

**LOCAL AGENCY FORMATION COMMISSION  
COUNTY OF SAN BERNARDINO**

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**DATE :**           **OCTOBER 9, 2009**

**FROM:**           **KATHLEEN ROLLINGS-McDONALD, Executive Officer**

**TO:**               **LOCAL AGENCY FORMATION COMMISSION**

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**SUBJECT:    AGENDA ITEM #4 – REVIEW AND ADOPTION OF CONTRACT WITH  
                  ALCOCK AND MCFADDEN FOR RECRUITMENT OF LAFCO EXECUTIVE  
                  OFFICER POSITION**

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**RECOMMENDATION:**

Staff recommends that the Commission take the following actions:

1. Authorize the Executive Officer to sign the contract with the Commission's Human Resources Consultant, Alcock and McFadden, as presented to begin the recruitment for the Executive Officer position.
  
2. Authorize the payment of the commencement fee of \$2,500.

**BACKGROUND:**

During the review of the budget for Fiscal Year 2009-10, my retirement date was defined as August 2010. It was also indicated that due to my impending retirement, the recruitment process would need to take place during the Winter/Spring of 2010. This agenda item relates to approving the contract with the Commission's Human Resources Consultant, Alcock and McFadden, to commence the recruitment process for the Executive Officer position. As identified in the contract (copy attached to this report) the process is anticipated to commence in March 2010 through posting of the job opening on employment websites, etc. culminating with a decision by the Commission on a replacement at the June 2010 hearing. It is anticipated that a one month overlap period with the new Executive Officer will occur with my retirement at the end of August 2010.

The contract presented is a not-to-exceed \$7,500 contract with a commencement fee of \$2,500 due upon signing. Staff is recommending that the Commission take the actions identified above to authorize the signing of the contract and the payment of the commencement fee.

/krm

[Attachment](#)