



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

**5b**

**AGENDA REPORT**  
 Consent | Action

June 1, 2020

**TO:** Commissioners

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

**SUBJECT: Commission Ratification |  
 Recorded Payments for April 2020**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the month of April 2020. These payments cover all recorded transactions for the month and include \$148,822 in total distributions made by the Executive Officer with 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><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>Chair Dianne Jacob</b>          County of San Diego</p> <p><b>Greg Cox, Alternate</b>          County of San Diego</p>	<p><b>Mary Casillas Salas</b>          City of Chula Vista</p> <p><b>Bill Wells</b>          City of El Cajon</p> <p><b>Paul McNamara, Alternate</b>          City of Imperial Beach</p>	<p><b>Mark Kersey</b>          City of San Diego</p> <p><b>Chris Cate, Alternate</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>Erin Lump, Alternate</b>          Rincon del Diablo MWD</p>	<p><b>Vice Chair Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alternate</b>          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 in April 2020. 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 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 April 2020 totaled \$148,822 with 74% – or \$110,320 – 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 \$35,498 and include legal and consultant activities with the majority of the latter tied to municipal service reviews underway by Planwest Partners. Recorded revenues during the period totaled \$62,936 with most of the monies drawn from collecting three 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 April 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 April 2020 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,



Erica Blom  
Administrative Assistant

Attachment:

- 1) Recorded Payments in April 2020

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**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 April 2020

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   After Effects</b>						
	4/12/2020	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ambius</b>						
	4/8/2020	52370.J · Professional Services	97.94	Monthly Plant Service	check	3558 · SDCCU Checking
<b>E   AT&amp;T Mobility</b>						
	4/1/2020	52074 · Telecommunications	304.54	Monthly Cell Phone Bill   EO and Analysts	check	3558 · SDCCU Checking
	4/29/2020	52074 · Telecommunications	303.46	Monthly Cell Phone Bill   EO and Analysts	check	3558 · SDCCU Checking
			608.00			
<b>E   Billing Hostway</b>						
	4/14/2020	52370.E · Professional Services	43.90	Monthly Website Hosting Services (March and April)	debit card	3558 · SDCCU Checking
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	4/1/2020	52370.B · Professional Services	5,899.50	Legal Services	electronic	1000 · County Account (44595)
	4/8/2020	52610 · Non-Travel/In-County	546.45	Business Travel Reimbursement	check	3558 · SDCCU Checking
	4/10/2020	52370.B · Professional Services	3,096.00	Legal Services	electronic	1000 · County Account (44595)
	4/24/2020	52370.B · Professional Services	7,539.50	Legal Services	electronic	1000 · County Account (44595)
			17,081.45			
<b>E   Cordata</b>						
	4/16/2020	52330 · Office Expense	49.90	Document Storage	check	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	4/1/2020	52530 · Office Lease	6,823.06	Rent	electronic	1000 · County Account (44595)
	4/1/2020	52354 · Mail/Postage ISF	539.91	Mail/Postage Services	electronic	1000 · County Account (44595)
	4/1/2020	52178 · Vehicle Maintenance	27.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	4/1/2020	52182 · Vehicle Fuel	33.21	Vehicle Fuel	electronic	1000 · County Account (44595)
	4/1/2020	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	4/1/2020	52721 et al. · Communications (IT) Services	16,803.87	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	4/3/2020	51110 et al. · Employee Payroll	43,560.59	Payroll   Pay Period 2020-20	electronic	1000 · County Account (44595)
	4/17/2020	51110 et al. · Employee Payroll	42,366.30	Payroll   Pay Period 2020-21	electronic	1000 · County Account (44595)
			110,320.32			
<b>E   Culligan of San Diego</b>						
	4/8/2020	52330 · Office Expense	61.25	Monthly Water Service	check	3558 · SDCCU Checking
<b>E   Dieu Ngu</b>						
	4/29/2020	52074 · Telecommunications	29.99	COVID-19 Telework Internet Reimbursement	check	3558 · SDCCU Checking
<b>E   Erica Blom</b>						
	4/29/2020	52074 · Telecommunications	55.00	COVID-19 Telework Internet Reimbursement (Two Months)	check	3558 · SDCCU Checking
<b>E   Harry Ehrlich</b>						
	4/8/2020	52370.G · Professional Services	600.00	Consultant Services   Legislation	electronic	1000 · County Account (44595)
<b>E   Planwest Partners Inc.</b>						
	4/10/2020	52370.F · Professional Services	5,954.00	Consultant Services   Municipal Service Reviews	electronic	1000 · County Account (44595)
	4/16/2020	52370.F · Professional Services	8,272.50	Consultant Services   Municipal Service Reviews	check	3558 · SDCCU Checking
			14,226.50			
<b>E   Price Self Storage</b>						
	4/17/2020	52504 · Equipment Rental	75.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
<b>E   RJ Ricciardi Inc.</b>						
	4/8/2020	52610 · Non-Travel/In-County	1,062.00	Business Travel Reimbursement	check	3558 · SDCCU Checking
	4/10/2020	52370.H · Professional Services	3,995.00	Consultant Services   Outside Audit for 18-19	electronic	1000 · County Account (44595)
			5,057.00			
<b>E   Staples</b>						
	4/14/2020	52330 · Office Expense	35.55	General Office Supplies	debit card	3558 · SDCCU Checking
<b>E   Unlimited Conferencing</b>						
	4/15/2020	52074 · Telecommunications	36.13	Conference Call for Cities and SDAC Meetings	debit card	3558 · SDCCU Checking
<b>E   Xerox</b>						
	4/6/2020	52504 · Equipment Rental	408.55	Xerox Rental	electronic	1000 · County Account (44595)
<b>E   Zoom</b>						
	4/5/2020	52270 · Memberships	14.99	Monthly Video Conferencing Subscription - LAFCO	debit card	3558 · SDCCU Checking
<b>EXPENSE TOTAL</b>			<b>148,822.46</b>			

**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 April 2020

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>R   County of San Diego</b>						
	4/30/2020	49200 · Interest & Dividends	356.46	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	4/30/2020	49200 · Interest & Dividends	418.07	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	4/30/2020	49200 · Interest & Dividends	175.28	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			<u>949.81</u>			
<b>R   Fallbrook PUD</b>						
	4/9/2020	46234 · Applications	<u>24,563.19</u>	LAFCO Processing Fees (RO20-05)	check	1000 · County Account (44595)
<b>R   Leucadia WWD</b>						
	4/9/2020	46234 · Applications	6,405.00	LAFCO Processing Fees (CO20-02)	check	1000 · County Account (44595)
	4/9/2020	52490 · Publications	50.00	Recording Fees (CO19-29)	check	3558 · SDCCU Checking
	4/9/2020	46234 · Applications	6,405.00	LAFCO Processing Fees (CO20-07)	check	3558 · SDCCU Checking
			<u>12,860.00</u>			
<b>R   Rainbow MWD</b>						
	4/9/2020	46234 · Applications	<u>24,563.19</u>	LAFCO Processing Fees (RO20-04)	check	1000 · County Account (44595)
			<u>62,936.19</u>			
		<b>REVENUE TOTAL</b>				