



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

2

AGENDA REPORT
 Consent | Action

February 4, 2019

TO: Commissioners

FROM: Keene Simonds, Executive Officer
 Erica Blom, Administrative Assistant

**SUBJECT: Commission Ratification |
 Recorded Payments for November and December 2018**

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the months of November and December 2018. These payments cover all recorded transactions for the two-month period and include \$374,165 in total distributions made by the Executive Officer with 65% tied to reimbursements to the County of San Diego for payroll, rent, overhead, and information technology services. The payments are being presented to the Commission for formal ratification.

BACKGROUND

**Adopted Policies |
 Accounting Procedures**

San Diego LAFCO’s policies provide broad direction to the Executive Officer to establish and maintain appropriate accounting controls for all financial transactions on behalf of the Commission. These policies specify the Executive Officer shall ensure accounting controls conform to standard procedures commonly enlisted by local governmental agencies and continually evaluate and enact changes as needed. Purchasing allowances are specified and include bid procedures for transactions at or above \$10,000 and separate Commission approval for transactions at or above \$125,000.

<p>Administration County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org</p>	<p>Jim Desmond County of San Diego</p> <p>Dianne Jacob County of San Diego</p> <p>Greg Cox, Alternate County of San Diego</p>	<p>Catherine Blakespear City of Encinitas</p> <p>Bill Wells City of El Cajon</p> <p>Vacant, Alternate City Selection Committee</p>	<p>Mark Kersey City of San Diego</p> <p>Chris Cate, Alternate City of San Diego</p>	<p>Chair Jo MacKenzie Visita Irrigation</p> <p>Vice Chair Ed Sprague Olivenhain Municipal Water</p> <p>Judy Hanson, Alternate Leucadia Wastewater</p>	<p>Andy Vanderlaan General Public</p> <p>Harry Mathis, Alternate General Public</p>
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DISCUSSION

This item is for San Diego LAFCO to consider ratification of all made and received payments recorded by the Executive Officer between November 1st and December 31st. A detailing of these transactions is provided in Attachments One (November) and Two (December). The item also provides the Commission the opportunity to provide feedback on related matters.

ANALYSIS

The recorded payments made by the Executive Officer for the months of November and December 2018 total \$374,165 with 65% – or \$244,073 – tied to expenditures with the County of San Diego. This includes covering payroll obligations, office rent, overhead, and information technology services. Professional services represent nearly all of the remaining expenditures during the two-month period and tallied \$114,513 and includes covering onsite staff support as well as legal services with the latter increasing in step with processing the “Julian Cuyamaca Fire Protection District Reorganization” proposal. Recorded revenues totaled \$30,997 and primarily tied to collecting three new proposal fees.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for the months of November and December 2018 as presented. This recommendation is consistent with Alternative One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

Ratify the recorded payments received and made by the Executive Officer between November 1st and December 31st as shown in Attachments One and Two.

Alternative Two:

Continue to the next regular meeting and provide direction to staff as needed.

Alternative Three

Take no action.¹

(over)

¹ Payment ratifications are not required under LAFCO policy, but are presented to the Commission as part of a best practice to inform the public of the agency's transactions.

PROCEDURES

This item has been placed on San Diego LAFCO's agenda as part of the consent calendar. A successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Respectfully,

A handwritten signature in green ink that reads "Keene Simonds". The signature is fluid and cursive, with the first name "Keene" and last name "Simonds" clearly legible.

Keene Simonds
Executive Officer

Attachments:

- 1) Recorded Payments | November 2018
- 2) Recorded Payments | December 2018

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SAN DIEGO LAFCO
Expenses by Vendor Detail
November 2018

Agenda Item No. 2 |
Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Alex Vidal						
	11/13/2018	52562 · Investigative/Recruitment	200.00	Recruitment Analyst Applicant Travel Reimbursement	check	3558 · SDCCU Checking
E Amazon						
	11/1/2018	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	debit card	3558 · SDCCU Checking
	11/9/2018	52330 · Office Expense	52.50	Office Supplies Coffee Supplies	debit card	3558 · SDCCU Checking
			66.50			
E Ambius						
	11/15/2018	52370.J · Professional Services Office Plant Maintenance	97.94	Monthly Office Plants Service	check	3558 · SDCCU Checking
E AT&T Mobility						
	11/14/2018	52074 · Telecommunications	234.19	Monthly Cell Phone Bill KS, RB & LZ	check	3558 · SDCCU Checking
E Billing Hostway						
	11/16/2018	52370.E · Professional Services Web & Doc Support	21.95	Monthly Website Support	check	3558 · SDCCU Checking
E Chase Design Inc.						
	11/30/2018	52370.I · Professional Services Graphic Design Services	4,000.00	Logo Design Services	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	11/9/2018	52370.B · Professional Services Special Counsel General	7,343.00	Special Counsel Services	electronic	1000 · County Account (44595)
E County of San Diego						
	11/1/2018	52530 · Office Lease	6,656.64	Rent	electronic	1000 · County Account (44595)
	11/1/2018	52354 · Mail/Postage ISF	537.88	Mail/Postage Services	electronic	1000 · County Account (44595)
	11/1/2018	52178 · Vehicle Maintenance	27.99	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	11/1/2018	52182 · Vehicle Fuel	26.92	Vehicle Fuel	electronic	1000 · County Account (44595)
	11/1/2018	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	11/1/2018	52721 et al. · Communications (IT) Services	9,228.89	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	11/1/2018	52550.B · County Overhead Costs	12,118.00	County Services A-87 2nd Quarter	electronic	1000 · County Account (44595)
	11/2/2018	51110 et al. · Employee Payroll	34,868.70	Payroll Pay Period 2019-09	electronic	1000 · County Account (44595)
	11/16/2018	51110 et al. · Employee Payroll	34,057.91	Payroll Pay Period 2019-10	electronic	1000 · County Account (44595)
	11/30/2018	51110 et al. · Employee Payroll	39,319.45	Payroll Pay Period 2019-11	electronic	1000 · County Account (44595)
	11/1/2018	52344 · Stores Unallocated	7.17	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	11/7/2018	52344 · Stores Unallocated	516.37	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	11/8/2018	52344 · Stores Unallocated	8.31	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	11/9/2018	52504 · Equipment Rental	5.74	County Surcharge Xerox	electronic	1000 · County Account (44595)
	11/27/2018	52330 · Office Expense	0.15	Iron Mountain Storage Fee	electronic	1000 · County Account (44595)
	11/28/2018	52344 · Stores Unallocated	274.36	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	11/29/2018	52344 · Stores Unallocated	7.35	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
			137,827.32			
E Culligan of San Diego						
	11/16/2018	52330 · Office Expense	33.25	Monthly Water Service	check	3558 · SDCCU Checking
E Dieu Ngu						
	11/9/2018	52370.D · Professional Services GIS Support	5,680.00	GIS Consultant Services	electronic	1000 · County Account (44595)
	11/30/2018	52370.D · Professional Services GIS Support	5,112.00	GIS Consultant Services	electronic	1000 · County Account (44595)
			10,792.00			
E Dropbox						
	11/9/2018	52370.E · Professional Services Web & Doc Support	45.00	Monthly Cloud Service	debit card	3558 · SDCCU Checking
E Earl John Traylor						
	11/9/2018	52370.F · Professional Services Local Govt Services	2,232.50	Consultant Services (Fire)	electronic	1000 · County Account (44595)
E EDCO						
	11/27/2018	52330 · Office Expense	282.79	Service Awards for Commissioners Horn, Zapf & Bragg	debit card	3558 · SDCCU Checking
E Erica Blom						
	11/7/2018	52330 · Office Expense	27.35	Office Supplies Reimbursement Laptop Case	check	3558 · SDCCU Checking
E Harry Ehrlich						
	11/30/2018	52370.G · Professional Services Legislation	400.00	Consultant Services Legislation Support	electronic	1000 · County Account (44595)
E Kona Kai						
	11/16/2018	52610 · Non-Travel/In-County	42.95	KS & LZ Lunch Training for RCDs Conference	credit card	3558-60 · SDCCU Visa Credit Card
E Leaf & Cole LLP						
	11/9/2018	52370.H · Professional Services Accounting	4,150.00	Consultant Services Accounting Services	electronic	1000 · County Account (44595)
E Linda Zambito						
	11/20/2018	52330 · Office Expense	34.19	Office Supplies Reimbursement	check	3558 · SDCCU Checking
	11/20/2018	52610 · Non-Travel/In-County	25.00	JCFPD Board Meeting Lunch Reimbursement (LZ & JT)	check	3558 · SDCCU Checking
			59.19			

SAN DIEGO LAFCO
Expenses by Vendor Detail
November 2018

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Metroplan						
	11/9/2018	52370 · Professional Services	2,526.50	Consultant Services Recruitment Services (Rich Miller)	electronic	1000 · County Account (44595)
	11/30/2018	52370 · Professional Services	<u>6,357.00</u>	Consultant Services Recruitment Services (Rich Miller)	electronic	1000 · County Account (44595)
			8,883.50			
E Pho Duyen Mai						
	11/15/2018	52370.H · Professional Services Accounting	<u>33.34</u>	Auditors Lunch	debit card	3558 · SDCCU Checking
E Price Self Storage						
	11/28/2018	52504 · Equipment Rental	<u>51.00</u>	Storage Unit Monthly Charge	credit card	3558-60 · SDCCU Visa Credit Card
E Rancho Bernardo Veranda						
	11/2/2018	52610 · Non-Travel/In-County	<u>53.38</u>	Annual RCD Conference Lunch for KS & LZ	debit card	3558 · SDCCU Checking
E San Diego Union Tribune						
	11/20/2018	52490 · Publications	<u>3,005.17</u>	PHN (CSA No. 115 RO14-12; RO14-13)	check	3558 · SDCCU Checking
E Southwest Airlines						
	11/28/2018	52622 · Training/Registration Out-County	<u>291.96</u>	KS Flight for CALAFCO Board Meeting in Sacramento	credit card	3558-60 · SDCCU Visa Credit Card
E Sunny Donuts						
	11/8/2018	52562 · Investigative/Recruitment	17.48	Office Refreshments for Candidate Interviews 11/8/18	debit card	3558 · SDCCU Checking
	11/9/2018	52562 · Investigative/Recruitment	<u>17.48</u>	Office Refreshments for Candidate Interviews 11/9/18	debit card	3558 · SDCCU Checking
			34.96			
E Viabhavi Prajapati						
	11/15/2018	52562 · Investigative/Recruitment	<u>200.00</u>	Recruitment Analyst Applicant Travel Reimbursement	check	3558 · SDCCU Checking
E Vision Internet Providers						
	11/9/2018	52370.I · Professional Services Graphic Design Services	<u>13,812.00</u>	Website Redisgn	electronic	1000 · County Account (44595)
E Xerox						
	11/9/2018	52504 · Equipment Rental	<u>755.11</u>	Xerox Rental	electronic	1000 · County Account (44595)
		EXPENSE TOTAL	194,976.35			
R City of Vista						
	11/6/2018	46234 · Service to Property Owner	<u>18,960.00</u>	LAFCO Processing Fees (RO18-16)	check	3558 · SDCCU Checking
R Redstone Partners of CA						
	11/6/2018	46234 · Service to Property Owner	<u>4,050.00</u>	LAFCO Processing Fees (CO18-17; DA18-17)	check	3558 · SDCCU Checking
		REVENUE TOTAL	23,010.00			

SAN DIEGO LAFCO
Expenses by Vendor Detail
 December 2018

Agenda Item No. 2 |
Attachment Two

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Amazon						
	12/2/2018	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	debit card	3558 · SDCCU Checking
	12/6/2018	52750 · Catalog Items	697.32	(6) iPad Cases & iPad Pencils for Commission Meetings	credit card	3558-60 · SDCCU Visa Credit Card
			711.32			
E Ambius						
	12/12/2018	52370.J · Professional Services Office Plant Maintenance	97.94	Monthly Office Plants Service	check	3558 · SDCCU Checking
E Andy Vanderlaan						
	12/13/2018	52622 · Training/Registration Out-County	1,217.36	CALAFCO Annual Conference Travel Reimbursement	check	3558 · SDCCU Checking
E APA						
	12/5/2018	52490 · Memberships	599.00	KS APA Memberhip	check	3558 · SDCCU Checking
E Assessor Recorder (County)						
	12/19/2018	52490 · Publications	50.00	NOE Fee Lake Henshaw (DA18-11)	check	3558 · SDCCU Checking
E AT&T Mobility						
	12/7/2018	52074 · Telecommunications	234.19	Monthly Cell Phone Bill KS, RB & LZ	check	3558 · SDCCU Checking
E Billing Hostway						
	12/7/2018	52370.E · Professional Services Web & Doc Support	21.95	Monthly Website Support	check	3558 · SDCCU Checking
E Campin's Deli						
	12/5/2018	52330 · Office Expense	52.23	Southern LAFCO EO/Analyst Lunch (Riverside)	credit card	3558-60 · SDCCU Visa Credit Card
E Chesapeake Deli						
	12/14/2018	52610 · Non-Travel/In-County	123.56	SDAC Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
E Claim Jumper						
	12/3/2018	52610 · Non-Travel/In-County	79.24	Debriefing KS, Chair, Vice Chair & Counsel	credit card	3558-60 · SDCCU Visa Credit Card
	12/14/2018	52610 · Non-Travel/In-County	172.67	Staff Lunch Quarterly Meeting	credit card	3558-60 · SDCCU Visa Credit Card
			251.91			
E CMT Sacramento Taxi						
	12/7/2018	52622 · Training/Registration Out-County	41.50	Transportation CALAFCO Board Meeting KS & JM	credit card	3558-60 · SDCCU Visa Credit Card
E Colantuono, Highsmith & Whatley						
	12/13/2018	52610 · Non-Travel/In-County	376.77	Business Travel Reimbursement	check	3558 · SDCCU Checking
	12/21/2018	52370.B · Professional Services Special Counsel General	11,680.00	Special Counsel Services	electronic	1000 · County Account (44595)
	12/26/2018	52370.B · Professional Services Special Counsel General	20,958.80	Special Counsel Services	electronic	1000 · County Account (44595)
			33,015.57			
E County of San Diego						
	12/1/2018	52530 · Office Lease	6,656.64	Rent	electronic	1000 · County Account (44595)
	12/1/2018	52354 · Mail/Postage ISF	2,120.15	Mail/Postage Services	electronic	1000 · County Account (44595)
	12/1/2018	52178 · Vehicle Maintenance	135.35	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	12/1/2018	52182 · Vehicle Fuel	36.67	Vehicle Fuel	electronic	1000 · County Account (44595)
	12/1/2018	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	12/1/2018	52721 et al. · Communications (IT) Services	14,195.33	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	12/1/2018	52562 · Investigative/Recruitment	49.00	New Employee Background Check	electronic	1000 · County Account (44595)
	12/14/2018	51110 et al. · Employee Payroll	43,560.24	Payroll Pay Period 2019-12	electronic	1000 · County Account (44595)
	12/28/2018	51110 et al. · Employee Payroll	39,326.57	Payroll Pay Period 2019-13	electronic	1000 · County Account (44595)
			106,245.44			
E CSDA						
	12/3/2018	52610 · Non-Travel/In-County	30.00	Registration CSDA Quarterly Dinner Meeting (LZ)	check	3558 · SDCCU Checking
	12/31/2018	52490 · Memberships	1,377.00	FY18-19 CSDA State Membership	check	3558 · SDCCU Checking
			1,407.00			
E Culligan of San Diego						
	12/7/2018	52330 · Office Expense	39.50	Monthly Water Service	check	3558 · SDCCU Checking
E Dieu Ngu						
	12/12/2018	52330 · Office Expense	32.17	Office Supplies Reimbursement for Computer Cables	check	3558 · SDCCU Checking
E Earl John Traylor						
	12/7/2018	52610 · Non-Travel/In-County	74.12	Mileage Reimbursement	check	3558 · SDCCU Checking
	12/26/2018	52370.F · Professional Services Local Govt Services	4,227.50	Consultant Services (Fire)	electronic	1000 · County Account (44595)
	12/31/2018	52610 · Non-Travel/In-County	46.33	Mileage Reimbursement	check	3558 · SDCCU Checking
			4,347.95			
E GIS Surveyors Inc.						
	12/26/2018	52370.D · Professional Services GIS Support	9,216.00	GIS Consultant Services Dieu Ngu (June 2018 services)	electronic	1000 · County Account (44595)

SAN DIEGO LAFCO
Expenses by Vendor Detail
December 2018

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Holly Whatley (Colantuono)						
	12/12/2018	52622 · Training/Registration Out-County	1,013.92	CALAFCO Annual Conference Travel Reimbursement	check	3558 · SDCCU Checking
E Jo MacKenzie						
	12/21/2018	52622 · Training/Registration Out-County	436.56	CALAFCO Board Meetings Travel Reimbursement	check	3558 · SDCCU Checking
E Judy Hanson						
	12/13/2018	52622 · Training/Registration Out-County	53.61	CALAFCO Annual Conference Travel Reimbursement	check	3558 · SDCCU Checking
E Julian Times News						
	12/12/2018	52490 · Publications	135.00	PHN for Julian-Cuyamaca FPD (RO18-09)	check	3558 · SDCCU Checking
E Leaf & Cole LLP						
	12/26/2018	52370.H · Professional Services Accounting	16,500.00	Consultant Services Accounting Project	electronic	1000 · County Account (44595)
E Linda Zambito						
	12/12/2018	52610 · Non-Travel/In-County	32.00	JCFPD Board Meeting Lunch Reimbursement (LZ & JT)	check	3558 · SDCCU Checking
E Los Angeles Times						
	12/7/2018	52330 · Office Expense	110.17	Office Newspaper Subscription	check	3558 · SDCCU Checking
E Minutemen Press						
	12/13/2018	52330 · Office Expense	375.51	LAFCO Envelopes	check	3558 · SDCCU Checking
E Peterson Donut						
	12/3/2018	52330 · Office Expense	2.00	ATM Fee for Peterson Donut (Commission Meeting)	debit card	3558 · SDCCU Checking
	12/3/2018	52330 · Office Expense	51.75	Refreshments for Commission Meeting at CAC	debit card	3558 · SDCCU Checking
			53.75			
E Renato Rodriguez						
	12/7/2018	52330 · Office Expense	40.00	KS Lunch Meeting with RCD of Greater SDC for RCD Conference	check	3558 · SDCCU Checking
E San Diego County RAA Parking						
	12/7/2018	52622 · Training/Registration Out-County	32.00	Airport Parking for CALAFCO Board Meeting	credit card	3558-60 · SDCCU Visa Credit Card
E Southwest Airlines						
	12/7/2018	52622 · Training/Registration Out-County	47.00	Fee KS Flight Adjustment CALAFCO Board Meeting (December 2018)	credit card	3558-60 · SDCCU Visa Credit Card
	12/10/2018	52622 · Training/Registration Out-County	97.96	KS Flight for CALAFCO DEO Meeting in Sacramento (January 2019)	credit card	3558-60 · SDCCU Visa Credit Card
			144.96			
E State Board of Equalization						
	12/5/2018	52490 · Publications	2,000.00	SBE Fee CSA No. 115 (RO14-12; RO14-13)	check	3558 · SDCCU Checking
E Thomson West Reuters						
	12/7/2018	52336 · Government Books/Office Library	171.00	Government Code Books	check	3558 · SDCCU Checking
E Xerox						
	12/10/2018	52504 · Equipment Rental	385.14	Xerox Rental	electronic	1000 · County Account (44595)
EXPENSE TOTAL			179,188.21			
R Cash						
	12/12/2018	52330 · Office Expense	12.45	Cash back from ATM fees from Peterson Donuts	cash	3558 · SDCCU Checking
R County of San Diego						
	12/31/2018	49200 · Interest & Dividends	3,305.44	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	12/31/2018	49200 · Interest & Dividends	704.42	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	12/31/2018	49200 · Interest & Dividends	589.59	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			4,599.45			
R F. Sohaei						
	12/12/2018	52490 · Publications	24.50	County Recording Fees (RO18-08)	check	3558 · SDCCU Checking
R Kyun & Cris Kim						
	12/12/2018	52490 · Publications	25.50	County Recording Fees (RO18-08)	check	3558 · SDCCU Checking
R Leucadia WWD						
	12/12/2018	46234 · Service to Property Owner	3,325.00	LAFCO Processing Fees (DA18-18)	check	3558 · SDCCU Checking
REVENUE TOTAL			7,986.90			