

**December 10, 2012**

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**Proposal:**

The Commission will consider increasing the monetary amount for an existing contract to scan LAFCO's project file and create an electronic database system, enter into an agreement for temporary administrative support, and approve an appropriation transfer request.

**Discussion:**

In the last few years scanning and creating an electronic backup of LAFCOs over 60 years of project files has been on staff's work plan. In the spring of 2011, LAFCO received two quotes for this project. Quote number one was in the amount of \$50,050 and included scanning records into Adobe Acrobat (pdf) files that would be searchable, re-stapling the records, and scanning would be completed at an off-site location. The second quote was in the amount of \$24,964.50 and included scanning the records on site into searchable pdf files. The second quote did not include scanning the large format maps and both quotes did not include creating a database system, this portion of the project would have been completed by staff.

LAFCO's existing purchasing policy delegates purchasing authority to the Executive Officer on behalf of the Commission to procure property and services not to exceed \$10,000 aggregate per vendor. On July 2, 2012, the Executive Officer entered into an agreement with Frank Weber to scan and create a document management system from LAFCO's project files for \$10,000 with the intent of submitting a request to the Commission to increase the contract amount at a later time. As of October, the maximum amount for the contract has been reached. To date, the project is nearly 50% complete with half of LAFCO's records having been scanned and the database is a work in progress. Staff is requesting an additional \$10,000 to complete this project.

On October 15, 2012, the Acting Executive Officer entered into a second services agreement contract with Frank Weber for administrative support on an as needed bases. At this time, it is difficult to anticipate the amount needed for this contract, however; given that it is nearly mid-fiscal year, staff believes that \$10,000 would be sufficient. As previously stated, LAFCO's policy allows the Executive Officer to enter into a contract not to exceed \$10,000 per vendor and not per contract thus requiring the Commission approve the second contract for administrative support.

Both of these expenses fall under the Professional Services subobject or category and LAFCO has \$7,000 allocated for miscellaneous staff support. Staff is requesting the approval of an appropriation transfer request to transfer the remaining \$23,000 from the Contracted Services subobject to the Professional Services subobject. Presently, there is \$85,000 allocated to contracted services with no expenses thus far for this fiscal year. Normally, the Contracted Services subobject is dedicated to Municipal Service Reviews (MSR) and Sphere of Influence

(SOI) Studies, however; this fiscal year, staff has been able to complete all MSR & SOI studies without the need for a consultant.

**Staff Recommendation:**

Staff Recommends approval of: increasing the monetary amount for the Consulting Services Agreement to scan and create an electronic database system for LAFCO's project files from \$10,000 to \$20,000; entering into a consulting services agreement with Frank Weber for administrative support on a as-needed basis amount not to exceed \$10,000; and authorizing the Chair to sign an Appropriation Transfer Request to transfer \$23,000 from the Contracted Services subobject 2245 to Professional Services subobject 2250.

**Attachments:**

Consulting Services Agreement for Scanning LAFCO Documents and creating a document management system

Consulting Services Agreement for LAFCO Administrative Support (first page & attachment #1 only, all other pages are duplicative of the scanning agreement)