



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

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AGENDA REPORT
 Consent | Action

May 6, 2019

TO: Commissioners

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

SUBJECT: **Commission Ratification |
 Recorded Payments for March 2019**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the month of March 2019. These payments cover all recorded transactions for the period and include \$141,368 in total distributions made by the Executive Officer with over three-fourths 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 per practice.

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 Keene Simonds, Executive Officer 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>Mary Casillas Salas City of Chula Vista</p> <p>Bill Wells City of El Cajon</p> <p>Serge Dedina, Alternate City of Imperial Beach</p>	<p>Mark Kersey City of San Diego</p> <p>Chris Cate, Alternate City of San Diego</p>	<p>Chair Jo MacKenzie Vista Irrigation</p> <p>Barry Willis Alpine Fire Protection</p> <p>Erin Lump, Alternate Rincon del Diablo MWD</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 payments made and received by the Executive Officer between March 1st and March 31st. A detailing of these transactions is provided in Attachment One. The item also provides the Commission the opportunity to provide feedback to the Executive Officer on related matters and inform potential changes in procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer for the month of March 2019 totals \$141,368 with 77% – or \$108,815 – 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 period and tallied \$18,126 and includes covering onsite staff support, legal, and website development costs. Recorded revenues totaled \$6,200 with the majority of proceeds tied to collecting application fees involving three separate proposals.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for March 2019 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 March 1st and March 31st as shown in Attachment One.

Alternative Two:

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

Alternative Three

Take no action.¹

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,



Keene Simonds
Executive Officer

Attachment:

- 1) Recorded Payments | March 2019

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 March 2019

Agenda Item No. 2 |
Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Amazon						
	3/1/2019	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	debit card	3558 · SDCCU Checking
	3/6/2019	52330 · Office Expense	21.89	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	3/6/2019	52330 · Office Expense	21.90	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	3/22/2019	52330 · Office Expense	14.97	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	3/29/2019	52750 · Catalog Items	154.45	(12) iPad Cases for Commission Meetings	credit card	3558-60 · SDCCU Visa Credit Card
	3/29/2019	52750 · Catalog Items	1,215.48	(12) iPad Pencils for Commission Meetings	credit card	3558-60 · SDCCU Visa Credit Card
			<u>1,442.69</u>			
E Ambius						
	3/8/2019	52370.J · Professional Services Office Plant Maintenance	97.94	Monthly Office Plants Service	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder Coutny)						
	3/8/2019	52490 · Publications	50.00	NOE Fee Menchaca (DA18-15)	check	3558 · SDCCU Checking
	3/8/2019	52490 · Publications	50.00	NOE Fee Nordahl (DA18-17)	check	3558 · SDCCU Checking
			<u>100.00</u>			
E AT&T Mobility						
	3/8/2019	52074 · Telecommunications	665.48	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
E Auday Salem						
	3/27/2019	46234 · Applications	4,050.00	Refund for Applicant Overpayment (DA19-02)	check	3558 · SDCCU Checking
E Billing Hostway						
	3/8/2019	52370.E · Professional Services Web & Doc Support	21.95	Monthly Website Support	check	3558 · SDCCU Checking
	3/29/2019	52370.E · Professional Services Web & Doc Support	21.95	Monthly Website Support	check	3558 · SDCCU Checking
			<u>43.90</u>			
E Claim Jumper						
	3/4/2019	52610 · Non-Travel/In-County	81.10	Debriefing KS, Chair, Vice Chair & Counsel	credit card	3558-60 · SDCCU Visa Credit Card
E Colantuono, Highsmith & Whatley						
	3/13/2019	52370.B · Professional Services Special Counsel General	6,705.50	Special Counsel Services	electronic	1000 · County Account (44595)
	3/29/2019	52610 · Non-Travel/In-County	295.39	Business Travel Reimbursement	check	3558 · SDCCU Checking
			<u>7,000.89</u>			
E County of San Diego						
	3/1/2019	52530 · Office Lease	6,656.64	Rent	electronic	1000 · County Account (44595)
	3/1/2019	52354 · Mail/Postage ISF	1,224.85	Mail/Postage Services	electronic	1000 · County Account (44595)
	3/1/2019	52178 · Vehicle Maintenance	27.99	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	3/1/2019	52182 · Vehicle Fuel	55.69	Vehicle Fuel	electronic	1000 · County Account (44595)
	3/1/2019	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	3/1/2019	52721 et al. · Communications (IT) Services	9,335.28	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	3/8/2019	5110 et al. · Employee Payroll	44,720.15	Payroll Pay Period 2019-18	electronic	1000 · County Account (44595)
	3/22/2019	5110 et al. · Employee Payroll	45,714.69	Payroll Pay Period 2019-19	electronic	1000 · County Account (44595)
	3/5/2019	52330 · Office Expense	1.35	Iron Mountain Storage Fee	electronic	1000 · County Account (44595)
	3/6/2019	52330 · Office Expense	0.02	County Surcharge Iron Mountain	electronic	1000 · County Account (44595)
	3/8/2019	52344 · Stores Unallocated	419.98	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	3/11/2019	52344 · Stores Unallocated	6.76	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	3/14/2019	52504 · Equipment Rental	1.39	County Surcharge Xerox	electronic	1000 · County Account (44595)
	3/29/2019	52504 · Equipment Rental	6.37	County Surcharge Xerox	electronic	1000 · County Account (44595)
	3/29/2019	52344 · Stores Unallocated	478.10	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
			<u>108,814.75</u>			
E Earl John Traylor						
	3/8/2019	52370.F · Professional Services Local Govt Services	3,752.50	Consultant Services	electronic	1000 · County Account (44595)
E Gourmet Island						
	3/12/2019	52550.B · County Overhead Costs	97.57	Post JCFPD Election Discussion Debriefing with SDCFA	credit card	3558-60 · SDCCU Visa Credit Card
E Granicus Inc						
	3/8/2019	52370.E · Professional Services Web & Doc Support	6,906.00	Website Design Services	electronic	1000 · County Account (44595)
E Jo MacKenzie						
	3/29/2019	52622 · Training/Registration Out-County	317.81	CALAFCO Board Meeting Travel Reimbursements	check	3558 · SDCCU Checking
E Leaf & Cole LLP						
	3/8/2019	52370.H · Professional Services Accounting	400.00	Consultant Services Accounting Services	electronic	1000 · County Account (44595)
	3/29/2019	52370.H · Professional Services Accounting	220.00	Consultant Services Accounting Services	electronic	1000 · County Account (44595)
			<u>620.00</u>			
E Linda Zambito						
	3/29/2019	52610 · Non-Travel/In-County	44.46	JCFPD Meetings Travel Reimbursement	check	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
 March 2019

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Minutemen Press						
	3/29/2019	52334 · Printing	318.94	LAFCO Envelopes	check	3558 · SDCCU Checking
E Montemar Estates LLC						
	3/27/2019	46234 · Applications	3,560.00	Refund for Applicant Withdrawal of Proposal (DA19-05)	check	3558 · SDCCU Checking
E Peterson Donut						
	3/4/2019	52330 · Office Expense	2.00	ATM Fee for Peterson Donut (Commission Meeting)	debit card	3558 · SDCCU Checking
	3/4/2019	52330 · Office Expense	31.75	Refreshments for Commission Meeting at CAC	debit card	3558 · SDCCU Checking
	3/15/2019	52330 · Office Expense	2.00	ATM Fee for Peterson Donut (SDAC Meeting)	debit card	3558 · SDCCU Checking
	3/15/2019	52330 · Office Expense	31.75	Refreshments for SDAC Meeting at CAC	debit card	3558 · SDCCU Checking
			67.50			
E Price Self Storage						
	3/29/2019	52504 · Equipment Rental	64.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E Renato Rodriguez						
	3/8/2019	52330 · Office Expense	60.00	Coffee Refreshments for Commission Meeting at CAC	check	3558 · SDCCU Checking
E San Diego Union Tribune						
	3/29/2019	52490 · Publications	1,878.00	Public Hearing Notices for March 4th Meeting	check	3558 · SDCCU Checking
E Shutterstock						
	3/13/2019	52334 · Printing	49.00	Photo Stock for Website and Publications	credit card	3558-60 · SDCCU Visa Credit Card
E Southwest Airlines						
	3/15/2019	52622 · Training/Registration Out-County	117.97	Airfare CALAFCO Staff Workshop in San Jose (KS)	credit card	3558-60 · SDCCU Visa Credit Card
E The Toll Roads						
	3/1/2019	52622 · Training/Registration Out-County	8.48	Travel CALAFCO Board Retreat in Irvine (KS)	credit card	3558-60 · SDCCU Visa Credit Card
E Unlimited Conferencing						
	3/14/2019	52074 · Telecommunications	15.14	CALAFCO Conference Call (TL)	debit card	3558 · SDCCU Checking
E USPS						
	3/14/2019	52332 · Postage	55.00	Roll of 100 Forever Stamps	cash	1040 · Petty Cash
E Vistaprint						
	3/14/2019	52334 · Printing	337.25	Flashdrives	credit card	3558-60 · SDCCU Visa Credit Card
E Xerox						
	3/1/2019	52504 · Equipment Rental	619.30	Xerox Rental (June 2018 Charges)	electronic	1000 · County Account (44595)
	3/15/2019	52504 · Equipment Rental	182.28	Xerox Rental	electronic	1000 · County Account (44595)
			801.58			
EXPENSE TOTAL			141,367.95			
R Leucadia WD						
	3/1/2019	46234 · Applications	4,050.00	LAFCO Processing Fees (DA19-05)	check	3558 · SDCCU Checking
R Montemar Estates LLC						
	3/1/2019	52490 · Publications	50.00	Recording Fees (DA18-14)	check	3558 · SDCCU Checking
R Rancho Santa Fe CSD						
	3/1/2019	46234 · Applications	350.00	Extension Fees (DA17-08)	check	3558 · SDCCU Checking
R Whispering Palms CSD						
	3/6/2019	46234 · Applications	1,750.00	Extension Fees (LP(A)13-28)	check	3558 · SDCCU Checking
			6,200.00			
REVENUE TOTAL			6,200.00			