


**San Francisco
Local Agency
Formation Commission**

ITEM NO. 3

City Hall
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M E M O R A N D U M

TO: LAFCo Commissioners

FROM: Gloria L. Young, Executive Officer 

DATE: December 12, 2002

SUBJECT: Item #3
Discussion and Approval of Indemnification Insurance for SF LAFCo
Commissioners/Executive Officer

Staff is requesting approval to purchase bonds for indemnification insurance for all San Francisco Local Agency Formation Commissioners and the Executive Officer. The cost/premium per year is \$100.00 for each Commissioner/Executive Officer for a \$25,000 bond. The total cost would be \$800.00 per year, which the first year would be paid from the existing SFLAFCo budget.

Upon the Commission's approval, each member will receive from the Commission Clerk a public-official bond application form that will have to be signed and dated and submitted back to the Commission Clerk. The Commission Clerk will submit to the Administrative Services Department the applications for review who will then forward the applications to their surety brokers. The process will take approximately ten days for bonds to be issued after the surety broker receives the applications. When the bonds are received, the following will need to sign the bonds:

Commissioners
Witness
City Attorney (as to form)
Controller (as to surety)
Presiding Judge

After signatures are obtained, the bond must be recorded at the Assessor's/Recorder's office and filed with the Controller's Office. If you have any questions, please call me at (415) 554-7747.