



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

5b

AGENDA REPORT
 Consent | Action

April 4, 2022

TO: Commissioners

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

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

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in February 2022. The payments cover all recorded transactions for the one-month period and include \$125,160 in total distributions made by the Executive Officer. Three-fifths 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 \$32,485 and includes two application filings. 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 lafco@sdcounty.ca.gov</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>
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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 February 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 February 2022 total \$125,160 with 71% – or \$89,151 – 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 exceptions. Revenues received for the month total \$32,485 and largely tied to two application filings and rounded out by miscellaneous reimbursements.

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

Month	Expenses	Revenues
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
February 2022	\$125,160	\$32,485
... 12 Month Total	\$1,978,534	\$1,847,203
... Monthly Average	\$164,878	\$153,934

RECOMMENDATION

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

Attachment:

- 1) Recorded Transactions in February 2022

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

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 February 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ace Parking						
	2/18/2022	52530 · Office Lease	600.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
E ADW Consulting LLC						
	2/18/2022	52370.F · Professional Services	6,300.00	Consultant Services Planning	electronic	1000 · County Account (44595)
E After Effects						
	2/11/2022	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	2/10/2022	52330 · Office Expense	34.47	Office Supplies (CI)	credit card	3558-60 · SDCCU Visa Credit Card
	2/16/2022	52330 · Office Expense	152.63	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	2/26/2022	52330 · Office Expense	128.22	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			315.32			
E Ambius						
	2/1/2022	52370.J · Professional Services	103.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	2/14/2022	52490 · Publications	50.00	NOE Fee Aldren-Eolus Ave. (CO21-10)	check	3558 · SDCCU Checking
E AT&T Mobility						
	2/1/2022	52074 · Telecommunications	502.35	Monthly Cell Phone EO & Analysts	check	3558 · SDCCU Checking
E Barrell Republic						
	2/11/2022	52610 · Non-Travel/In-County	40.89	KS Meeting with Commissioner DD	debit card	3558 · SDCCU Checking
E Brian J. Brady						
	2/9/2022	52370.F · Professional Services	4,949.00	Consultant Services MSR	electronic	1000 · County Account (44595)
E Chase Design Inc						
	2/4/2022	52334 · Printing	112.50	Fallbrook Region MSR Brochure	electronic	1000 · County Account (44595)
E Chilli's						
	2/18/2022	52610 · Non-Travel/In-County	27.20	KS Meeting with Commissioner JM	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	2/18/2022	52370.B · Professional Services	4,383.00	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	2/1/2022	52330 · Office Expense	52.51	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	2/1/2022	52354 · Mail/Postage ISF	1,041.17	Mail/Postage Services	electronic	1000 · County Account (44595)
	2/1/2022	52178 · Vehicle Maintenance	56.85	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	2/1/2022	52182 · Vehicle Fuel	1.20	Vehicle Fuel	electronic	1000 · County Account (44595)
	2/1/2022	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	2/1/2022	52721 et al. · Communications (IT) Services	8,913.45	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	2/4/2022	5110 et al. · Employee Payroll	38,094.82	Payroll Pay Period 2022-16	electronic	1000 · County Account (44595)
	2/18/2022	5110 et al. · Employee Payroll	40,875.95	Payroll Pay Period 2022-17	electronic	1000 · County Account (44595)
	2/24/2022	52504 · Equipment Rental	1.59	County Surcharge Xerox	electronic	1000 · County Account (44595)
			89,150.52			
E Fax Plus						
	2/8/2022	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Leaf & Cole LLP						
	2/16/2022	52370.H · Professional Services	1,405.00	Accounting Services	electronic	1000 · County Account (44595)
E Manchester Financial 5th Avenue LP						
	2/25/2022	52530 · Office Lease	10,164.90	Office & Storage Rent	electronic	1000 · County Account (44595)
E Pannikin Coffee						
	2/11/2022	52610 · Non-Travel/In-County	8.44	KS Meeting with SDAC Chair	debit card	3558 · SDCCU Checking
E Price Self Storage						
	2/9/2022	52504 · Equipment Rental	96.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
E San Diego Union Tribune						
	2/1/2022	52490 · Publications	778.25	PHN for SVBF Temple (RO20-16)	check	3558 · SDCCU Checking
E State Board of Equalization						
	2/11/2022	52490 · Publications	1,200.00	SBE Fees for SVBF Temple (RO20-16)	check	3558 · SDCCU Checking
E Stephen Abbott						
	2/4/2022	52370.F · Professional Services	3,512.00	Consultant Services MSR & Fire Services	electronic	1000 · County Account (44595)

SAN DIEGO LAFCO
Expenses by Vendor Detail
February 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E The Corner Drafthouse						
	2/1/2022	52610 · Non-Travel/In-County	48.33	KS Meeting with Ad Hoc Moderator	debit card	3558 · SDCCU Checking
E The Tolls Roads						
	2/11/2022	52610 · Non-Travel/In-County	4.77	Travel for KS	debit card	3558 · SDCCU Checking
E Translation Solutions						
	2/8/2022	52370.L · Professional Services	726.00	Final Payment for Spanish Translation for Hanemann Report	credit card	3558-60 · SDCCU Visa Credit Card
E Xerox						
	2/9/2022	52504 · Equipment Rental	571.87	Xerox Rental	electronic	1000 · County Account (44595)
E Zoom						
	2/4/2022	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	2/13/2022	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
			<u>125,159.87</u>			
EXPENSE TOTAL						
R County of San Diego						
	2/4/2022	46234 · Applications	24,563.19	LAFCO Processing Fees (RO22-01)	electronic	1000 · County Account (44595)
R Fallbrook PUD						
	2/1/2022	52490 · Publications	100.00	County Recorder Fees (RO21-03)	check	3558 · SDCCU Checking
	2/1/2022	52490 · Publications	658.50	PHN Fees (RO21-03)	check	3558 · SDCCU Checking
			758.50			
R Lennar Homes						
	2/1/2022	52490 · Publications	100.00	County Recorder Fees (CO21-06)	check	3558 · SDCCU Checking
	2/1/2022	52490 · Publications	658.50	PHN Fees (CO21-06)	check	3558 · SDCCU Checking
			758.50			
R Pastrana						
	2/4/2022	46234 · Applications	6,405.00	LAFCO Processing Fees (CO22-02)	electronic	1000 · County Account (44595)
			<u>32,485.19</u>			
REVENUE TOTAL						