



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

5b

AGENDA REPORT
 Consent | Action

March 7, 2022

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for January 2022**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in January 2022. The payments cover all recorded transactions for the one-month period and include \$129,562 in total distributions made by the Executive Officer. Three-fourths of these expenses are tied to the County of San Diego for payroll reimbursements as well as charges for general overhead and information technology services. The payments received total \$10,377 and largely tied to one application filing. All 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 maintain appropriate accounting controls for all financial transactions on behalf of the Commission. Spending allowances are specified and include bid procedures for financial transactions at or above \$10,000 and separate Commission approval for any transactions at or above \$125,000.

<p>Administration Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 www.sdlafco.org</p>	<p>Joel Anderson County of San Diego</p> <p>Chair Jim Desmond County of San Diego</p> <p>Nora Vargas, Alt. County of San Diego</p>	<p>Vice Chair Paul McNamara City of Escondido</p> <p>Mary Casillas Salas City of Chula Vista</p> <p>Kristi Becker, Alt. City of Solana Beach</p>	<p>Chris Cate City of San Diego</p> <p>Marni von Wilpert, Alt. City of San Diego</p>	<p>Jo MacKenzie Vista Irrigation</p> <p>Barry Willis Alpine Fire Protection</p> <p>David Drake, Alt. Rincon del Diablo</p>	<p>Andy Vanderlaan General Public</p> <p>Harry Mathis, Alt. 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 January 2022. A detailing of these transactions prepared by the Executive Assistant is provided in Attachments 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 in January 2022 total \$129,562 with 74% – or \$96,824 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering two pay periods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget without exception. Revenues received for the month total \$10,377 and largely tied to one new application filing and rounded out by interest payments from the County of San Diego and a reimbursement from an outside vendor.

All monthly total transactions for the last twelve months are shown below.

Month	Expenses	Revenues
February 2021	\$127,082	\$6,632
March 2021	\$156,572	\$16,973
April 2021	\$301,167	\$1,470
May 2021	\$124,679	\$1,995
June 2021	\$183,041	\$18,586
July 2021	\$194,626	\$984,225
August 2021	\$117,776	\$678,539
September 2021	\$121,720	\$65,284
October 2021	\$172,035	\$37,269
November 2021	\$143,170	\$0
December 2021	\$209,026	\$0
January 2022	\$129,562	\$10,377
... 12 Month Total	\$1,980,456	\$1,821,350
... Monthly Average	\$165,385	\$151,779

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for January 2022 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:

Alternative One (recommended):

Ratify the recorded payments received and made by the Executive Officer in January 2022 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

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.

On behalf of the Executive Officer:



Erica Blom
Executive Assistant

Attachments:

- 1) Recorded Transactions in January 2022

¹ Payment ratifications are not required under LAFCO policy but are presented to the Commission per practice.

Blank for Photocopying

SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ace Parking						
	1/19/2022	52530 · Office Lease	1,920.00	Monthly Parking Rent (Two Months)	electronic	1000 · County Account (44595)
E ADW Consulting LLC						
	1/12/2022	52370.F · Professional Services	5,700.00	Consultant Services Planning	electronic	1000 · County Account (44595)
	1/19/2022	52370.F · Professional Services	4,800.00	Consultant Services Planning	electronic	1000 · County Account (44595)
			10,500.00			
E After Effects						
	1/12/2022	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	1/20/2022	52330 · Office Expense	321.15	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	1/21/2022	52344 · Stores Unallocated	61.40	Office Wall Art (DN)	credit card	3558-60 · SDCCU Visa Credit Card
	1/31/2022	52330 · Office Expense	16.15	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			398.70			
E Ambius						
	1/5/2022	52370.J · Professional Services	103.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E AT&T Mobility						
	1/5/2022	52074 · Telecommunications	483.09	Monthly Cell Phone EO & Analysts	check	3558 · SDCCU Checking
E CALAFCO						
	1/18/2022	52622 · Training/Registration Out-County	1,080.00	Registration for 2022 CALFCO Staff Workshop (PA/EB/CI)	check	3558 · SDCCU Checking
E Chase Design Inc						
	1/28/2022	52334 · Printing	675.00	Workplan Brochure	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	1/19/2022	52370.B · Professional Services	1,654.00	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	1/5/2022	52330 · Office Expense	76.68	Document Storage & Boxes	check	3558 · SDCCU Checking
E County of San Diego						
	1/1/2022	52354 · Mail/Postage ISF	154.81	Mail/Postage Services	electronic	1000 · County Account (44595)
	1/1/2022	52178 · Vehicle Maintenance	414.36	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	1/1/2022	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	1/1/2022	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	1/1/2022	52721 et al. · Communications (IT) Services	8,511.28	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	1/7/2022	51110 et al. · Employee Payroll	48,666.11	Payroll Pay Period 2022-14	electronic	1000 · County Account (44595)
	1/21/2022	51110 et al. · Employee Payroll	38,870.42	Payroll Pay Period 2022-15	electronic	1000 · County Account (44595)
	1/28/2022	52504 · Equipment Rental	3.49	County Surcharge Xerox	electronic	1000 · County Account (44595)
	1/31/2022	52550.B · County Overhead Costs	38.30	County Surcharge A-87 Overhead (2nd & 3rd Quarter)	electronic	1000 · County Account (44595)
			96,824.26			
E Fax Plus						
	1/9/2022	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Geat Big Canvas						
	1/25/2022	52344 · Stores Unallocated	646.98	Office Wall Art (TL)	credit card	3558-60 · SDCCU Visa Credit Card
E Leaf & Cole LLP						
	1/19/2022	52370.H · Professional Services	215.00	Accounting Services	electronic	1000 · County Account (44595)
E Manchester Financial 5th Avenue LP						
	1/28/2022	52530 · Office Lease	10,164.90	Office & Storage Rent	electronic	1000 · County Account (44595)
E Price Self Storage						
	1/12/2022	52504 · Equipment Rental	96.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
E Ready Refresh Water						
	1/14/2022	52330 · Office Expense	198.10	Installation & Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
	1/26/2022	52330 · Office Expense	5.81	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
			203.91			
E San Diego Union Tribune						
	1/5/2022	52490 · Publications	658.50	PHN for Winterhaven (CO21-06)	check	3558 · SDCCU Checking
E Stephen Abbott						
	1/5/2022	52370.F · Professional Services	2,704.00	Consultant Services MSR & Fire Services	electronic	1000 · County Account (44595)
E Translation Solutions						
	1/23/2022	52370.L · Professional Services	726.00	Deposit for Spanish Translation for Hanemann Report	debit card	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E USPS						
	1/23/2022	52332 · Postage	9.21	Postal Annex Shipment to BW	debit card	3558 · SDCCU Checking
E Xerox						
	1/10/2022	52304 · Miscellaneous Expense	134.69	Moving Xerox Printer	electronic	1000 · County Account (44595)
	1/10/2022	52504 · Equipment Rental	230.59	Xerox Rental	electronic	1000 · County Account (44595)
			365.28			
E Zoom						
	1/4/2022	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	1/12/2022	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
		EXPENSE TOTAL	129,562.53			
R Benjamin & Christine Elliott						
	1/7/2022	46234 · Applications	480.38	LAFCO Processing Fees (OAS21-08)	check	1000 · County Account (44595)
R County of San Diego						
	1/31/2022	49200 · Interest & Dividends	785.37	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	1/31/2022	49200 · Interest & Dividends	408.64	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	1/31/2022	49200 · Interest & Dividends	202.08	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			1,396.09			
R Leucadia WWD						
	1/7/2022	46234 · Applications	7,686.00	LAFCO Processing Fees (CO21-11)	check	1000 · County Account (44595)
R National Buisness Furniture LLC						
	1/7/2022	52344 · Stores Unallocated	814.53	Refund for Office Furniture	check	1000 · County Account (44595)
		REVENUE TOTAL	10,377.00			