



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

6b

AGENDA REPORT
 Consent | Action

October 7, 2019

TO: Commissioners

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

SUBJECT: **Commission Ratification |
 Recorded Payments for July and August 2019**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the months of July and August 2019. These payments cover all recorded transactions for the two-month period and include \$276,233 in total distributions made by the Executive Officer with close to nine-tenths tied to reimbursements to the County of San Diego for payroll, rent, overhead, and information technology services. The payments are being presented for formal ratification.

BACKGROUND

Accounting Policies and 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. 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, Vice Chair 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>Paul McNamara, Alternate City of Imperial Beach</p>	<p>Mark Kersey City of San Diego</p> <p>Chris Cate, Alternate City of San Diego</p>	<p>Jo MacKenzie, Chair 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 July 1st and August 31st. A detailing of these transactions is provided in Attachments One (July) and Two (August). 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 two-month period between July and August 2019 totaled \$276,233 with 86% – or \$238,785 – tied to expenditures with the County of San Diego. This includes covering payroll obligations, office rent, and information technology services. Professional services represent most of the remaining expenditures during the two-month period and tallied \$13,169 and include covering onsite staff support and legal. Recorded revenues during the two-month period totaled \$1,425,103 with 95% – or \$1,360,933 – tied to collecting agency contributions. All transactions recorded during the two-month period are consistent with the budget.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer between July and August 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 July 1st and August 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

(continued)

¹ Payment ratifications are not required under LAFCO policy, but are presented to the Commission per practice.

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

Attachments:

- 1) Recorded Payments, July 2019
- 2) Recorded Payments, August 2019

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SAN DIEGO LAFCO
Expenses by Vendor Detail
July 2019

Agenda Item No. 6b | Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ace Parking						
	7/30/2019	52610 · Non-Travel/In-County	30.00	Annual Presentation to Grand Jury; Parking (KS)	debit card	3558 · SDCCU Checking
E Amazon						
	7/1/2019	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
	7/17/2019	52330 · Office Expense	6.99	HDMI Cable for Desktop Monitor (KS)	credit card	3558-60 · SDCCU Visa Credit Card
			20.99			
E Billing Hostway						
	7/26/2019	52370.E · Professional Services	21.95	Monthly Website Support	check	3558 · SDCCU Checking
E CALAFCO						
	7/3/2019	52622 · Training/Registration Out-County	80.00	CALAFCO University Class Registration (AV)	check	3558 · SDCCU Checking
E County of San Diego						
	7/1/2019	52530 · Office Lease	6,823.06	Office Rent at County Operations Center	electronic	1000 · County Account (44595)
	7/1/2019	52354 · Mail/Postage ISF	467.77	Mail/Postage Services	electronic	1000 · County Account (44595)
	7/1/2019	52178 · Vehicle Maintenance	298.31	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	7/1/2019	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	7/1/2019	52758 · Vehicle Lease	165.47	Monthly Vehicle Lease	electronic	1000 · County Account (44595)
	7/1/2019	52721 et al. · Communications (IT) Services	9,531.23	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	7/12/2019	51110 et al. · Employee Payroll	45,616.23	Payroll Pay Period 2019-25	electronic	1000 · County Account (44595)
	7/26/2019	51110 et al. · Employee Payroll	54,053.93	Payroll Pay Period 2019-26	electronic	1000 · County Account (44595)
	7/10/2019	52344 · Stores Unallocated	524.61	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	7/10/2019	52344 · Stores Unallocated	8.45	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	7/12/2019	52504 · Equipment Rental	8.38	County Surcharge Xerox	electronic	1000 · County Account (44595)
			117,497.44			
E CSDA San Diego Chapter						
	7/26/2019	52270 · Memberships	150.00	Membership Renewal for FY19-20	check	3558 · SDCCU Checking
E Renato Rodriguez						
	7/26/2019	52330 · Office Expense	60.00	Coffee for Commission Meeting at CAC	check	3558 · SDCCU Checking
E Staples						
	7/16/2019	52330 · Office Expense	22.62	UVI Cable for Dekstop Monitor (KS)	credit card	3558-60 · SDCCU Visa Credit Card
E Starbucks						
	7/25/2019	52610 · Non-Travel/In-County	2.30	EO and Commissioner Briefing (KS and EL)	credit card	3558-60 · SDCCU Visa Credit Card
	7/25/2019	52610 · Non-Travel/In-County	3.45	EO and Commissioner Briefing (KS and EL)	credit card	3558-60 · SDCCU Visa Credit Card
			5.75			
E Unlimited Conferencing						
	7/15/2019	52074 · Telecommunications	2.29	CALAFCO Conference Call (KS)	debit card	3558 · SDCCU Checking
			EXPENSE TOTAL			
			117,891.04			
R CALAFCO						
	7/25/2019	49900 · Miscellaneous Revenue	3,000.00	Stipend for DEO Duties (KS)	check	3558 · SDCCU Checking
R Coast Equipment Rental						
	7/25/2019	46234 · Applicat ions	10,568.25	LAFCO Processing Fees (DA19-12)	check	3558 · SDCCU Checking
R County of San Diego						
	7/31/2019	45918 · LAFCO Apportionment	1,163,806.64	LAFCO Apportionment for FY19-20	electronic	1000 · County Account (44595)
	7/15/2019	49200 · Interest & Dividends	4,220.90	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	7/31/2019	49200 · Interest & Dividends	1,474.37	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	7/15/2019	49200 · Interest & Dividends	899.51	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	7/31/2019	49200 · Interest & Dividends	324.91	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	7/15/2019	49200 · Interest & Dividends	752.88	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
	7/31/2019	49200 · Interest & Dividends	271.95	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			1,171,751.16			
R Nevada LAFCO						
	7/11/2019	46234 · Applicat ions	30.00	Procedures Guide	check	3558 · SDCCU Checking
R Robert Gualtieri						
	7/30/2019	46234 · Applicat ions	6,405.00	LAFCO Processing Fees (DA19-13)	electronic	3558 · SDCCU Checking
			REVENUE TOTAL			
			1,191,754.41			

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 August 2019

Agenda Item No. 6b | Attachment Two

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Amazon						
	8/1/2019	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
	8/9/2019	52330 · Office Expense	150.15	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			164.15			
E Ambius						
	8/13/2019	52370.J · Professional Services	97.94	Monthly Office Plants' Service	check	3558 · SDCCU Checking
E APA						
	8/8/2019	52270 · Memberships	95.00	APA Membership for FY19-20 (LZ)	check	3558 · SDCCU Checking
	8/8/2019	52270 · Memberships	606.00	APA Membership for FY19-20 (RB)	check	3558 · SDCCU Checking
			701.00			
E ARCC (Assessor Recorder County)						
	8/8/2019	52490 · Publications	50.00	NOE Fee for Lomas de Oro (RO19-01)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for Lomas de Oro (SA19-01)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for Salem-Snyder (RO19-02)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for Salem-Snyder (SA19-02)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for Windmill Construction (RO16-13)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for Windmill Construction (SA16-13)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for SDCCSD (MSR19-10)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for SDCCSD (SU19-10)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for Pauma Valley Fire (RO18-03)	check	3558 · SDCCU Checking
	8/8/2019	52490 · Publications	50.00	NOE Fee for Pauma Valley Fire (SA18-03)	check	3558 · SDCCU Checking
			500.00			
E AT&T Mobility						
	8/8/2019	52074 · Telecommunications	306.12	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
E Billing Hostway						
	8/30/2019	52370.E · Professional Services	21.95	Monthly Website Support	check	3558 · SDCCU Checking
E Blue Barn Creative LLC						
	8/23/2019	52370 · Professional Services	1,000.00	Video Recording Services for August	electronic	1000 · County Account (44595)
E CALAFCO						
	8/5/2019	52270 · Memberships	10,376.00	CALAFCO Membership Dues for FY19-20	electronic	1000 · County Account (44595)
	8/8/2019	52622 · Training/Registration Out-County	570.00	October 2019 Annual Conference Registration (EB)	check	3558 · SDCCU Checking
	8/8/2019	52622 · Training/Registration Out-County	520.00	October 2019 Annual Conference Registration (JM)	check	3558 · SDCCU Checking
	8/8/2019	52622 · Training/Registration Out-County	350.00	October 2019 Annual Conference Registration (KS)	check	3558 · SDCCU Checking
	8/8/2019	52622 · Training/Registration Out-County	675.00	October 2019 Annual Conference Registration (AV)	check	3558 · SDCCU Checking
	8/8/2019	52622 · Training/Registration Out-County	520.00	October 2019 Annual Conference Registration (AV)	check	3558 · SDCCU Checking
	8/8/2019	52622 · Training/Registration Out-County	570.00	October 2019 Annual Conference Registration (HW)	check	3558 · SDCCU Checking
	8/8/2019	52622 · Training/Registration Out-County	675.00	October 2019 Annual Conference Registration (BW)	check	3558 · SDCCU Checking
	8/8/2019	52622 · Training/Registration Out-County	570.00	October 2019 Annual Conference Registration (LZ)	check	3558 · SDCCU Checking
	8/30/2019	52622 · Training/Registration Out-County	173.00	January 2020 CALAFCO University Registration (AV & LZ)	debit card	3558 · SDCCU Checking
			14,999.00			
E Claim Jumper						
	8/5/2019	52610 · Non-Travel/In-County	54.83	August Debriefing EO, Counsel and Chair	credit card	3558-60 · SDCCU Visa Credit Card
E Colantuono, Highsmith & Whatley						
	8/8/2019	52610 · Non-Travel/In-County	334.76	Business Travel Reimbursement	check	3558 · SDCCU Checking
E Corodata						
	8/13/2019	52330 · Office Expense	1.32	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	8/1/2019	52530 · Office Lease	6,823.06	Office Rent at County Operations Center	electronic	1000 · County Account (44595)
	8/1/2019	52354 · Mail/Postage ISF	972.30	Mail/Postage Services	electronic	1000 · County Account (44595)
	8/1/2019	52178 · Vehicle Maintenance	27.98	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	8/1/2019	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	8/1/2019	52758 · Vehicle Lease	165.49	Monthly Vehicle Lease	electronic	1000 · County Account (44595)
	8/1/2019	52721 et al. · Communications (IT) Services	8,821.15	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	8/1/2019	52550.B · County Overhead Costs	10,803.25	County Services A-87 (1st Quarter)	electronic	1000 · County Account (44595)
	8/9/2019	51110 et al. · Employee Payroll	45,616.22	Payroll Pay Period 2020-01	electronic	1000 · County Account (44595)
	8/23/2019	51110 et al. · Employee Payroll	47,459.13	Payroll Pay Period 2020-02	electronic	1000 · County Account (44595)
	8/12/2019	52504 · Equipment Rental	0.47	County Surcharge Xerox	electronic	1000 · County Account (44595)
	8/22/2019	52504 · Equipment Rental	1.42	County Surcharge Xerox	electronic	1000 · County Account (44595)

SAN DIEGO LAFCO
Expenses by Vendor Detail
 August 2019

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
	8/28/2019	52344 · Stores Unallocated	589.28	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	8/29/2019	52344 · Stores Unallocated	7.78	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
			<u>121,287.53</u>			
E CSDA San Diego Chapter	8/13/2019	52270 · Memberships	30.00	Registration CSDA Quarterly Meeting (LZ)	check	3558 · SDCCU Checking
E Culligan of San Diego	8/8/2019	52330 · Office Expense	54.00	Monthly Water Service	check	3558 · SDCCU Checking
E Dieu Ngu	8/8/2019	52610 · Non-Travel/In-County	194.31	ESRI Conference Travel Reimbursement	check	3558 · SDCCU Checking
E Earl John Traylor	8/7/2019	52370.F · Professional Services	4,465.00	Consultant Services Fire Services	electronic	1000 · County Account (44595)
	8/8/2019	52610 · Non-Travel/In-County	112.52	Mileage Reimbursement	check	3558 · SDCCU Checking
	8/30/2019	52610 · Non-Travel/In-County	92.80	Mileage Reimbursement	check	3558 · SDCCU Checking
			<u>4,670.32</u>			
E Granicus Inc	8/21/2019	52370.I · Professional Services	6,800.00	Website Support Services	electronic	1000 · County Account (44595)
E Harry Ehrlich	8/12/2019	52370.F · Professional Services	600.00	Consultant Services Legislative	electronic	1000 · County Account (44595)
E Leaf & Cole LLP	8/21/2019	52370.H · Professional Services	360.00	Bookkeeping	electronic	1000 · County Account (44595)
E Linda Zambito	8/5/2019	52178 · Vehicle Maintenance	5.00	Car Wash for LAFCO Car	cash	1040 · Petty Cash
	8/30/2019	52610 · Non-Travel/In-County	11.85	RCD Meeting Reimbursement	check	3558 · SDCCU Checking
			<u>16.85</u>			
E Michael's	8/22/2019	52330 · Office Expense	365.66	Framed Commendation Resolutions for SDAC Members	credit card	3558-60 · SDCCU Visa Credit Card
E Peterson Donut	8/5/2019	52330 · Office Expense	2.00	ATM Fee for Peterson Donut (Commission Meeting)	debit card	3558 · SDCCU Checking
	8/5/2019	52330 · Office Expense	31.75	Refreshments for Commission Meeting at CAC	debit card	3558 · SDCCU Checking
			<u>33.75</u>			
E Price Self Storage	8/2/2019	52504 · Equipment Rental	70.00	Storage Unit Monthly Payment (July)	debit card	3558 · SDCCU Checking
	8/19/2019	52504 · Equipment Rental	70.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
			<u>140.00</u>			
E Renato Rodriguez	8/8/2019	52330 · Office Expense	60.00	Coffee for Commission Meeting at CAC	check	3558 · SDCCU Checking
E San Diego Union Tribune	8/8/2019	52490 · Publications	390.12	PHN for August Meeting (SDCSD)	check	3558 · SDCCU Checking
	8/30/2019	52490 · Publications	2,913.80	PHNs for August Meeting (CO19-01; DA19-02; RO16-13)	check	3558 · SDCCU Checking
			<u>3,303.92</u>			
E Southwest Airlines	8/6/2019	52622 · Training/Registration Out-County	164.96	Flights to CALAFCO Annual Conference October 2019 (AV)	debit card	3558 · SDCCU Checking
	8/6/2019	52622 · Training/Registration Out-County	164.96	Flights to CALAFCO Annual Conference October 2019 (LZ)	debit card	3558 · SDCCU Checking
	8/6/2019	52622 · Training/Registration Out-County	107.97	Flights to CALAFCO Annual Conference October 2019 (EB)	debit card	3558 · SDCCU Checking
	8/12/2019	52622 · Training/Registration Out-County	135.98	Flight from CALAFCO Annual Conference October 2019 (BW)	debit card	3558 · SDCCU Checking
			<u>573.87</u>			
E State Board of Equalization	8/30/2019	52490 · Publications	300.00	SBE Fees for Bonsignore-Guava Lane (DA19-03)	check	3558 · SDCCU Checking
E Thomson West Reuters	8/30/2019	52336 · Books	474.10	Government Code Law Books	check	3558 · SDCCU Checking
E USPS	8/9/2019	52332 · Postage	110.00	Two Rolls of 100 Forever Stamps	cash	1040 · Petty Cash
E Xerox	8/12/2019	52504 · Equipment Rental	85.33	Xerox Rental	electronic	1000 · County Account (44595)
EXPENSE TOTAL			<u>158,341.71</u>			

SAN DIEGO LAFCO
Expenses by Vendor Detail
 August 2019

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
R Auday Salem						
	8/22/2019	52490 · Publications	859.32	Reimbursements; SBE, Recording & PHN Fees (CO19-02)	check	3558 · SDCCU Checking
R County of San Diego						
	8/23/2019	52490 · Publications	4,512.00	Reimbursements; SBE, Recording & PHN Fees (RO18-13)	check	3558 · SDCCU Checking
	8/30/2019	45918 · LAFCO Apportionment	197,127.87	LAFCO Apportionment for FY19-20	electronic	1001 · General Fund (46725)
			201,639.87			
R Jayme Ingram						
	8/19/2019	46234 · Applicat ions	1,321.03	LAFCO Processing Fees (RO19-15) (1 of 2)	check	3558 · SDCCU Checking
R Maraoka Enterprises						
	8/20/2019	46234 · Applicat ions	17,677.80	LAFCO Processing Fees (RO19-16)	check	3558 · SDCCU Checking
R SDCCU						
	8/20/2019	52330 · Office Expense	1.13	SDCCU Paybacks from Staples Purchase	electronic	3558 · SDCCU Checking
	8/20/2019	52610 · Non-Travel/In-County	0.29	SDCCU Paybacks from Starbucks Purchase	electronic	3558 · SDCCU Checking
			1.42			
R William Shaw						
	8/15/2019	46234 · Applicat ions	1,321.03	LAFCO Processing Fees (RO19-15) (2 of 2)	check	3558 · SDCCU Checking
R Windmill Construction						
	8/13/2019	52490 · Publications	528.52	Reimbursements; Recording & PHN Fees (RO16-13)	check	3558 · SDCCU Checking
REVENUE TOTAL			223,348.99			

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