



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

5b

AGENDA REPORT
 Consent | Action

December 2, 2019

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for October 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 October 2019. These payments cover all recorded transactions for the month and include \$167,487 in total distributions made by the Executive Officer with close to 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.

BACKGROUND

Accounting Policies and Procedures

San Diego LAFCO’s policies provide 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 for October 2019. A detailing of these transactions prepared by the Executive Assistant 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 October 2019 totaled \$167,487 with 73% – or \$122,175 – 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 \$37,014 and include onsite consultants and legal. Recorded revenues during the period totaled \$254,402 with most of the monies drawn from collecting agency contributions for 2019-2020. 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 October 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.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,

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

Keene Simonds
Executive Officer

Attachment:

- 1) Recorded Payments in October 2019

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 October 2019

Agenda Item No. 5b | Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	10/11/2019	52330 · Office Expense	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	10/1/2019	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
	10/22/2019	52566 · Minor Equipment	113.06	Microphones & Stands for Commission Meetings	credit card	3558-60 · SDCCU Visa Credit Card
	10/23/2019	52566 · Minor Equipment	172.39	Portable Microphone and Speaker System	credit card	3558-60 · SDCCU Visa Credit Card
			299.45			
E Ambius						
	10/14/2019	52370.J · Professional Services	97.94	Monthly Office Plants Service	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	10/14/2019	52490 · Publications	50.00	NOE Fee for MSR on Escondido Region (MSR 19-11)	check	3558 · SDCCU Checking
E Billing Hostway						
	10/25/2019	52370.E · Professional Services	21.95	Monthly Website Support	check	3558 · SDCCU Checking
E Blue Barn Creative LLC						
	10/25/2019	52370 · Professional Services	1,000.00	Video Recording Services for October Meeting	electronic	1000 · County Account (44595)
E Claim Jumper						
	10/7/2019	52610 · Non-Travel/In-County	42.06	Debriefing EO and Chair (Commission Meeting)	debit card	3558 · SDCCU Checking
	10/11/2019	52610 · Non-Travel/In-County	40.45	Debriefing EO and Counsel (SDAC Meeting)	debit card	3558 · SDCCU Checking
			82.51			
E CMT Sacramento Taxi						
	10/31/2019	52622 · Training/Registration Out-County	45.00	Transportation CALAFCO Annual Conference from Airport (KS)	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	10/25/2019	52610 · Non-Travel/In-County	330.72	Business Travel Reimbursements	check	3558 · SDCCU Checking
	10/25/2019	52370.B · Professional Services	6,870.00	Special Counsel Services	electronic	1000 · County Account (44595)
	10/25/2019	52370.B · Professional Services	7,752.50	Special Counsel Services (Missed June 2019 Payment)	electronic	1000 · County Account (44595)
	10/25/2019	52370.B · Professional Services	6,888.50	Special Counsel Services	electronic	1000 · County Account (44595)
			21,841.72			
E Copy 2 Copy						
	10/14/2019	52334 · Printing	1,198.66	Bounded Copies on MSR for San Diego Sanitation District	check	3558 · SDCCU Checking
E Corodata						
	10/25/2019	52330 · Office Expense	49.90	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	10/1/2019	52530 · Office Lease	6,823.06	Office Rent	electronic	1000 · County Account (44595)
	10/1/2019	52354 · Mail/Postage ISF	1,091.80	Mail/Postage Services	electronic	1000 · County Account (44595)
	10/1/2019	52178 · Vehicle Maintenance	27.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	10/1/2019	52182 · Vehicle Fuel	21.65	Vehicle Fuel	electronic	1000 · County Account (44595)
	10/1/2019	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	10/1/2019	52721 et al. · Communications (IT) Services	9,600.93	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	10/1/2019	52550.B · County Overhead Costs	10,803.25	County Services A-87 (2nd Quarter)	electronic	1000 · County Account (44595)
	10/4/2019	51110 et al. · Employee Payroll	45,370.68	Payroll Pay Period 2020-07	electronic	1000 · County Account (44595)
	10/18/2019	51110 et al. · Employee Payroll	48,270.32	Payroll Pay Period 2020-08	electronic	1000 · County Account (44595)
			122,175.07			
E CSDA						
	10/14/2019	52270 · Memberships	1,446.00	Membership Renewal for FY19-20	check	3558 · SDCCU Checking
E Culligan of San Diego						
	10/14/2019	52330 · Office Expense	54.50	Monthly Water Service	check	3558 · SDCCU Checking
E Dieu Ngu						
	10/14/2019	52330 · Office Expense	21.60	Cities Advisory Committee Meeting Donut Reimbursement	check	3558 · SDCCU Checking
E Earl John Traylor						
	10/4/2019	52370.F · Professional Services	5,177.50	Consultant Services Fire	electronic	1000 · County Account (44595)
E Granicus Inc						
	10/25/2019	52370.I · Professional Services	6,906.00	Website Design/Support Payment for FY19-20	electronic	1000 · County Account (44595)
E Harry Ehrlich						
	10/15/2019	52370.F · Professional Services	800.00	Consultant Services Legislation	electronic	1000 · County Account (44595)
E Hyatt Hotels						
	10/30/2019	52622 · Training/Registration Out-County	251.84	Travel CALAFCO Annual Conference Dinner (10/29/19)	credit card	3558-60 · SDCCU Visa Credit Card

SAN DIEGO LAFCO
Expenses by Vendor Detail
 October 2019

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Jersey Mike's						
	10/28/2019	52610 · Non-Travel/In-County	58.35	John Traylor Retirement Lunch	credit card	3558-60 · SDCCU Visa Credit Card
E Leaf & Cole LLP						
	10/25/2019	52370.H · Professional Services	1,500.00	Bookkeeping Services	electronic	1000 · County Account (44595)
E Mauricio's Mexican						
	10/8/2019	52610 · Non-Travel/In-County	43.91	Alex Vidal's Last Day Lunch	credit card	3558-60 · SDCCU Visa Credit Card
E Party City						
	10/29/2019	52610 · Non-Travel/In-County	15.25	Balloons and Party Decorations for John Traylor Retirement Lunch	credit card	3558-60 · SDCCU Visa Credit Card
E Peterson Donut						
	10/7/2019	52330 · Office Expense	2.00	ATM Fee for Peterson Donut	debit card	3558 · SDCCU Checking
	10/7/2019	52330 · Office Expense	51.75	Refreshments for Commission Meeting	debit card	3558 · SDCCU Checking
			53.75			
E Price Self Storage						
	10/11/2019	52504 · Equipment Rental	70.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E Renato Rodriguez						
	10/7/2019	52330 · Office Expense	60.00	Coffee for Commission Meeting at CAC	check	3558 · SDCCU Checking
	10/11/2019	52330 · Office Expense	60.00	Coffee for SDAC Meeting at CAC	check	3558 · SDCCU Checking
			120.00			
E State Board of Equalization						
	10/25/2019	52490 · Publications	3,500.00	SBE Fees for Pauma Valley Fire Reorg (R018-13)	check	3558 · SDCCU Checking
E TK Donuts						
	10/11/2019	52330 · Office Expense	37.50	Refreshments for SDAC Meeting at CAC	credit card	3558-60 · SDCCU Visa Credit Card
E Unlimited Conferencing						
	10/14/2019	52074 · Telecommunications	3.86	CALAFCO Conference Call (KS)	debit card	3558 · SDCCU Checking
E Vons						
	10/10/2019	52610 · Non-Travel/In-County	27.98	Sodas and Cake Alex Vidal's Last Day Lunch	credit card	3558-60 · SDCCU Visa Credit Card
	10/29/2019	52610 · Non-Travel/In-County	48.53	Sodas and Cake John Traylor Retirement Lunch	credit card	3558-60 · SDCCU Visa Credit Card
			76.51			
E Xerox						
	10/9/2019	52504 · Equipment Rental	467.67	Xerox Rental	electronic	1000 · County Account (44595)
			<u>167,487.43</u>			
EXPENSE TOTAL						
R CALAFCO						
	10/2/2019	52622 · Training/Registration Out-County	86.50	Refund for CALAFCO University Registration (AV)	electronic	3558 · SDCCU Checking
R County of San Diego						
	10/31/2019	49200 · Interest & Dividends	1,042.73	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	10/31/2019	49200 · Interest & Dividends	295.64	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	10/31/2019	49200 · Interest & Dividends	247.45	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
	10/31/2019	45918 · LAFCO Apportionment	252,729.56	LAFCO Apportionment for FY19-20	electronic	1000 · County Account (44595)
			254,315.38			
REVENUE TOTAL			<u>254,401.88</u>			