

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

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**DATE: SEPTEMBER 10, 2007**

**FROM: MICHAEL TUERPE, LAFCO Analyst**

**TO: LOCAL AGENCY FORMATION COMMISSION**

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**SUBJECT: Agenda Item 7: Consideration of Employment Contract with Deborah Chamberlin**

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**RECOMMENDATION:**

Staff recommends that the Commission:

1. Authorize the contracting for professional services to complete two projects.
2. Review and approve the contract with Deborah Chamberlin to provide the professional services and authorize the Executive Officer to sign the contract.

**BACKGROUND INFORMATION:**

Staff is requesting that the Commission approve a contract with Deborah Chamberlin to perform services to complete the following projects:

- Deborah Chamberlin, the former Clerk to the Commission, retired in July and her replacement did not begin employment with LAFCO until August. Because of Ms. Chamberlin's expertise and lengthy tenure as Clerk, she is uniquely qualified to train the current Clerk on the intricacies of the position.
- Due to high activity levels during FY 06-07, a backlog of completed proposal files has occurred. The files have not been prepared for archiving and digitizing for electronic retention. It is proposed that Ms. Chamberlin would prepare these files for digitizing and retention in off-site storage.

Ms. Chamberlin's services would begin upon authorization by the Commission and receipt of the signed contract by both parties. The projects are estimated to take four to six weeks to complete, and the contract will terminate upon its completion. Such services will be paid at the hourly rate of \$50.00, and funds for this service will be paid through Account 2335 (Temporary Services). The total not-to-exceed cost for the contract is \$5,000.

Staff recommends that the Commission authorize the contracting for professional services to complete the two projects identified, review and approve the contract with Deborah Chamberlin to complete the projects, and authorize the Executive Officer to sign the contract.

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Attachment