEMP, SR2S).

02/1996-08/1999 Executive Director, Stanislaus County Affordable Housing Corporation (STANCO), Modesto, CA

Responsible to a 15-member Board of Directors, implemented the policy agenda of the Board, participated in board recruitment and development; worked with local, state, and federal agencies in developing, acquiring and/or constructing affordable housing projects; fundraising, budgeting and personnel management (including hiring and training of personnel); participated in consensus building with elected officials, community agencies, and special interest groups to encourage the preservation and/or development of affordable housing; provided contract planning services to the City's of Newman, Oakdale and Turlock, and to Stanislaus County. Other duties included organizational development; grant writing, implementation and management of affordable housing and community development programs, and outreach and marketing of the corporation.

01/1994-02/1996 City Planner, City of Newman, Newman, CA

Served as staff to the Planning Commission, which included the preparation of agendas, staff reports and meeting minutes; reviewed development applications regarding design review, variances, zone changes, conditional use permits, and code amendments; conducted field inspections; reviewed development sites to ensure code compliance related to signage, landscaping, screening, irrigation and parking; worked with local businesses to encourage participation in the City's Redevelopment Agency Façade Improvement Program; updated the Historic Preservation Zoning Ordinance; assisted in the development of five Neighborhood Planning Area Specific Plans; served on the City's Housing Rehabilitation Loan Committee and SAAG Consolidated Planning Committee.

OTHER EMPLOYMENT:

10/1992-01/1994: City Planner/Grant Writer, Housing Division, City of Fort Worth, Texas
05/1990-10/1992: Assistant Planner, Advanced Planning, City of Modesto, CA
10/1989-05/1990: Planning Intern, City of Livingston, Livingston, CA

EDUCATION:

California State University, at Stanislaus

Turlock, CA

- B.A., Bachelor of Arts, Social Science, 1989
- Coursework towards Masters in Public Administration, 1989-1990

Modesto Junior College

Modesto, CA

- General Education/Photography, 1978-1980

PROFESSIONAL MEMBERSHIPS:

- American Planning Association
- Associate Member, CALAFCO

Resume: Marjorie Blom
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PROFESSIONAL REFERENCES:

Jim DeMartini, Chair
Stanislaus LAFCO
1010 10th Street, 3rd Floor
Modesto, CA 95354
(209) 525-4440

Matt Beekman, Mayor (former LAFCO Commissioner)
City of Hughson
PO Box 9
Hughson, CA 95326
(209) 988-2823 (cell)
e-mail: mattlbeekman@gmail.com

Lou Ann Texeira, Executive Officer
Contra Costa LAFCO
651 Pine Street, Sixth Floor
Martinez, CA 94553
(925) 335-1094

Pamela Miller, Executive Director
California Association of Local Agency Formation Commissions (CALAFCO)
1215 K Street, Suite 1650
Sacramento, CA
(916) 442-6536

Tom Westbrook, Director of Community Development
City of Ceres
2220 Magnolia Street
Ceres, CA 95307
(209) 53-5774

Thom Clark, Public Services Director
City of Oakdale
455 South Fifth Avenue
Oakdale, CA 95361
(209) 845-3615

SSP ADMINISTRATION

June 24, 2015

Shasta Local Agency Formation Commission
2516 Goodwater Avenue, Suite A
Redding, CA 96002

Dear Commission:

Included, please find twelve copies in response to Shasta LAFCO's Request for Proposals for an Executive Officer.

SSP Administration has the experience and skill-set to enhance the efficiency of Shasta LAFCO and bring your collective decisions to reality. This experience and skill-was molded over public service spanning over four decades.

Whatever the outcome, I have faith that Shasta LAFCO will move forward with proactive measures and achieve the desired outcomes.

Your consideration for this proposal is appreciated.

Regards,

Shaun Pritchard
SSP Administration
3503 Verano Way
Cameron Park, Ca 95682
Tel. 530.409.9112

Proposal Submitted in Response to RFP for Shasta LAFCO Contract Executive Officer Services

June 24, 2015

SSP ADMINISTRATION

Shaun Pritchard

3503 Verano Way

Cameron Park, CA 95682

Shaun@sspadministration.com

Phone: 530.409.9112

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Executive Summary

SSP Administration is a professional services firm geared toward turnaround operations in government agencies, non-profits and non-governmental agencies.

SSP Administration is involved in the following sectors: Turnaround Operations, Local Agency Formation Commission Executive Management, Regional Planning Executive Management, Federal/State/Local Coordination, Governing Board Support, Policy Development, Budgeting, Accounting, Legislative Advocacy, Legislative Analysis, Public Relations, Consultant Management, Information Systems/GIS Management, Program Development, Rapid Growth Planning, Grant Management, Conflict Resolution, Personnel Management, Transportation Planning, Solid Waste Planning and Economic Development.

The hourly rates proposed in the RFP are as follows:

<u>Standard Service Rate:</u>	Principal	\$ 190/hr.
<u>Extraordinary Services Compensation:</u>	Principal	\$ Net Fees*

* Net fees (travel, lodging and meal reimbursement apart) are defined as: all fees collected from applicants for reorganizations, changes of organizations, special studies, sphere of influence studies SOIs, municipal sphere of influence studies/updates MSR's (said SOIs & MSR's which are not scheduled, but are the result of an agency/applicant proposal) or any similar action proposals, deducting the hourly rate for LAFCO clerical in support of the action and basic office supplies used in the course of the action.

Scope of the Project

This consultant shall provide the following duties for the Commission:

Assisting with Priorities Setting & Management: The appointed Executive Officer will be expected to actively engage in establishing and managing Shasta LAFCO priorities within existing and projected financial resources, including the following: (1) Implementing and maintaining budget management and financial internal control policies and procedures to ensure that Shasta LAFCO conducts best public agency practices in fiscal management and accounting matters of concern to this agency; (2) Implementing and actively managing applicant fee policies and procedures that to ensure full and fair recovery of all costs associated with the processing of application-based work to be performed by Shasta LAFCO, tracking of fee-based agency work, and otherwise proper accounting for and reporting such costs; and (3) Establishing a prudent reserve or carry-over fund balance to assist in timely managing future municipal service reviews and sphere of influence studies to be performed on a periodic future annual basis in accordance with applicable statutes, and which are therefore not application based and funded.

Typical Duties: The following duties are typical of those to be performed by the independent contractor to be appointed as the Executive Officer; however, other related duties may also be assigned by the Commission. The scope of the proposed project is defined as the criteria set out in the RFP. The scope is as follows:

- Researches, analyzes and evaluates data and information such as population, land use, transportation and availability of public services in consideration of jurisdictional boundary changes;
- Meets with interested parties and agencies to resolve technical, policy, philosophical and political concerns;
- Prepares and presents reports, including alternatives and recommendations, regarding requests for incorporation, annexation, detachment or consolidation;
- Develops and implements LAFCO goals, objectives, policies and procedures;
- Plans, organizes and directs LAFCO activities including development and preparation of the Commission meeting agenda;
- Confers and advises the Commission, and with LAFCO Legal Counsel as needed, on a variety of issues pertaining to LAFCO powers, duties, functions and obligations;
- Attends all meetings of the LAFCO Commission;
- Directs, oversees and participates in the development of the LAFCO work plan; assigns

work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures;

- Prepares, implements and administers the LAFCO budget; forecasts additional funds needed for staffing, equipment, materials and supplies;
- Appoints personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as appropriate;
- Builds and maintains positive working relationships with co-workers, Commissioners, regular and alternate appointed commissioners, local governmental agencies staff and members of the public;
- Represents the Commission before various public and private policy making boards and agencies; participates in outside community and professional groups and committees;
- Provides technical assistance as necessary, especially with regard to preparation of applicant proposals.



For the purpose of public transparency, Shasta LAFCO shall provide to consultant:

1. Through term of contract: Errors and Omission insurance coverage.
2. Through term of contract: Laptop (with ability for public presentations), required software under Shasta LAFCO license, smartphone, secure internet connection through either Shasta LAFCO or Shasta County VPN and secure mail client server through either Shasta LAFCO or Shasta County.
3. Through term of contract and one month thereafter: Monthly reimbursement based on consultant's previous monthly invoice.

Consultant is aware that Shasta LAFCO reserves the right in its sole discretion to reduce or increase the scope of work prior to entering into the contract.

Statement of Qualifications and Experience

Consultant's administrative experience spans over four separate decades. In accordance with the Professional Standards portion of the RFP, the consultant is providing the following professional resume of principal:

**Résumé of
Shaun S. Pritchard**
3503 Verano Way, Cameron Park, CA 95682
Tel. 530-409-9112
Email: shaun@sspadministration.com
LinkedIn: www.linkedin.com/in/ShawnSPritchard

Profile: Executive Administrator

- Twenty-six years of experience in state, regional and local government and private sector
- Executive experience in start-up and turnaround operations
- Proven ability in organizing highly effective people and processes needed for the long-term success of agencies
- Demonstrated record of providing agencies with outstanding leadership, negotiation skills and problem solving

Inclusive Experience:

Local Agency Formation Commission Executive Management, Council of Government Executive Management, Governing Board Support, Policy Development, Budgeting, Legislative Advocacy, Legislative Analysis, Public Relations, Consultant Management, Information Systems/GIS, Program Development, Rapid Growth Planning, Grant Management, Conflict Resolution, Personnel Management

Professional Experience:

CALIFORNIA DEPARTMENT of FISH & WILDLIFE, Sacramento, CA 2014 – PRESENT
Regulation/Legislative Analyst

- Development of emergency and regular regulation packages.
- Command Staff, Liaison Officer for oil spills throughout the State of California

CONSULTANT, Cameron Park, CA 2012 –PRESENT
Principal

- Involved in general plans, grant management, annexations, formations, detachments, reorganizations, mergers, sphere of influence studies and municipal service reviews.

SOLANO LOCAL AGENCY FORMATION COMMISSION, Fairfield, CA 2000 – 2012
Executive Officer

- Authored a policy that protected special districts from being negatively financially impacted by city annexations; this policy was challenged by a city, but was upheld by the California Attorney General's Office
- Negotiated for the permanent protection of thousands of acres of prime agricultural lands; this was done without LAFCO even having a policy that required such mitigation
- Successfully coordinated with California's Department of Housing to allow Solano County and Solano's cities the ability to transfer housing allocations; this was used as a model throughout the State
- Negotiated with some of the Nation's largest developers, large-scale residential and commercial

developments

- Moved agency to independent status as its first full-time Executive Officer
- Led efforts with local officials for the protection of Travis Air Force Base from urban encroachment through the development of policy, placing permanent protection on lands near the Base
- Facilitated numerous governmental consolidations and mergers to improve efficiency/costs to the public
- Established office space, secured staffing and private sector legal counsel
- Responsible for city and special district annexations, detachments and other governmental reorganizations
- Managed multiple consultant contracts for the purposes of reviewing city and special district service capacity
- Directed multiple planning efforts for envisioning Solano County's future in the areas of economic sustainability, environmental quality and social equity

KAYSINGER BASIN REGIONAL PLANNING COMMISSION, Clinton, MO

1997 – 2000

Executive Director

- Administered a seven county and fifty-six city Regional Planning Commission, which also functioned as an Economic Development District under the Federal Economic Development Administration, a Transportation Advisory District under Missouri's Department of Transportation, a Solid Waste District under Missouri's Department of Natural Resources and as a regional water quality testing laboratory
- Secured millions of State and Federal dollars for the improvement of a seven-county area infrastructure
- Increased city and county membership in the regional planning commission from 50% to 100% within two years
- Inherited a solid waste district with over 20 audit deficiencies and achieving compliance with the State of Missouri within a six month period, while initiating a highly successful six county waste paper recovery program
- Board of Directors advisement, legislative tracking and advocacy, staff supervision, annual budget submission, financial management, grant writing, environmental compliance, program administration and public relations
- Special recognition from U.S. Senator Christopher Bond for advocating that the Federal Transportation Equity Act for the 21st Century address the improvement of Missouri's Corps of Engineers roadways

WITHLACOCHEE REGIONAL PLANNING COMMISSION, Ocala, FL

1995 – 1996

Senior Planner

- Directed five county Federal Economic Development District in Central Florida under the Federal Economic Development Administration
- Completed revisions of the Strategic Regional Policy Plan, as mandated by the State of Florida
- Served on a senior staff committee for addressing recurrent flooding in Sumter and Lake Counties
- Developed software for demographic studies

KAYSINGER BASIN REGIONAL PLANNING COMMISSION, Clinton, MO

1993 – 1995

Economic Development Director

- Directed a Federal Economic Development Administration grant for mitigation of the economic losses due to the Midwest Flood of 1993
- Formulated seven county Transportation Advisory Committee, which worked in conjunction with Missouri's Department of Transportation in prioritizing area projects
- Performed administrative duties for a six county solid waste district

SOUTHWEST MISSOURI STATE UNIVERSITY, Springfield, MO

1992 – 1993

Graduate Researcher

- Responsible for a Missouri Department of Conservation grant that combined geographic information systems and water quality data to determine the ecological health of the Finely River Drainage Basin

RILEY MARKETING, Springfield, MO

1991 – 1992

Cartographer

- Updated and published over 200 city maps throughout the nation

NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS, Maryville, MO

1990 – 1991

Grant Writer

- Led Community Development Block Grants for improvement of area infrastructure

Education:

FORT HAYES STATE UNIVERSITY, Fort Hayes, KS

- Pursuing Masters of Liberal Studies – Public Administration
2014 - Present

NORTHWEST MISSOURI STATE UNIVERSITY, Maryville, MO
1987 – 1991

- Bachelor of Science, Major/Minor: Geography/Public Administration
- Graduation with honors/Gamma Theta Upsilon
-

Consulting Philosophy

SSP Administration's philosophy is formed around the concepts of turnaround of agency performance, leadership, teamwork, partnership, service, and quality; both in the coordination of efforts within the firm and in interactions with clients. The strength and qualifications of the Principal enables leadership and analysis that is both prompt and thorough.

SSP Administration recognizes of each client's unique situation. Effective communication of work is a top priority at SSP Administration, knowing that even the best consultant's advice is only useful if it is presented clearly and in terms that the audience can understand. Pride is placed on the ability to "translate" complicated governmental legislation and policies into easily understandable verbiage and concepts for the Commission and the public can. It is also recognized that timeliness is essential to a successful assignment. Delivery of quality, timely products is promised. Most importantly, your Commission will be represented by a professional consultant that has decades of experience in finding creative solutions with elected/appointed officials, all levels of government and the public.

Management Plan

SSP Administration proposes a management plan to meet the needs of the Commission and affected parties

Assumptions

In this section consultant discloses the assumptions of the management required through understanding of the deliverables anticipated. These serve as the foundation for the cost estimates. These assumptions are based upon the past, present and anticipated workload of Shasta LAFCO.

The ultimate cost of the project may be impacted if any of the assumptions are incomplete and/or incorrect. Consultant reserves the right to modify costs if there are material changes.

Consultant shall provide a minimum of 8 (eight) hours of service per week to Shasta LAFCO.

During the first three (3) months of service to Shasta LAFCO the consultant shall be present at the Shasta LAFCO office, or other locations in Shasta County, for the purpose of becoming familiar with the Commission, Staff, policies, budget, resources and opportunities for improvement of Shasta LAFCO. This time will also be spent becoming familiar with City Councils/County Commission/Special Districts elected/appointed officials and executive staff.

At the end of this three (3) month assessment, consultant will prepare a report on recommendations for Commission's consideration. These recommendations to Shasta LAFCO will involve, at a minimum:

1. Budgeting practices
2. Accounting practices
3. Purchasing policy
4. Opportunities for cost savings
5. Fee structure
6. Support capability
7. Applicant guidelines
8. Records retention
9. Commissioner training
10. Public involvement
11. Anticipated projects

After the first three (3) months the consultant will keep an eight (8) office schedule every other week at Shasta LAFCO facility. The alternating weeks will be spent conducting the business of Shasta LAFCO from consultant's facility through telecommunication at eight (8) hours per week.

All Shasta LAFCO Commission Hearing shall be attended by the consultant. The Hearing dates will correspond with the office dates of the consultant.

The agenda will be developed through coordination with Shasta LAFCO Commission, Chairperson, Shasta LAFCO Legal and consultant, and with consideration from constituents.

Term of contract will be one (1) year with a two (2) year option.

References

Applicable professional contact references and letters of reference are provided below:

Professional References *for* Shaun Pritchard, Principal

Stephen Lucas
Executive Officer, Butte LAFCO
slucas@buttecounty.net
(530) 538-6819

Don Erickson,
Former Mayor City of Dixon and Solano Local Agency Formation Commissioner
875 W B St.
Dixon, CA 95620
(707) 678-5935

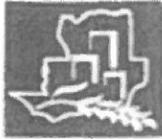
Barbara Kondylis,
Former Solano County Board of Supervisor member and Solano Local Agency Formation
Commissioner
94 B St.
Vallejo, CA 94590
(707) 649-0415

Lynn Gabbert
Board Member, Quad Lakes Solid Waste Management District
1002 Shadow Hill Drive, Clinton, 64735
(660) 885-6801

Lesley Street,
Fiscal Officer
Kaysinger Basin Regional Planning Commission/Quad Lakes Solid Waste Management District
908 N 2nd St. Clinton, MO 64735
(660) 885-3393

Ryan C. Todd
Staff Council III
Office of Spill Prevention and Response
1700 K St #250,
Sacramento, CA 95811
(916) 324-3406

Daniel Hamilton AICP, LEED AP, BD&C
Sustainability Manager, City of Oakland
dhamilton2@oaklandnet.com
(510) 238-6179



Solano Local Agency Formation Commission

3700 Hilborn Rd. Ste. 600 • Fairfield, California 94534 (707)
439-3897 • FAX: (707) 438-1788

December 10, 2012

To Whom It May Concern:

In March 2000, Shaun Pritchard was hired as Solano Local Agency Formation Commission's (LAFCO) first independent Executive Officer. LAFCO is the State's mandated government agency which is charged with making the final decision on proposed annexations of land to cities and special districts. These lands are utilized for the development of residential, commercial, industrial and other land uses. LAFCO also reviews the operations of Cities and Special Districts within Solano County. Shaun set up the organization's office and hired staff, creating an efficient foundation to serve the citizens in Solano County. Shaun directed constructive changes in governmental structure and boundaries through special studies, programs, and actions that resolved intergovernmental issues. Shaun also found and corrected numerous processing errors that had occurred before his employment.

Shaun also had numerous other accomplishments. In 2008 Shaun directed the complete separation of LAFCO from the County of Solano. Shaun wrote a policy that protected special districts from being negatively financially impacted by city annexations. This policy was challenged by a city but was upheld by the California's Attorney General's Office. He guided the consolidation of several special districts, thereby improving services and holding down costs to the citizens of Solano County. Shaun saved LAFCO operations and 50 years of records by convincing and negotiating a move to a safer office location before a fire destroyed the old office building six months after the move.

Shaun represented LAFCO's interests to some of the nation's largest home builders and handled intergovernmental affairs. Additionally, Shaun negotiated for the permanent protection of thousands of acres of Prime Agricultural lands. This was done without LAFCO even having a policy that required such mitigation.

While Shaun was still technically an employee with Solano County, he was the only non-elected County employee to refuse the Management Incentive Program (MIP). This program allowed up to an additional \$15,000 of salary based on an annual review. By refusing the program Shaun saved the taxpayers of Solano County approximately \$50,000-\$60,000 based on his annual reviews over a short time period. The MIP program was eventually discontinued by the County.

Finally, Shaun assisted other Executive Officers within the State with changes in governmental structure.

Sincerely,

Dr. John Saunderson, Chairman.
Solano Local Agency Formation Commission

Commissioners

John Saunderson, Chairperson • Harry Price, Vice-Chairperson
Jack Batchelor • Jim Sperring • John Vasquez

Alternate Commissioners

Linda Seifert • Nancy Shopay • Jan Vick

Staff

Shaun Pritchard, Executive Officer • Michelle McIntyre, Analyst • P. Scott Browne, Legal Counsel



CREEGAN + DANGELO

May 31, 2006

John Saunderson
2801 Waterman Blvd., Ste. 240
Fairfield, CA 94533

Re: Shaun Pritchard, Solano LAFCO

Mr. Saunderson,

I wish to express my sincere appreciation for the excellent job Shaun has performed helping us to make two projects simultaneously ready for the July meeting of the Board.

I haven't processed a LAFCO annexation in many years, and as the process is long and involved including the City of Fairfield for rezoning, and processing before we submitted to your staff, I found the clear directions, and ease of communications very helpful.

The world of bureaucracy and changing rules, and interpretations keeps us all on the learning side of trying to good job for our clients and the timing and submittal dates are critical as a missed date can cost a client several months of delay and related costs, not to mention the possible loss of a construction season.

It is easy to complain about people, but I just wanted to take the time to express my feelings regarding Shaun's energy and helpfulness.

Sincerely,

F. William "Tad" Tobitt, P.E. Principal
Engineer Sr. Vice President Creegan +
D'Angelo Engineers

2420 Marlin Road Suite
380
Fairfield, CA 94534-8610
Tel: 707.429.5300
Fay: 707.429.2086

225 Cannery Row Suite H
Monterey, CA 93940-1434
Tel. 831 373 1333
Fax 831 373 0733

6800 Koll Center Parkway
Suite 150
Pleasanton, CA 94566-7021
Tel 925 417-5260
Fax. 925.249-1254

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Suite 240
San Francisco, CA 94133-5160
Tel 415.834.2010 Fax 415.834
2011

1075 N. Tenth Street Suite
100
San Jose, CA 95112-2923
Tel. 408.998 1234
Fax 408.998 0944

Nadia L. Costa
Direct Phone: (925) 975-5124 Direct Fax: (925) 975-5390
nadia.costa@bingham.com

June 9, 2006

Solano County LAFCO
2801 Waterman Blvd., Ste. 240
Fairfield, CA 94533
Attn: Chairman John Saunderson

Re: Staff Evaluation of Shaun Pritchard

Dear Mr. Chairman and Commissioners:

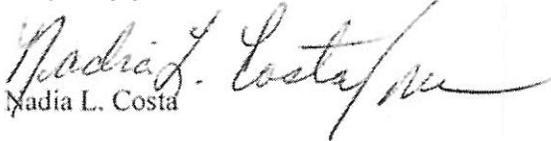
This letter is regarding Shaun Pritchard, Solano County LAFCO's Executive Officer. I understand that the Commission is currently in the process of reviewing Mr. Pritchard's work performance and would like to provide comments in that regard.

I am a land use attorney with the law firm of Bingham McCutchen LLP and have recently processed several reorganization proposals with Solano County LAFCO. Throughout these processes, I have been thoroughly impressed with Mr. Pritchard. He consistently demonstrated a high degree of professionalism, knowledge and experience in connection with my clients' applications. Mr. Pritchard routinely responded to inquires from my clients and myself quickly and courteously, and diligently completed his review of the applications and handled the remainder of the processes expeditiously and efficiently.

Mr. Pritchard is an asset to LAFCO and an extremely helpful public servant.

Thank you for the opportunity to address the Commission on this matter. Please do not hesitate to contact me with any questions regarding the foregoing.

Very truly yours,

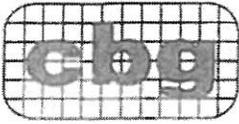

Nadia L. Costa

Bingham McCutchen LLP
Suite 210 1333 North
California Blvd.
PO Box V Walnut Creek,
CA 94596-1270

925.937 8000 925.975
5390 fax

bingham.com

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Tokyo Walnut Creek
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Carlson, Barbee &
Gibson, Inc.
CIVIL ENGINEERS • SURVEYORS • PLANNERS

June 13, 2006 Job No.: 0000-000

Mr. John Saunderson
2801 Waterman Blvd., Suite 240
Fairfield, CA 94533

Dear Mr. Saunderson,

I am writing this letter to commend Shaun Pritchard on his work at Solano LAFCO. Having just completed one annexation in the city of Fairfield and beginning another, Shaun has been integral in coordinating the process.

Shaun was willing to explain the complicated process to my clients helping to alleviate their concerns. He has worked diligently with me to ensure all of the required steps were taken. Shaun has also shown remarkable commitment and responsiveness to meet the schedule we requested.

In closing, it has been a great experience working with someone as professional and responsible as Shaun.

Very truly yours,

Andrea J. Bellanca, P.E
Project Manager

cc: Shaun Pritchard, Solano LAFCO

Gerald E. Raycraft
3250 Mustang Circle
Fairfield, CA 94533-7722
707-426-2585(home); 707-631-5597(cell)

June 5, 2006

Mr. John Saunderson
Chair, Solano Local Agency Formation Commission 2
801 Waterman Blvd., Suite 240
Fairfield, CA 94533

Dear Mr. Saunderson:

I spoke with Shaun Pritchard, Executive Director of the Solano Local Agency Formation Commission, who asked me if I would be willing to provide some comments regarding the Annexation process and Shaun's involvement in same. Having worked with Shaun over the last two years, I told him I not only would be willing to do so but would welcome the opportunity.

I served as the City of Suisun City's Interim Community Development Director from July 2004 until October 2005. During this time I oversaw the preparation of the City's Municipal Services Review/Comprehensive Annexation Plan. This document was approved by LAFCO in July, 2005. Subsequently, between February and May of this year I was hired by the City of Suisun City as a consultant to prepare the Annexation Report for the Blossom/Railroad Annexation. This annexation was approved by LAFCO in May.

In both the preparation of the MSR/CAP and the Annexation Report, Shaun met with me when I requested to provide comments and advice on the documents. He also contacted me several times when he found something that needed to be addressed. Both processes require a significant amount of "hand-holding" in order to ensure that all requirements are addressed. For example, the Annexation Report needs to discuss all public services, from public safety to sewer service. Shaun was extremely helpful in making sure that the work I submitted satisfied LAFCO's submittal requirements. In fact, he offered a critical comment regarding sewer service and stressed to the City the need to work directly with the Fairfield-Suisun Sewer District to meet that District's requirement for serving annexed, improved properties.

As with most "proforma" kinds of reports, they can be tedious and somewhat burdensome. Shaun's attention to detail and willingness to offer comments and advice, however, made these two projects in which I was involved relatively error-free and smoothly processed. Much of the credit for my success in getting these two reports to LAFCO in a timely manner and then approved by LAFCO is a result of Shaun's knowledge and assistance.

I appreciate the opportunity to offer this input. Feel free to contact me should you have questions

Sincerely

Gerry Raycraft

Silverwing

Development Higher Standards. Better Value. Metroplex Office Center - 1401 Willow Pass Road « Suite 1020 - Concord - CA ° 94520 - Phone
(925) 680-1620 - Fax (925) 686-2626

www.silverwingdevelopment.com

May 31, 2006

John Saunderson
2801 Waterman Blvd., Ste. 240
Fairfield, CA 94533

RE: Shaun Pritchard

Dear Mr. Saunderson:

I wanted to drop you a short note regarding the excellent service we have been shown in the past from working with Shaun Pritchard at LAFCO. The annexation process can seem scary and daunting at times and without the hard work and direction we received from Shaun, I'm not sure we would have made it through.

You have a highly ethical and dedicated person in Shaun and we are thankful he is there.

Sincerely,

Wayne Batavia
Vice President

A handwritten signature in cursive script that reads "W. Batavia". The signature is written in dark ink and is positioned below the typed name and title.

Silverwing Development



CIVIL ENGINEERING -
LAND SURVEYING

PHILLIPPI ENGINEERING, INC

June 7, 2006

John Saunderson
2801 Waterman Blvd., Ste. 240
Fairfield, CA 94533

SUBJECT: Shaun Pritchard Review

Dear John,

This letter is sent to address the issue of Shaun Pritchard's employment review. We have been asked by Shaun to give you our impressions in working with the LAFCO staff and Shaun in particular.

Over the last 3-4 years we have worked extensively with LAFCO staff on a number of complex issues. The Southtown and Rice McMurtry annexations immediately come to mind. Those two annexations involved a number of difficult issues which required careful planning and skillful negotiations. Throughout the process we found Shaun to be extremely professional in his conduct and diligent in his work processing.

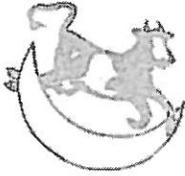
In addition to his help on these projects, Shaun is a great resource for information regarding land use issues around the County.

We thoroughly enjoy working with Shaun and the LAFCO staff and trust that this letter will serve positively in your review of Shaun.

If you have any comments or questions regarding this, please feel free to give us a call.

Very Truly Yours,
Thomas A. Phillippi, President

R.C.E. #32067, Expires 12-31-06



MILK FARM ASSOCIATES
1222 Research Park Drive Davis, CA 95616 Phone (530) 756-5086 Fax
(530) 756-5179 jm@milkfarm.net www.milkfarm.net

June 1, 2006

Mr. John Saunderson
2801 Waterman Blvd., Ste. 240
Fairfield, CA 94533

Dear Mr. Saunderson,

It is my pleasure to commend Mr. Shaun Pritchard for his efforts regarding our recent LAFCO application.

As General Partner of the The Milk Farm Associates I direct the project and attempt to satisfy the requirements of local authorities. At times, this is a daunting task, and the LAFCO application process certainly appeared to be one of the most intimidating and most challenging we had seen to date.

Fortunately, with Mr. Pritchard's assistance, the process became straightforward and we were able to carry it out in an extraordinarily efficient manner. Mr. Pritchard took unprecedented measures to meet with us and explain the individual steps in the process, guiding us through the resources and responsibilities of each of the parties involved and assisting us with clear examples and noteworthy exceptions. Without his assistance, I do not believe the application could have been completed within the time frame available.

I consider it my continuing good fortune to work with Mr. Pritchard and hope that LAFCO recognizes the outstanding work he does with applicants. For further comments about his remarkable professionalism, please contact me at 530-756-5086 or through email at info@moller.com

Sincerely,

A handwritten signature in cursive script, appearing to read "Paul S. Moller".

Paul S. Moller, Ph.D.
General Partner