

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

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DATE: JULY 14, 2008

FROM: MICHAEL TUERPE, LAFCO Analyst

TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item #7: Supplemental Year-End Budget Report

MODIFIED RECOMMENDATION:

For FY 07-08, staff recommends that the Commission:

1. Note and file the receipt of this report which outlines that total expenditures are within total appropriation authority and that revenue receipts have exceeded budget projections.

For FY 08-09, staff recommends that the Commission:

1. Expand the scope of the Administrative Committee to include responsibilities for taking part in the Annual Audit process as required by Government Accounting Standards SAS No. 114.
2. Acknowledge the increase in costs related to the breakdown and purchase of LAFCO staff office furnishings with G&M Business Interiors and authorize the Executive Officer to sign the quotes for the services.

BACKGROUND:

As a part of the extension to the office lease, building management is providing for the expansion, painting, and re-carpeting of the staff office at no direct charge to the Commission. In order to accommodate the improvements to the office, the Commission must incur costs to breakdown the furniture to allow access for painting and replacing the carpet. In the FY 08-09 Budget, the cost for the breakdown of the furniture was budgeted at \$750 based on the original verbal estimate from G&M Business Interiors. This cost was budgeted in Account 2445 (Other Professional Services).

However, the quote for the breakdown is now \$3,074 and includes the purchase of furniture. The costs are comprised of:

- \$2,504 for the breakdown of the furniture. This cost will be charged in Account 2445 (Other Professional Services).
- \$570 for the purchase of additional furniture to better accommodate the workspace of the Deputy Clerk to the Commission in the reception area of the office. This cost will be charged in Account 2305 (General Office Expense).

In order for building management to complete the office expansion and improvements at no direct charge to the Commission, staff recommends that the Commission acknowledge the increase in costs for furniture breakdown and authorize the Executive Officer to sign the quotes for the services. Therefore, staff has modified its recommendation presented in the report to this agenda item dated July 9, 2008.

Staff will happy to answer any questions from the Commission at the hearing regarding this modification.

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