



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

5C

AGENDA REPORT
 Consent | Action

May 4, 2020

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for February and March 2020**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the months of February and March 2020. These payments cover all recorded transactions for the two-month period and include \$284,216 in total distributions made by the Executive Officer with more than four-fifths 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>
---	---	--	---	---	--

DISCUSSION

This item is for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer in February and March 2020. A detailing of these transactions prepared by the Administrative Assistant is provided in Attachments One (February) and Two (March). The item also provides the Commission the opportunity to provide feedback 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 February and March 2020 totaled \$284,216 with 87% – or \$245,849 – tied to expenditures with the County of San Diego. This includes covering payroll obligations, office rent, and information technology services. Professional service expenses represent most of the remaining expenditures during the period and tallied \$31,185 and include legal and consultant activities. Recorded revenues during the period totaled \$19,745 with most of the monies drawn from collecting two new application fees along with interest earnings. 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 February and March 2020 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 February and March 2020 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,



Erica Blom
Administrative Assistant

Attachments:

- 1) Recorded Payments in February 2020
- 2) Recorded Payments in March 2020

Blank for Photocopying

SAN DIEGO LAFCO
Expenses by Vendor Detail
February 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	2/12/2020	52330 · Office Expense	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	2/26/2020	52330 · Office Expense	86.17	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	2/27/2020	52330 · Office Expense	128.22	Amazon Prime Annual Payment	credit card	3558-60 · SDCCU Visa Credit Card
			214.39			
E Ambius						
	2/20/2020	52370.J · Professional Services	97.94	Monthly Plant Services	check	3558 · SDCCU Checking
E Association of Environmental Professionals						
	2/13/2020	52336 · Books	143.65	2020 CEQA Guideline Update	debit card	3558 · SDCCU Checking
E Billing Hostway						
	2/10/2020	52370.E · Professional Services	21.94	Monthly Website Hosting Services	check	3558 · SDCCU Checking
E CALAFCO						
	2/10/2020	52622 · Training/Registration Out-County	310.00	Registration for Staff Workshop 2020 (RB)	check	3558 · SDCCU Checking
	2/10/2020	52622 · Training/Registration Out-County	310.00	Registration for Staff Workshop 2020 (LH)	check	3558 · SDCCU Checking
	2/10/2020	52622 · Training/Registration Out-County	360.00	Registration for Staff Workshop 2020 (DN)	check	3558 · SDCCU Checking
			980.00			
E Colantuono, Highsmith & Whatley						
	2/10/2020	52610 · Non-Travel/In-County	194.13	Business Travel Reimbursement	check	3558 · SDCCU Checking
	2/14/2020	52370.B · Professional Services	3,864.50	Legal Services	electronic	1000 · County Account (44595)
			4,058.63			
E Cordata						
	2/20/2020	52330 · Office Expense	49.90	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	2/1/2020	52530 · Office Lease	6,823.06	Office Rent	electronic	1000 · County Account (44595)
	2/1/2020	52354 · Mail/Postage ISF	501.18	Mail/Postage Services	electronic	1000 · County Account (44595)
	2/1/2020	52178 · Vehicle Maintenance	27.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	2/1/2020	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	2/1/2020	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	2/1/2020	52721 et al. · Communications (IT) Services	16,573.25	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	2/7/2020	51110 et al. · Employee Payroll	43,780.58	Payroll Pay Period 2020-16	electronic	1000 · County Account (44595)
	2/21/2020	51110 et al. · Employee Payroll	42,536.87	Payroll Pay Period 2020-17	electronic	1000 · County Account (44595)
	2/28/2020	52504 · Equipment Rental	2.74	County Surcharge Xerox	electronic	1000 · County Account (44595)
	2/29/2020	52550.B · County Overhead Costs	10,803.25	County Services A87 Overhead	electronic	1000 · County Account (44595)
			121,214.31			
E CSDA San Diego Chapter						
	2/20/2020	52270 · Memberships	30.00	Quarterly Dinner Meeting (LH)	check	3558 · SDCCU Checking
E Culligan of San Diego						
	2/10/2020	52330 · Office Expense	55.25	Monthly Water Service	check	3558 · SDCCU Checking
E ESRI						
	1/17/2020	52622 · Training/Registration Out-County	1,495.00	Registration for ESRI Conference 2020 (DN)	check	3558 · SDCCU Checking
E Harry Ehrlich						
	2/7/2020	52370.F · Professional Services	1,600.00	Consultant Services Legislation	electronic	1000 · County Account (44595)
	2/12/2020	52610 · Non-Travel/In-County	744.97	Mileage Reimbursement	check	3558 · SDCCU Checking
	2/12/2020	52370.F · Professional Services	2,100.00	Consultant Services Legislation	electronic	1000 · County Account (44595)
	2/25/2020	52370.F · Professional Services	500.00	Consultant Services Legislation	electronic	1000 · County Account (44595)
			4,944.97			
E Orange County LAFCO						
	2/10/2020	52622 · Training/Registration Out-County	57.18	Business Travel for CCL Meeting (KS)	check	3558 · SDCCU Checking
E Price Self Storage						
	2/23/2020	52504 · Equipment Rental	75.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E The Toll Roads						
	2/25/2020	52622 · Training/Registration Out-County	8.00	Business Travel for CCL Meeting (KS)	debit card	3558 · SDCCU Checking
E USPS						
	2/5/2020	52332 · Postage	110.00	Two Rolls of 100-Forever Stamps	debit card	3558 · SDCCU Checking
E Vons						
	2/2/2020	52610 · Non-Travel/In-County	27.67	Refreshments for Quarterly Staff Meeting	credit card	3558-60 · SDCCU Visa Credit Card

SAN DIEGO LAFCO
Expenses by Vendor Detail
February 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Xerox						
	2/10/2020	52504 · Equipment Rental	454.81	Xerox Rental	electronic	1000 · County Account (44595)
		EXPENSE TOTAL	134,059.63			
R County of San Diego		1				
	2/19/2020	52490 · Publications	3,500.00	Reimbursement: SBE Fees for JCFPD (RO18-09 et al.)	check	1000 · County Account (44595)
R James Aslagson						
	2/3/2020	52490 · Publications	637.75	Reimbursement: Recording/PHN/SBE Fees (CO19-12)	check	3558 · SDCCU Checking
R Jose Gutierrez						
	2/19/2020	52490 · Publications	50.00	Reimbursement: Recording Fees (DA19-25)	check	3558 · SDCCU Checking
R Leucadia WWD						
	2/19/2020	46234 · Applications	3,325.00	LAFCO Processing Fees (CO19-29)	check	1000 · County Account (44595)
	2/19/2020	46234 · Applications	3,080.00	LAFCO Processing Fees Part II (CO19-29)	check	1000 · County Account (44595)
			6,405.00			
R Lewis Brisbois						
	2/18/2020	52490 · Publications	488.00	Transcription Fees for October 2019 Commission Meeting	check	3558 · SDCCU Checking
R Murakoa Enterprises						
	2/12/2020	52490 · Publications	100.00	Reimbursement: Recording Fees (DA19-16)	check	3558 · SDCCU Checking
R Richard Lupa						
	2/11/2020	46234 · Applications	6,405.00	LAFCO Processing Fees (CO20-01)	check	1000 · County Account (44595)
		REVENUE TOTAL	17,585.75			

SAN DIEGO LAFCO
Expenses by Vendor Detail
 March 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	3/12/2020	52330 · Office Expense	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	3/10/2020	52330 · Office Expense	19.45	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	3/12/2020	52330 · Office Expense	204.80	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	3/13/2020	52330 · Office Expense	-86.17	Refund for Office Supplies Purchased on 2/26/20	credit card	3558-60 · SDCCU Visa Credit Card
			138.08			
E Ambius						
	3/17/2020	52370.J · Professional Services	97.94	Monthly Plant Services	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	3/17/2020	52490 · Publications	50.00	NOE Fee Valley Center MSR	check	3558 · SDCCU Checking
	3/17/2020	52490 · Publications	50.00	NOE Fee Orpheus Avenue-Gupta (CO19-29)	check	3558 · SDCCU Checking
			100.00			
E AT&T Mobility						
	3/17/2020	52074 · Telecommunications	304.54	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
E Blue Barn Creative LLC						
	3/13/2020	52370 · Professional Services	1,000.00	Video Recording Services for Commission Meeting (Jan)	electronic	1000 · County Account (44595)
	3/25/2020	52370 · Professional Services	1,000.00	Video Recording Services for Commission Meeting (April)	electronic	1000 · County Account (44595)
			2,000.00			
E Chase Design Inc						
	3/25/2020	52370.I · Professional Services	3,000.00	Design of New Agency Brochure	electronic	1000 · County Account (44595)
E Claim Jumper						
	3/4/2020	52610 · Non-Travel/In-County	27.13	Debriefing with EO and Legal Counsel	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	3/17/2020	52610 · Non-Travel/In-County	82.36	Business Travel Reimbursement	check	3558 · SDCCU Checking
E Cordata						
	3/17/2020	52330 · Office Expense	49.90	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	3/1/2020	52530 · Office Lease	6,823.06	Office Rent	electronic	1000 · County Account (44595)
	3/1/2020	52354 · Mail/Postage ISF	625.21	Mail/Postage Services	electronic	1000 · County Account (44595)
	3/1/2020	52178 · Vehicle Maintenance	27.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	3/1/2020	52182 · Vehicle Fuel	46.82	Vehicle Fuel	electronic	1000 · County Account (44595)
	3/1/2020	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	3/1/2020	52721 et al. · Communications (IT) Services	28,494.04	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	3/6/2020	51110 et al. · Employee Payroll	43,267.70	Payroll Pay Period 2020-18	electronic	1000 · County Account (44595)
	3/20/2020	51110 et al. · Employee Payroll	44,522.23	Payroll Pay Period 2020-19	electronic	1000 · County Account (44595)
	3/2/2020	52344 · Stores Unallocated	651.47	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	3/2/2020	52344 · Stores Unallocated	8.59	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	3/27/2020	52504 · Equipment Rental	2.25	County Surcharge Xerox	electronic	1000 · County Account (44595)
			124,634.75			
E Culligan of San Diego						
	3/17/2020	52330 · Office Expense	42.25	Monthly Water Service	check	3558 · SDCCU Checking
E East County Californian						
	3/11/2020	52490 · Publications	182.00	PHN for CSA No. 135 MSR	check	3558 · SDCCU Checking
E Harry Ehrlich						
	3/9/2020	52370.F · Professional Services	1,300.00	Consultant Services Legislation	electronic	1000 · County Account (44595)
E Iron Mountain						
	3/17/2020	52330 · Office Expense	1.76	Document Storage	check	3558 · SDCCU Checking
E Jo Ann MacKenzie						
	3/27/2020	52622 · Training/Registration Out-County	208.94	Business Travel for CALAFCO Legislative Meeting	check	3558 · SDCCU Checking
E Julian Times News						
	3/17/2020	52490 · Publications	138.00	PHN for CSA No. 135 MSR	check	3558 · SDCCU Checking
E Kahn's Cave & Tavern						
	3/6/2020	52610 · Non-Travel/In-County	66.60	Audit Team Kickoff Meeting	debit card	3558 · SDCCU Checking
E Kettle Coffee						
	3/13/2020	52610 · Non-Travel/In-County	3.53	EO Meeting with Sierra Club	debit card	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
 March 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Leaf & Cole LLP						
	3/2/2020	52370.H · Professional Services	11,660.00	Consultant Services Accounting (Audit Preparation)	electronic	1000 · County Account (44595)
	3/25/2020	52370.H · Professional Services	<u>490.00</u>	Consultant Services Accounting	electronic	1000 · County Account (44595)
			12,150.00			
E Price Self Storage						
	3/19/2020	52504 · Equipment Rental	<u>75.00</u>	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E Renato Rodriguez						
	3/17/2020	52330 · Office Expense	<u>60.00</u>	Refreshments for Commission Meeting at CAC	check	3558 · SDCCU Checking
E RJ Ricciardi Inc.						
	3/25/2020	52370.H · Professional Services	<u>4,452.00</u>	Consultant Services Accounting	electronic	1000 · County Account (44595)
E San Diego Metal Graphics						
	3/17/2020	52330 · Office Expense	<u>10.78</u>	Nameplate (LH)	check	3558 · SDCCU Checking
E San Diego Union Tribune						
	3/17/2020	52490 · Publications	<u>284.52</u>	PHN for Proposed FY20-21 Budget & Workplan	check	3558 · SDCCU Checking
E Staples						
	3/31/2020	52330 · Office Expense	<u>104.49</u>	General Office Supplies	debit card	3558 · SDCCU Checking
E Starbucks						
	3/2/2020	52330 · Office Expense	8.70	EO Meeting with Commissioner (EL)	debit card	3558 · SDCCU Checking
	3/13/2020	52330 · Office Expense	<u>35.90</u>	Refreshments for Cities Advisory Committee Meeting	credit card	3558-60 · SDCCU Visa Credit Card
			44.60			
E Unlimited Conferencing						
	3/13/2020	52074 · Telecommunications	<u>2.27</u>	Conference Call for Cities Advisory Committee Meeting	debit card	3558 · SDCCU Checking
E Village News						
	3/27/2020	52490 · Publications	<u>75.00</u>	PHN for CSA No. 135 MSR	check	3558 · SDCCU Checking
E Xerox						
	3/11/2020	52504 · Equipment Rental	<u>498.64</u>	Xerox Rental	electronic	1000 · County Account (44595)
			<u>150,156.07</u>			
EXPENSE TOTAL						
R County of San Diego						
	3/31/2020	49200 · Interest & Dividends	826.39	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	3/31/2020	49200 · Interest & Dividends	936.20	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	3/31/2020	49200 · Interest & Dividends	<u>396.90</u>	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			2,159.49			
			<u>2,159.49</u>			
REVENUE TOTAL						