

LOCAL AGENCY FORMATION COMMISSION COUNTY OF SAN BERNARDINO

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DATE: JUNE 4, 2007
FROM: MICHAEL TUERPE, LAFCO Analyst
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #9: Consideration of Amendment to Contract with Alcock and McFadden for Recruitment of the Clerk to the Commission Position

RECOMMENDATION:

Staff recommends that the Commission amend the contract with Alcock and McFadden for recruitment of the Clerk to the Commission position to a cost not-to-exceed \$4,000, and authorize the Executive Officer to sign the amendment.

BACKGROUND:

At the February hearing, the Commission reviewed and approved the contract with Alcock and McFadden, Human Resources Consultant to the Commission, to recruit for the Clerk to the Commission position and authorized the Executive officer to sign the contract (attached). The contract was authorized with a not-to-exceed cost of \$3,000.

To date, LAFCO has received invoices totaling \$2,910. The overage in cost is due to Alcock and McFadden in lieu of LAFCO staff processing the supplemental questionnaires that were sent out to each applicant. The vast majority of Alcock and McFadden's services have been completed, and they estimate the total cost to be \$3,700. Although the estimated total cost is \$3,700, staff recommends a not-to-exceed cost of \$4,000 to cover any unanticipated costs.

For this reason, staff recommends that the Commission amend the contract with Alcock and McFadden to a cost not-to-exceed \$4,000 (attached), and authorize the Executive Officer to sign the amendment.

MT/

Attachment