

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

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DATE : JULY 12, 2010
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #9 – APPROVAL OF PAYMENT OF INVOICE 2010-06 FOR PREPARATION OF THE JUNE 16, 2010 HEARING MINUTES

RECOMMENDATION:

Staff recommends that the Commission:

1. Authorize the Executive Officer to process the payment of Invoice 2010-06 which exceeds the monthly contract amount; and,
2. Authorize the Executive Officer to process payment for the preparation of the minutes of the September 15, 2010 hearing should it exceed the 20 hour contract limit.

BACKGROUND:

At the December 2009 Hearing the Commission reviewed and authorized the Executive Officer to sign a Professional Services Agreement with former Clerk, Anna Raef, for the preparation of the Minutes of the Commission's hearings. The terms of the Professional Services Agreement state that the payment will be a maximum of \$600 per hearing (20 hours at \$30 per hour). The June 16, 2010 hearing in Victorville was an extraordinary hearing, taking 5 hours without travel time; therefore, the cost for preparation has exceeded the maximum allowed by the contract. Ms. Raef has billed the Commission for 24 hours.

The staff is recommending that the Commission recognize this exception to the contract due to the length of the hearing and authorize the Executive Officer to pay the invoice in the amount of \$720. In addition staff anticipates that the September 15 hearing will also be lengthy as it will include a continued hearing on LAFCO 3082 sphere of influence expansion for the City of Victorville, et al and a discussion of the Oro Grande community. Therefore, staff is requesting authorization to pay the invoice for the September 15, 2010 hearing should it exceed the contract amount due to the travel time to the City of Victorville for the hearing and the anticipated length of the consideration.

/krm

Attachment