



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

**5C**

**AGENDA REPORT**  
 Consent | Action

November 4, 2019

**TO:** Commissioners

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

**SUBJECT:** **Commission Ratification |  
 Recorded Payments for September 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 September 2019. These payments cover all recorded transactions for the month and include \$132,316 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><b>Administration</b>          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><b>Jim Desmond</b>          County of San Diego</p>	<p><b>Mary Casillas Salas</b>          City of Chula Vista</p>	<p><b>Mark Kersey</b>          City of San Diego</p>	<p><b>Jo MacKenzie, Chair</b>          Vista Irrigation</p>	<p><b>Andy Vanderlaan</b>          General Public</p>
	<p><b>Dianne Jacob, Vice Chair</b>          County of San Diego</p>	<p><b>Bill Wells</b>          City of El Cajon</p>	<p><b>Chris Cate, Alternate</b>          City of San Diego</p>	<p><b>Barry Willis</b>          Alpine Fire Protection</p>	<p><b>Harry Mathis, Alternate</b>          General Public</p>
	<p><b>Greg Cox, Alternate</b>          County of San Diego</p>	<p><b>Paul McNamara, Alternate</b>          City of Imperial Beach</p>		<p><b>Erin Lump, Alternate</b>          Rincon del Diablo MWD</p>	

## DISCUSSION

This item is for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer for September 2019. 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 accounting procedures going forward.

## ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer for September 2019 totaled \$132,316 with 89% – or \$117,990 – 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 period and tallied \$8,240 and include covering consultants and legal. Recorded revenues during the period totaled \$118,405 with 75% – or \$89,724 – tied to collecting agency contributions. All transactions recorded during the period are consistent with the budget.

## RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for September 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 in September 2019 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.<sup>1</sup>

(continued)

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<sup>1</sup> 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,

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

Attachment:

- 1) Recorded Payments in September 2019

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**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
September 2019

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Amazon</b>						
	9/1/2019	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
	9/10/2019	52566 · Minor Equipment	355.56	Staff Ergonomic Equipment (RB)	credit card	3558-60 · SDCCU Visa Credit Card
			369.56			
<b>E   Ambius</b>						
	9/10/2019	52370.J · Professional Services	97.94	Monthly Office Plant Service	check	3558 · SDCCU Checking
<b>E   AT&amp;T Mobility</b>						
	9/9/2019	52074 · Telecommunications	306.12	Monthly Cell Phone Bill   EO and Analysts	check	3558 · SDCCU Checking
	9/30/2019	52074 · Telecommunications	306.12	Monthly Cell Phone Bill   EO and Analysts	check	3558 · SDCCU Checking
			612.24			
<b>E   Billing Hostway</b>						
	9/30/2019	52370.E · Professional Services	21.96	Monthly Website Support	check	3558 · SDCCU Checking
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	9/25/2019	52370.B · Professional Services	3,430.00	Special Counsel Services	electronic	1000 · County Account (44595)
<b>E   Corodata</b>						
	9/10/2019	52330 · Office Expense	1.32	Document Storage	check	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	9/1/2019	52530 · Office Lease	6,823.06	Office Rent	electronic	1000 · County Account (44595)
	9/1/2019	52354 · Mail/Postage ISF	962.06	Mail/Postage Services	electronic	1000 · County Account (44595)
	9/1/2019	52178 · Vehicle Maintenance	27.98	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	9/1/2019	52182 · Vehicle Fuel	52.16	Vehicle Fuel	electronic	1000 · County Account (44595)
	9/1/2019	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	9/1/2019	52721 et al. · Communications (IT) Services	9,530.85	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	9/6/2019	51110 et al. · Employee Payroll	45,626.67	Payroll   Pay Period 2020-05	electronic	1000 · County Account (44595)
	9/20/2019	51110 et al. · Employee Payroll	44,722.75	Payroll   Pay Period 2020-06	electronic	1000 · County Account (44595)
	9/24/2019	52504 · Equipment Rental	2.57	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	9/26/2019	52344 · Stores Unallocated	272.63	Office Supplies   Office Depot Order	electronic	1000 · County Account (44595)
	9/26/2019	52344 · Stores Unallocated	3.60	County Surcharge   Office Depot Order	electronic	1000 · County Account (44595)
	9/30/2019	52270 · Memberships	4,400.00	FY19-20 ESRI	electronic	1000 · County Account (44595)
	9/30/2019	52550 · Special Department	5,400.00	FY19-20 SANGIS	electronic	1000 · County Account (44595)
			117,989.82			
<b>E   Culligan of San Diego</b>						
	9/10/2019	52330 · Office Expense	97.00	Monthly Water Service	check	3558 · SDCCU Checking
<b>E   Earl John Traylor</b>						
	9/6/2019	52370.F · Professional Services	3,990.00	Consultant Services   Fire	electronic	1000 · County Account (44595)
	9/30/2019	52610 · Non-Travel/In-County	118.32	Mileage Reimbursement	check	3558 · SDCCU Checking
			4,108.32			
<b>E   Harry Ehrlich</b>						
	9/10/2019	52370.F · Professional Services	700.00	Consultant Services   Legislation	electronic	1000 · County Account (44595)
<b>E   Linda Zambito</b>						
	9/10/2019	52610 · Non-Travel/In-County	32.99	Valley Center Meeting Reimbursement	check	3558 · SDCCU Checking
<b>E   Muraoka Enterprises Inc.</b>						
	9/13/2019	46234 · Applications	1,473.14	Overpayment Reimbursement (RO19-16)	check	3558 · SDCCU Checking
<b>E   Peterson Donut</b>						
	9/6/2019	52330 · Office Expense	2.00	ATM Fee for Peterson Donut	debit card	3558 · SDCCU Checking
	9/6/2019	52330 · Office Expense	16.82	Refreshments for Staff Meeting   First Q Review	debit card	3558 · SDCCU Checking
			18.82			
<b>E   Price Self Storage</b>						
	9/19/2019	52504 · Equipment Rental	70.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
<b>E   Renato Rodriguez</b>						
	9/30/2019	52330 · Office Expense	60.00	Coffee for Cities Advisory Committee Meeting at CAC	check	3558 · SDCCU Checking
<b>E   Robert Barry</b>						
	9/10/2019	52610 · Non-Travel/In-County	49.35	Reimbursement	check	3558 · SDCCU Checking
<b>E   San Diego Union Tribune</b>						
	9/30/2019	52490 · Publications	2,913.80	PHN for September Meeting (RO18-13)	check	3558 · SDCCU Checking

**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
September 2019

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Sprouts</b>						
	9/27/2019	52330 · Office Expense	11.17	Refreshments for Cities Advisory Committee Meeting at CAC	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Xerox</b>						
	9/6/2019	52504 · Equipment Rental	258.41	Xerox Rental	electronic	1000 · County Account (44595)
		<b>EXPENSE TOTAL</b>	<b>132,315.84</b>			
<b>R   County of San Diego</b>						
	9/4/2019	46234 · Applications	10,568.25	LAFCO Processing Fees (DA19-14)	check	1000 · County Account (44595)
	9/30/2019	49200 · Interest & Dividends	3,640.02	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	9/30/2019	49200 · Interest & Dividends	802.16	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	9/30/2019	49200 · Interest & Dividends	671.40	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
	9/30/2019	45918 · LAFCO Apportionment	89,724.01	LAFCO Apportionment for FY19-20	electronic	1000 · County Account (44595)
			<b>105,405.84</b>			
<b>R   Nikolas &amp; Vanessa London</b>						
	9/4/2019	52490 · Publications	509.32	Recording & PHN Fees (CO19-01)	check	3558 · SDCCU Checking
<b>R   Robert Gualtieri</b>						
	9/11/2019	46234 · Applications	12,489.75	LAFCO Processing Fees Part II (RO19-13)	check	1000 · County Account (44595)
		<b>REVENUE TOTAL</b>	<b>118,404.91</b>			