



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

5b

AGENDA REPORT
 Consent | Action

June 6, 2022

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for March and April 2022**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in March and April 2022. The payments cover all recorded transactions for the two-month period and include \$393,471 in total distributions made by the Executive Officer. Two-thirds 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 \$88,056 and includes five 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>Chair Jim Desmond County of San Diego</p> <p>Joel Anderson 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 March and April 2022. A detailing of these transactions prepared by the Executive Assistant are provided in Attachments One (March) and Two (April). The item also provides the Commission the opportunity to provide feedback to staff 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 March and April 2022 total \$393,471 with 67% – or \$263,199 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering five 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 total \$88,056 and largely tied to five application filings and rounded out by miscellaneous reimbursements.

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

Month	Expenses	Revenues
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
March 2022	\$158,032	\$79,019
April 2022	\$235,440	\$9,038
... 12 Month Total	\$1,914,267	\$1,916,817
... Monthly Average	\$159,522	\$159,735

RECOMMENDATION

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

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 March 2022
- 2) Recorded Transactions in April 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
 March 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ace Parking						
	3/21/2022	52530 · Office Lease	840.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
E ADW Consulting LLC						
	3/9/2022	52370.F · Professional Services	6,112.50	Consultant Services Planning	electronic	1000 · County Account (44595)
E After Effects						
	3/13/2022	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	3/14/2022	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
E Amazon						
	3/7/2022	52330 · Office Expense	10.76	Office Supplies (DN)	credit card	3558-60 · SDCCU Visa Credit Card
	3/16/2022	52330 · Office Expense	113.65	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	3/23/2022	52330 · Office Expense	66.68	Office Supplies (KS)	credit card	3558-60 · SDCCU Visa Credit Card
	3/27/2022	52330 · Office Expense	246.75	Office Supplies (KS)	debit card	3558 · SDCCU Checking
			437.84			
E Ambius						
	3/2/2022	52370.J · Professional Services	103.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
	3/29/2022	52370.J · Professional Services	103.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
			207.88			
E ARCC (Assessor Recorder County)						
	3/29/2022	52490 · Publications	50.00	NOE Fee Sunray Lane (CO21-05)	check	3558 · SDCCU Checking
	3/29/2022	52490 · Publications	50.00	NOE Fee Sunray Lane SOI (CO21-05)	check	3558 · SDCCU Checking
	3/29/2022	52490 · Publications	50.00	NOE Fee Fallbrook Region MSR	check	3558 · SDCCU Checking
	3/29/2022	52490 · Publications	50.00	NOE Fee Fallbrook Region MSR SOI	check	3558 · SDCCU Checking
			200.00			
E AT&T Mobility						
	3/2/2022	52074 · Telecommunications	577.01	Monthly Cell Phone EO & Analysts	check	3558 · SDCCU Checking
E Bloem Décor						
	3/4/2022	52330 · Office Expense	111.52	Floral Arrangement for Retiring CALAFCO Director	credit card	3558-60 · SDCCU Visa Credit Card
E Blue Barn Creative LLC						
	3/25/2022	52370 · Professional Services	250.00	Hard Drive for Video Recording Services	electronic	1000 · County Account (44595)
E Brian J. Brady						
	3/16/2022	52370.F · Professional Services	6,247.50	Consultant Services MSR	electronic	1000 · County Account (44595)
E Chase Design Inc						
	3/9/2022	52334 · Printing	8,256.00	Budget, Environmental Justice, Translation, & MSR Brochures	electronic	1000 · County Account (44595)
	3/18/2022	52334 · Printing	150.00	Update to Budget Brochure	electronic	1000 · County Account (44595)
			8,406.00			
E Colantuono, Highsmith & Whatley						
	3/16/2022	52370.B · Professional Services	3,894.50	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	3/2/2022	52330 · Office Expense	123.39	Document Storage & Boxes	check	3558 · SDCCU Checking
	3/15/2022	52330 · Office Expense	54.21	Document Storage	check	3558 · SDCCU Checking
			177.60			
E County of San Diego						
	3/1/2022	52354 · Mail/Postage ISF	892.01	Mail/Postage Services	electronic	1000 · County Account (44595)
	3/1/2022	52178 · Vehicle Maintenance	100.23	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	3/1/2022	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	3/1/2022	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	3/1/2022	52721 et al. · Communications (IT) Services	9,962.67	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	3/4/2022	51110 et al. · Employee Payroll	39,150.19	Payroll Pay Period 2022-18	electronic	1000 · County Account (44595)
	3/18/2022	51110 et al. · Employee Payroll	44,165.79	Payroll Pay Period 2022-19	electronic	1000 · County Account (44595)
	3/23/2022	52504 · Equipment Rental	2.64	County Surcharge Xerox	electronic	1000 · County Account (44595)
	3/31/2022	52550.B · County Overhead Costs	19.15	County Surcharge A-87 Overhead (4th Quarter)	electronic	1000 · County Account (44595)
			94,458.17			
E Culligan of San Diego						
	3/3/2022	52330 · Office Expense	100.00	Water Cooler Purchase to Close Account	credit card	3558-60 · SDCCU Visa Credit Card
E Di Leone's Italian Restaurant						
	3/14/2022	52610 · Non-Travel/In-County	50.73	KS Meeting with CWA Chair	debit card	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
 March 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Edible Arrangements	3/4/2022	52330 · Office Expense	86.99	Floral Arrangement for New CALAFCO Director	credit card	3558-60 · SDCCU Visa Credit Card
E Fax Plus	3/8/2022	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Granicus Inc.	3/25/2022	52370.I · Professional Services	10,000.00	Website Support Services	electronic	1000 · County Account (44595)
E Iron Mountian	3/25/2022	52330 · Office Expense	2.33	Document Storage	debit card	3558 · SDCCU Checking
E Labor Law Center	3/15/2022	52330 · Office Expense	51.94	State Law & COVID-19 Posters	credit card	3558-60 · SDCCU Visa Credit Card
E Leaf & Cole LLP	3/21/2022	52370.H · Professional Services	9,405.00	Accounting & Audit Services	electronic	1000 · County Account (44595)
E Manchester Financial 5th Avenue LP	3/25/2022	52530 · Office Lease	10,164.90	Office & Storage Rent	electronic	1000 · County Account (44595)
E Owl Labs	3/9/2022	52566 · Minor Equipment	1,022.55	Owl Camera	credit card	3558-60 · SDCCU Visa Credit Card
E Price Self Storage	3/13/2022	52504 · Equipment Rental	96.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
E RCD of Greater SDC	3/23/2022	52330 · Office Expense	125.00	SALC Meeting Refreshments	check	3558 · SDCCU Checking
E Ready Refresh Water	3/25/2022	52330 · Office Expense	37.45	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E Rosanna's	3/20/2022	52610 · Non-Travel/In-County	250.77	SDAC Meeting (Members & Staff Lunch)	credit card	3558-60 · SDCCU Visa Credit Card
E San Diego Transcription	3/18/2022	52370 · Professional Services	780.00	Transcription of RMWD/FPUD February 17th Meeting	electronic	1000 · County Account (44595)
E San Diego Union Tribune	3/2/2022	52490 · Publications	1,317.00	PHN for Fallbrook Region MSR	check	3558 · SDCCU Checking
	3/15/2022	52490 · Publications	2,288.00	PHNs for FY22-23 Budget & Sunray Lane (CO21-05)	check	3558 · SDCCU Checking
			3,605.00			
E Xerox	3/14/2022	52504 · Equipment Rental	260.31	Xerox Rental	electronic	1000 · County Account (44595)
E Zoom	3/4/2022	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	3/13/2022	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
		EXPENSE TOTAL	158,031.56			
R AJX Homes LLC	3/11/2022	46234 · Applications	10,568.00	LAFCO Processing Fees (CO22-04)	check	1000 · County Account (44595)
R Benjamin Elliott	3/11/2022	46234 · Applications	2,612.06	LAFCO Processing Fees (RO21-08)	check	1000 · County Account (44595)
R Leucadia WWD	3/2/2022	52490 · Publications	50.00	County Recorder Fees (CO21-10)	check	3558 · SDCCU Checking
R National Business Furniture	3/2/2022	52344 · Stores Unallocated	1,098.20	Refund for Office Furniture	check	3558 · SDCCU Checking
R Tri Pointe Homes	3/11/2022	46234 · Applications	64,690.50	LAFCO Processing Fees (RO22-05)	check	1000 · County Account (44595)
		REVENUE TOTAL	79,018.76			

SAN DIEGO LAFCO
Expenses by Vendor Detail
 April 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Accounting Tools, Inc.						
	4/22/2022	52610 · Non-Travel/In-County	110.00	Accounting Training Books	debit card	3558 · SDCCU Checking
E Ace Parking						
	4/20/2022	52530 · Office Lease	840.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
E ADW Consulting LLC						
	4/20/2022	52370.F · Professional Services	7,174.50	Consultant Services Planning	electronic	1000 · County Account (44595)
E After Effects						
	4/12/2022	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	4/15/2022	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
E Amazon						
	4/22/2022	52610 · Non-Travel/In-County	57.84	Books for KS, PA & CI	credit card	3558-60 · SDCCU Visa Credit Card
	4/28/2022	52566 · Minor Equipment	462.25	In Office Laptop	debit card	3558 · SDCCU Checking
			520.09			
E Ambius						
	4/20/2022	52370.J · Professional Services	103.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	4/18/2022	52490 · Publications	50.00	NOE Fee La Costa Ave.-Weston (CO21-11)	check	3558 · SDCCU Checking
	4/18/2022	52490 · Publications	50.00	NOE Fee FPUID Latent Powers Activation (LP(A)19-27)	check	3558 · SDCCU Checking
			100.00			
E AT&T Mobility						
	4/20/2022	52074 · Telecommunications	567.13	Monthly Cell Phone EO & Analysts	check	3558 · SDCCU Checking
E Blue Barn Creative LLC						
	4/11/2022	52370 · Professional Services	1,250.00	Video Recording Services	electronic	1000 · County Account (44595)
E Brian J. Brady						
	4/15/2022	52370.F · Professional Services	2,695.00	Consultant Services MSR	electronic	1000 · County Account (44595)
E Claim Jumper						
	4/6/2022	52610 · Non-Travel/In-County	52.29	Debriefing with KS and Legal Counsel	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	4/20/2022	52370.B · Professional Services	9,573.00	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	4/20/2022	52330 · Office Expense	54.21	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	4/1/2022	52354 · Mail/Postage ISF	682.28	Mail/Postage Services	electronic	1000 · County Account (44595)
	4/1/2022	52178 · Vehicle Maintenance	100.23	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	4/1/2022	52182 · Vehicle Fuel	42.01	Vehicle Fuel	electronic	1000 · County Account (44595)
	4/1/2022	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	4/1/2022	52721 et al. · Communications (IT) Services	34,616.35	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	4/1/2022	51110 et al. · Employee Payroll	38,970.24	Payroll Pay Period 2022-20	electronic	1000 · County Account (44595)
	4/15/2022	51110 et al. · Employee Payroll	41,443.50	Payroll Pay Period 2022-21	electronic	1000 · County Account (44595)
	4/29/2022	51110 et al. · Employee Payroll	34,324.67	Payroll Pay Period 2022-22	electronic	1000 · County Account (44595)
	4/26/2022	52504 · Equipment Rental	2.48	County Surcharge Xerox	electronic	1000 · County Account (44595)
	4/30/2022	52550.B · County Overhead Costs	18,394.16	A-87 Overhead (3rd & 4th Quarters)	electronic	1000 · County Account (44595)
			168,741.41			
E Fax Plus						
	4/8/2022	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Leaf & Cole LLP						
	4/25/2022	52370.H · Professional Services	465.00	Accounting Services	electronic	1000 · County Account (44595)
E LZH Consulting LLC						
	4/4/2022	52370.F · Professional Services	3,000.00	Consultant Services MSR	electronic	1000 · County Account (44595)
	4/13/2022	52370.F · Professional Services	10,875.00	Consultant Services MSR	electronic	1000 · County Account (44595)
			13,875.00			
E Manchester Financial 5th Avenue LP						
	4/29/2022	52530 · Office Lease	10,164.90	Office & Storage Rent	electronic	1000 · County Account (44595)
E Price Self Storage						
	4/13/2022	52504 · Equipment Rental	96.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card

SAN DIEGO LAFCO
Expenses by Vendor Detail
 April 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ready Refresh Water						
	4/24/2022	52330 · Office Expense	37.45	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E Renato Rodriguez						
	4/18/2022	52330 · Office Expense	67.50	Commission Meeting Refreshments	check	3558 · SDCCU Checking
E RJ Ricciardi						
	4/14/2022	52370.H · Professional Services	8,432.50	Audit Services for FY20-21	electronic	1000 · County Account (44595)
E San Diego Union Tribune						
	4/20/2022	52490 · Publications	669.00	PHN for FPU D Latent Powers Activation (LP(A)19-27)	check	3558 · SDCCU Checking
	4/26/2022	52330 · Office Expense	1,038.35	Office Newspaper Annual Subscription	debit card	3558 · SDCCU Checking
			1,707.35			
E Stephen Abbott						
	4/8/2022	52370.F · Professional Services	6,136.00	Consultant Services MSR & Fire (Two Months)	electronic	1000 · County Account (44595)
E Translation Solutions						
	4/8/2022	52370.L · Professional Services	466.79	Deposit for Spanish Translation of Final Fallbrook MSR	credit card	3558-60 · SDCCU Visa Credit Card
	4/20/2022	52370.L · Professional Services	715.46	Final Payment for Spanish Translation of Final Fallbrook MSR	credit card	3558-60 · SDCCU Visa Credit Card
			1,182.25			
E Village News						
	4/15/2022	52490 · Publications	300.00	PHN for FPU D	credit card	3558-60 · SDCCU Visa Credit Card
E Xerox						
	4/8/2022	52504 · Equipment Rental	432.52	Xerox Rental	electronic	1000 · County Account (44595)
E Zoom						
	4/4/2022	52270 · Memberships	704.99	Zoom Webinar Annual Subscription (April 2022 - April 2023)	debit card	3558 · SDCCU Checking
	4/12/2022	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			719.98			
			EXPENSE TOTAL			
			235,440.11			
R Alliance Development Services Inc.						
	4/21/2022	52490 · Publications	100.00	County Recorder Fees (CO21-08)	check	3558 · SDCCU Checking
	4/21/2022	52490 · Publications	658.50	PHN Fees (CO21-08)	check	3558 · SDCCU Checking
			758.50			
R County of San Diego						
	4/30/2022	49200 · Interest & Dividends	804.14	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	4/30/2022	49200 · Interest & Dividends	402.61	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	4/30/2022	49200 · Interest & Dividends	187.59	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			1,394.34			
R Farkas						
	4/22/2022	46234 · Applications	480.38	LAFCO Processing Fees (OAS22-06)	check	1000 · County Account (44595)
R Rainbow MWD						
	4/22/2022	46234 · Applications	6,405.00	LAFCO Processing Fees (CO22-07)	check	1000 · County Account (44595)
			REVENUE TOTAL			
			9,038.22			