



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

5b

AGENDA REPORT
 Consent | Action

January 6, 2020

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for November 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 November 2019. These payments cover all recorded transactions for the month and include \$116,639 in total distributions made by the Executive Officer with more than 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 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>Chair 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>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 Vista Irrigation</p> <p>Barry Willis Alpine Fire Protection</p> <p>Erin Lump, Alternate Rincon del Diablo MWD</p>	<p>Vice Chair 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 November 2019. A detailing of these transactions prepared by the Administrative 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 November 2019 totaled \$116,639 with 94% – or \$110,124 – tied to expenditures with the County of San Diego. This includes covering payroll obligations, office rent, and information technology services. Training and travel related expenses represent most of the remaining expenditures during the period and tallied \$4,043 and associated with the recent CALAFCO Annual Conference. Recorded revenues during the period totaled \$40,349 with most of the monies drawn from collecting two new applicant proposals. All transactions recorded during the period are consistent with the adopted budget.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for November 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 November 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 name "Keene" and last name "Simonds" clearly legible.

Keene Simonds
Executive Officer

Attachment:

- 1) Recorded Payments in November 2019

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SAN DIEGO LAFCO
Expenses by Vendor Detail
November 2019

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	11/12/2019	52330 · Office Expense	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	11/1/2019	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
	11/20/2019	52330 · Office Expense	16.15	Headphones & Extender Cable (DN)	credit card	3558-60 · SDCCU Visa Credit Card
			30.15			
E Ambius						
	11/4/2019	52370.J · Professional Services	97.94	Monthly Office Plants Service	check	3558 · SDCCU Checking
E APA						
	11/8/2019	52270 · Memberships	628.00	Membership Fee for FY19-20	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	11/4/2019	52490 · Publications	50.00	NOE Fee for San Marcos Highlands Reorg (RO17-07)	check	3558 · SDCCU Checking
	11/4/2019	52490 · Publications	50.00	NOD Fee for San Marcos Highlands Reorg (RO17-07)	check	3558 · SDCCU Checking
	11/8/2019	52490 · Publications	50.00	NOE Fee for Hollow Glen CO (DA19-14)	check	3558 · SDCCU Checking
	11/8/2019	52490 · Publications	50.00	NOE Fee for Hollow Glen CO (SA19-14)	check	3558 · SDCCU Checking
			200.00			
E AT&T Mobility						
	11/8/2019	52074 · Telecommunications	306.44	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
E Baron Willis						
	11/15/2019	52622 · Training/Registration Out-County	165.97	Travel CALAFCO Annual Conference Reimbursements	check	3558 · SDCCU Checking
E Burgers & Brews (SMF Airport)						
	11/3/2019	52622 · Training/Registration Out-County	17.50	Travel CALAFCO Annual Conference Reimbursements (LZ)	check	3558 · SDCCU Checking
E Claim Jumper						
	11/6/2019	52610 · Non-Travel/In-County	45.21	Debriefing EO and Chair (Commission Meeting)	debit card	3558 · SDCCU Checking
E CMT Sacramento Taxi						
	11/1/2019	52622 · Training/Registration Out-County	49.55	Transportation CALAFCO Annual Conference to Airport (KS)	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	11/25/2019	52622 · Training/Registration Out-County	937.69	Travel CALAFCO Annual Conference Reimbursements	check	3558 · SDCCU Checking
E Corodata						
	11/15/2019	52330 · Office Expense	49.90	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	11/1/2019	52530 · Office Lease	6,823.06	Office Rent	electronic	1000 · County Account (44595)
	11/1/2019	52354 · Mail/Postage ISF	452.65	Mail/Postage Services	electronic	1000 · County Account (44595)
	11/1/2019	52178 · Vehicle Maintenance	27.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	11/1/2019	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	11/1/2019	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	11/1/2019	52721 et al. · Communications (IT) Services	11,176.47	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	11/6/2019	52344 · Store Unallocated	676.67	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	11/6/2019	52344 · Store Unallocated	8.93	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	11/25/2019	52504 · Equipment Rental	1.72	County Surcharge Xerox	electronic	1000 · County Account (44595)
	11/27/2019	52344 · Store Unallocated	710.11	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	11/1/2019	51110 et al. · Employee Payroll	45,426.51	Payroll Pay Period 2020-09	electronic	1000 · County Account (44595)
	11/15/2019	51110 et al. · Employee Payroll	45,341.77	Payroll Pay Period 2020-10	electronic	1000 · County Account (44595)
	11/27/2019	51110 et al. · Employee Payroll	41,399.05	Payroll Pay Period 2020-11	electronic	1000 · County Account (44595)
			110,123.95			
E Culligan of San Diego						
	11/4/2019	52330 · Office Expense	54.50	Monthly Water Service	check	3558 · SDCCU Checking
E Earl John Traylor						
	11/8/2019	52610 · Non-Travel/In-County	110.78	Mileage Reimbursement	check	3558 · SDCCU Checking
E EDCO						
	11/26/2019	52330 · Office Expense	75.32	Service Award for Outgoing Chair & Expedited Shipping	credit card	3558-60 · SDCCU Visa Credit Card
E Einstein Bagels						
	10/30/2019	52622 · Training/Registration Out-County	5.92	Travel CALAFCO Annual Conference Reimbursements (KS)	debit card	3558 · SDCCU Checking
	10/31/2019	52622 · Training/Registration Out-County	8.91	Travel CALAFCO Annual Conference Reimbursements (KS)	debit card	3558 · SDCCU Checking
			14.83			
E Ella Dining Room						
	11/1/2019	52622 · Training/Registration Out-County	342.47	Travel CALAFCO Annual Conference Dinner (10/31/19)	credit card	3558-60 · SDCCU Visa Credit Card

SAN DIEGO LAFCO
Expenses by Vendor Detail
November 2019

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Erica Blom						
	11/15/2019	52622 · Training/Registration Out-County	23.78	Travel CALAFCO Annual Conference Reimbursements	check	3558 · SDCCU Checking
E Hyatt Hotels						
	11/1/2019	52622 · Training/Registration Out-County	40.80	Travel CALAFCO Annual Conference Lunch (KS & JM)	debit card	3558 · SDCCU Checking
	11/3/2019	52622 · Training/Registration Out-County	160.25	Travel CALAFCO Annual Conference Accommodations (KS)	debit card	3558 · SDCCU Checking
	11/3/2019	52622 · Training/Registration Out-County	480.75	Travel CALAFCO Annual Conference Accommodations (LZ)	credit card	3558-60 · SDCCU Visa Credit Card
	11/3/2019	52622 · Training/Registration Out-County	480.75	Travel CALAFCO Annual Conference Accommodations (EB)	credit card	3558-60 · SDCCU Visa Credit Card
	11/3/2019	52622 · Training/Registration Out-County	480.75	Travel CALAFCO Annual Conference Accommodations (AV)	credit card	3558-60 · SDCCU Visa Credit Card
	11/3/2019	52622 · Training/Registration Out-County	480.75	Travel CALAFCO Annual Conference Accommodations (BW)	credit card	3558-60 · SDCCU Visa Credit Card
			2,124.05			
E Jo Ann MacKenzie						
	11/15/2019	52622 · Training/Registration Out-County	251.95	Travel CALAFCO Annual Conference Reimbursements	check	3558 · SDCCU Checking
E Linda Zambito						
	11/15/2019	52622 · Training/Registration Out-County	51.16	Travel CALAFCO Annual Conference Reimbursements	check	3558 · SDCCU Checking
E Peterson Donut						
	11/4/2019	52330 · Office Expense	2.00	ATM Fee for Peterson Donut	debit card	3558 · SDCCU Checking
	11/4/2019	52330 · Office Expense	46.75	Refreshments for Commission Meeting	debit card	3558 · SDCCU Checking
			48.75			
E Price Self Storage						
	11/15/2019	52504 · Equipment Rental	70.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E Renato Rodriguez						
	11/4/2019	52330 · Office Expense	60.00	Coffee for Commission Meeting at CAC	check	3558 · SDCCU Checking
E San Diego County RAA Parking						
	11/1/2019	52622 · Training/Registration Out-County	64.00	Travel CALAFCO Annual Conference Airport Parking (KS)	debit card	3558 · SDCCU Checking
E San Diego Metal Graphics						
	11/1/2019	52330 · Office Expense	10.78	Nameplate for New Commissioner	check	3558 · SDCCU Checking
E State Board of Equalization						
	11/15/2019	52490 · Publications	350.00	SBE Fees for Salem-Snyder CO (DA19-02)	check	3558 · SDCCU Checking
E Xerox						
	11/25/2019	52504 · Equipment Rental	312.97	Xerox Rental	electronic	1000 · County Account (44595)
			116,638.63			
EXPENSE TOTAL						
R CALAFCO						
	11/18/2019	52622 · Training/Registration Out-County	1,050.00	Refund for 2 CALAFCO Annual Conference Registrations (AV & HW)	electronic	1000 · County Account (44595)
R County of San Diego						
	11/1/2019	52490 · Publications	1,126.40	PHN Fees (Protest Hearing) (RO18-13)	check	1000 · County Account (44595)
	11/19/2019	52490 · Publications	403.72	Recording & PHN Fees (DA19-14)	check	1000 · County Account (44595)
	11/30/2019	45918 · LAFCO Apportionment	32.33	LAFCO Apportionment for FY19-20	electronic	1000 · County Account (44595)
			1,562.45			
R Jose Gutierrez						
	11/1/2019	46234 · Applications	6,405.00	LAFCO Processing Fees (DA19-25)	check	1000 · County Account (44595)
R Redstone Partners						
	11/18/2019	52490 · Publications	50.00	Recording Fees (DA18-17)	check	1000 · County Account (44595)
R San Diego Union Tribune						
	11/1/2019	52490 · Publications	475.02	Invoice Overpayment	check	1000 · County Account (44595)
R The Eden Hills Project Owner LLC						
	11/8/2019	46234 · Applications	29,975.40	LAFCO Processing Fees (RO19-26)	check	1000 · County Account (44595)
R V. Norman Rains						
	11/14/2019	52490 · Publications	50.00	Recording Fees (CO19-07)	check	1000 · County Account (44595)
R Warmington Residential						
	11/1/2019	52490 · Publications	780.92	Recording & PHN Fees (RO19-06)	check	1000 · County Account (44595)
			40,348.79			
REVENUE TOTAL						