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

# 5b

**AGENDA REPORT**
Consent | Action

August 1, 2022

**TO:** Commissioners

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

**SUBJECT:** **Commission Ratification |**
**Recorded Payments for May and June 2022**

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## SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in May and June 2022. The payments cover all recorded transactions for the two-month period and include $373,216 in total distributions made by the Executive Officer. One-half 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 $24,978 with the majority tied to receiving grant payments via reimbursements from the Department of Conservation.

## 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.

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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 May and June 2022. A detailing of these transactions prepared by the Executive Assistant are provided in Attachments One (May) and Two (June). 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 May and June 2022 total $373,216 with 53% – or $197,720 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering four pay periods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget with the notable exception of transacting monies tied to a grant award from the Department of Conservation to track agricultural trends in San Diego County. The associated transactions all occurred in June and involved expending $37,768 in payments to various contract vendors for associated work performed while receiving $19,010 in payments from the State with additional details footnoted.[1]

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

| Month | Expenses | Revenues |
|---|---:|---:|
| 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 |
| May 2022 | $145,299 | $100 |
| June 2022 | $277,918 | $24,878 |
| … 12 Month Total | $2,029,764 | $1,921,214 |
| … Monthly Average | $169,147 | $160,101 |

[1] The difference in payments made and reimbursements received for LAFCO totals ($18,758). This difference ties to LAFCO's role as grant administrator and reconciling local vendors' request for 30-60 day payments versus the State's reimbursement period of 90-120 days.

## RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for May and June 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 May and June 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.[2]

## 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 May 2022
2) Recorded Transactions in June 2022

[2] 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**
**May 2022**

| Payable \| Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|---|---|---|---|---|---|---|
| **E \| Ace Parking** | | | | | | |
| | 5/27/2022 | 52530 · Office Lease | 840.00 | Monthly Parking Rent | electronic | 1000 · County Account (44595) |
| **E \| ADW Consulting LLC** | | | | | | |
| | 5/18/2022 | 52370.F · Professional Services | 6,225.00 | Consultant Services \| Planning | electronic | 1000 · County Account (44595) |
| **E \| After Effects** | | | | | | |
| | 5/12/2022 | 52270 · Memberships | 20.99 | Monthly Video Editing Software Subscription | credit card | 3558-60 · SDCCU Visa Credit Card |
| | 5/14/2022 | 52270 · Memberships | 14.99 | Monthly Adobe DC Pro Upgrade | debit card | 3558 · SDCCU Checking |
| | | | 35.98 | | | |
| **E \| Amazon** | | | | | | |
| | 4/22/2022 | 52330 · Office Expense | 87.20 | Office Supplies | credit card | 3558-60 · SDCCU Visa Credit Card |
| | | 52330 · Office Expense | 38.76 | Office Supplies | credit card | 3558-60 · SDCCU Visa Credit Card |
| | 4/28/2022 | 52330 · Office Expense | 97.38 | Office Supplies | credit card | 3558-60 · SDCCU Visa Credit Card |
| | | | 223.34 | | | |
| **E \| Apple** | | | | | | |
| | 5/16/2022 | 52330 · Office Expense | 59.99 | Software Annual Subscription on Commission iPads | credit card | 3558-60 · SDCCU Visa Credit Card |
| **E \| Brian J. Brady** | | | | | | |
| | 5/13/2022 | 52370.F · Professional Services | 5,022.50 | Consultant Services \| MSR | electronic | 1000 · County Account (44595) |
| **E \| Broken Yolk** | | | | | | |
| | 5/6/2022 | 52610 · Non-Travel/In-County | 52.94 | KS Meeting with CB \| Multiple Applications | debit card | 3558 · SDCCU Checking |
| **E \| Chase Design Inc.** | | | | | | |
| | 5/18/2022 | 52334 · Printing | 112.50 | Commission Roster | electronic | 1000 · County Account (44595) |
| **E \| Claim Jumper** | | | | | | |
| | 5/29/2022 | 52610 · Non-Travel/In-County | 38.07 | KS Meeting with MS \| District 2 Items | debit card | 3558 · SDCCU Checking |
| **E \| Colantuono, Highsmith & Whatley** | | | | | | |
| | 5/20/2022 | 52370.B · Professional Services | 10,688.72 | Legal Services | electronic | 1000 · County Account (44595) |
| **E \| County of San Diego** | | | | | | |
| | 5/1/2022 | 52354 · Mail/Postage ISF | 559.27 | Mail/Postage Services | electronic | 1000 · County Account (44595) |
| | 5/1/2022 | 52178 · Vehicle Maintenance | 100.23 | Vehicle Maintenance Services | electronic | 1000 · County Account (44595) |
| | 5/1/2022 | 52182 · Vehicle Fuel | 0.00 | Vehicle Fuel | electronic | 1000 · County Account (44595) |
| | 5/1/2022 | 52758 · Vehicle Lease | 165.49 | Vehicle Lease | electronic | 1000 · County Account (44595) |
| | 5/1/2022 | 52721 et al. · Communications (IT) Services | 18,115.03 | County IT Services (ITRACK) | electronic | 1000 · County Account (44595) |
| | 5/13/2022 | 51110 et al. · Employee Payroll | 39,511.18 | Payroll \| Pay Period 2022-23 | electronic | 1000 · County Account (44595) |
| | 5/27/2022 | 51110 et al. · Employee Payroll | 38,114.41 | Payroll \| Pay Period 2022-24 | electronic | 1000 · County Account (44595) |
| | 5/27/2022 | 52504 · Equipment Rental | 2.05 | County Surcharge \| Xerox | electronic | 1000 · County Account (44595) |
| | | | 96,567.66 | | | |
| **E \| Fax Plus** | | | | | | |
| | 5/8/2022 | 52330 · Office Expense | 6.11 | Monthly Fax Machine Payment | debit card | 3558 · SDCCU Checking |
| **E \| Leaf & Cole LLP** | | | | | | |
| | 5/25/2022 | 52370.H · Professional Services | 325.00 | Accounting Services | electronic | 1000 · County Account (44595) |
| **E \| LZH Consulting LLC** | | | | | | |
| | 5/6/2022 | 52370.F · Professional Services | 10,187.50 | Consultant Services \| MSR | electronic | 1000 · County Account (44595) |
| **E \| Manchester Financial 5th Avenue LP** | | | | | | |
| | 5/25/2022 | 52530 · Office Lease | 10,179.90 | Office & Storage Rent | electronic | 1000 · County Account (44595) |
| **E \| Market on 8th** | | | | | | |
| | 5/2/2022 | 52610 · Non-Travel/In-County | 25.41 | KS Meeting with MB + GC \| National City Items | debit card | 3558 · SDCCU Checking |
| **E \| Price Self Storage** | | | | | | |
| | 5/13/2022 | 52504 · Equipment Rental | 96.00 | Storage Unit Monthly Payment | credit card | 3558-60 · SDCCU Visa Credit Card |
| **E \| RJ Ricciardi** | | | | | | |
| | 5/11/2022 | 52370.H · Professional Services | 1,517.50 | Audit Services for FY20-21 | electronic | 1000 · County Account (44595) |
| **E \| Stephen Abbott** | | | | | | |
| | 5/6/2022 | 52370.F · Professional Services | 2,240.00 | Consultant Services \| MSR & Fire | electronic | 1000 · County Account (44595) |
| **E \| USPS** | | | | | | |
| | 5/3/2022 | 52332 · Postage | 118.00 | Postage Stamps for Office | credit card | 3558-60 · SDCCU Visa Credit Card |
| **E \| Village News** | | | | | | |
| | 5/19/2022 | 52490 · Publications | 300.00 | PHN for FPUD | credit card | 3558-60 · SDCCU Visa Credit Card |

**SAN DIEGO LAFCO**

# Expenses by Vendor Detail

**May 2022**

| Payable \| Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|---|---|---|---|---|---|---|
| **E \| Xerox** | | | | | | |
| | 5/11/2022 | 52504 · Equipment Rental | 406.56 | Xerox Rental | electronic | 1000 · County Account (44595) |
| **E \| Zoom** | | | | | | |
| | 5/4/2022 | 52270 · Memberships | 14.99 | Staff Monthly Video Conferencing Subscription | debit card | 3558 · SDCCU Checking |
| | 5/12/2022 | 52270 · Memberships | 14.99 | EO Monthly Video Conferencing Subscription | debit card | 3558 · SDCCU Checking |
| | | | 29.98 | | | |
| **EXPENSE TOTAL** | | | 145,298.66 | | | |
| **R \| Leucadia WWD** | | | | | | |
| | 5/3/2022 | 52490 · Publications | 50.00 | County Recorder Fees (CO21-11) | check | 3558 · SDCCU Checking |
| **R \| Miltco Inc.** | | | | | | |
| | 5/3/2022 | 52490 · Publications | 50.00 | County Recorder Fees (CO20-20) | check | 3558 · SDCCU Checking |
| **REVENUE TOTAL** | | | 100.00 | | | |

**SAN DIEGO LAFCO**
## Expenses by Vendor Detail
**June 2022**

| Payable \| Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|---|---|---|---|---|---|---|
| **E \| Ace Parking** | | | | | | |
| | 6/22/2022 | 52530 · Office Lease | 840.00 | Monthly Parking Rent | electronic | 1000 · County Account (44595) |
| **E \| ADW Consulting LLC** | | | | | | |
| | 6/10/2022 | 52370.F · Professional Services | 6,262.50 | Consultant Services \| Planning | electronic | 1000 · County Account (44595) |
| | 6/29/2022 | 52370.F · Professional Services | 6,375.00 | Consultant Services \| Planning | electronic | 1000 · County Account (44595) |
| | | | 12,637.50 | | | |
| **E \| After Effects** | | | | | | |
| | 6/12/2022 | 52270 · Memberships | 20.99 | Monthly Video Editing Software Subscription | credit card | 3558-60 · SDCCU Visa Credit Card |
| | 6/15/2022 | 52270 · Memberships | 14.99 | Monthly Adobe DC Pro Upgrade | debit card | 3558 · SDCCU Checking |
| | | | 35.98 | | | |
| **E \| Amazon** | | | | | | |
| | 6/30/2022 | 52330 · Office Expense | 107.72 | Paper Supplies | credit card | 3558-60 · SDCCU Visa Credit Card |
| **E \| Ambius** | | | | | | |
| | 6/1/2022 | 52370.J · Professional Services | 103.94 | Monthly Service for Office Plants | check | 3558 · SDCCU Checking |
| | 6/23/2022 | 52370.J · Professional Services | 103.94 | Monthly Service for Office Plants | check | 3558 · SDCCU Checking |
| | | | 207.88 | | | |
| **E \| AT&T Mobility** | | | | | | |
| | 6/1/2022 | 52074 · Telecommunications | 1,044.28 | Monthly Cell Phone \| EO & Analysts (Two Months) | check | 3558 · SDCCU Checking |
| | 6/29/2022 | 52074 · Telecommunications | 487.89 | Monthly Cell Phone \| EO & Analysts | check | 3558 · SDCCU Checking |
| | | | 1,532.17 | | | |
| **E \| Blue Barn Creative LLC** | | | | | | |
| | 6/22/2022 | 52370 · Professional Services | 1,250.00 | Video Recording Services | electronic | 1000 · County Account (44595) |
| **E \| Brian J. Brady** | | | | | | |
| | 6/22/2022 | 52370.F · Professional Services | 1,960.00 | Consultant Services \| MSR | electronic | 1000 · County Account (44595) |
| | 6/29/2022 | 52370.F · Professional Services | 2,572.50 | Consultant Services \| MSR | electronic | 1000 · County Account (44595) |
| | | | 4,532.50 | | | |
| **E \| Chase Design Inc** | | | | | | |
| | 6/3/2022 | 52334 · Printing | 1,500.00 | LAFCO Directory | electronic | 1000 · County Account (44595) |
| | 6/10/2022 | 52334 · Printing | 300.00 | Final Workplan/Budget | electronic | 1000 · County Account (44595) |
| | | | 1,800.00 | | | |
| **E \| CHIP** | | | | | | |
| | 6/29/2022 | TBD | 5,000.00 | SALC Grant | electronic | 1000 · County Account (44595) |
| **E \| Colantuono, Highsmith & Whatley** | | | | | | |
| | 6/22/2022 | 52370.B · Professional Services | 8,623.00 | Legal Services | electronic | 1000 · County Account (44595) |
| | 6/29/2022 | 52370.B · Professional Services | 4,482.50 | Legal Services | electronic | 1000 · County Account (44595) |
| | | | 13,105.50 | | | |
| **E \| Copy 2 Copy** | | | | | | |
| | 6/1/2022 | 52490 · Publications | 4,776.10 | Fallbrook MSR | check | 3558 · SDCCU Checking |
| **E \| Corodata** | | | | | | |
| | 6/1/2022 | 52330 · Office Expense | 54.21 | Document Storage | check | 3558 · SDCCU Checking |
| | 6/29/2022 | 52330 · Office Expense | 110.37 | Document Storage (Two Months) | electronic | 1000 · County Account (44595) |
| | | | 164.58 | | | |
| **E \| County of San Diego** | | | | | | |
| | 6/1/2022 | 52354 · Mail/Postage ISF | 506.18 | Mail/Postage Services | electronic | 1000 · County Account (44595) |
| | 6/1/2022 | 52178 · Vehicle Maintenance | 100.23 | Vehicle Maintenance Services | electronic | 1000 · County Account (44595) |
| | 6/1/2022 | 52182 · Vehicle Fuel | 47.54 | Vehicle Fuel | electronic | 1000 · County Account (44595) |
| | 6/1/2022 | 52758 · Vehicle Lease | 165.49 | Vehicle Lease | electronic | 1000 · County Account (44595) |
| | 6/1/2022 | 52721 et al. · Communications (IT) Services | 15,974.23 | County IT Services (ITRACK) | electronic | 1000 · County Account (44595) |
| | 6/10/2022 | 51110 et al. · Employee Payroll | 39,099.97 | Payroll \| Pay Period 2022-25 | electronic | 1000 · County Account (44595) |
| | 6/24/2022 | 51110 et al. · Employee Payroll | 45,258.03 | Payroll \| Pay Period 2022-26 | electronic | 1000 · County Account (44595) |
| | 6/29/2022 | 52330 · Office Expense | 0.33 | County Surcharge \| Corodata | electronic | 1000 · County Account (44595) |
| | 6/30/2022 | 52504 · Equipment Rental | 1.70 | County Surcharge \| Xerox | electronic | 1000 · County Account (44595) |
| | | | 101,153.70 | | | |
| **E \| Erica Blom** | | | | | | |
| | 6/17/2022 | 52620 · Tuition Reimbursement | 405.00 | Tuition Reimbursement (GED130) | electronic | 1000 · County Account (44595) |
| | 6/29/2022 | 52620 · Tuition Reimbursement | 405.00 | Tuition Reimbursement (BAM110) | electronic | 1000 · County Account (44595) |
| | | | 810.00 | | | |

**SAN DIEGO LAFCO**
## Expenses by Vendor Detail
**June 2022**

| Payable \| Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|---|---|---|---|---|---|---|
| **E \| Fax Plus** | | | | | | |
| | 6/8/2022 | 52330 · Office Expense | 6.11 | Monthly Fax Machine Payment | debit card | 3558 · SDCCU Checking |
| **E \| Foodshed Inc.** | | | | | | |
| | 6/29/2022 | TBD | 4,999.50 | SALC Grant | electronic | 1000 · County Account (44595) |
| **E \| Leaf & Cole LLP** | | | | | | |
| | 6/22/2022 | 52370.H · Professional Services | 950.00 | Accounting Services | electronic | 1000 · County Account (44595) |
| **E \| LZH Consulting LLC** | | | | | | |
| | 6/10/2022 | 52370.F · Professional Services | 10,312.50 | Consultant Services \| MSR | electronic | 1000 · County Account (44595) |
| | 6/29/2022 | 52370.F · Professional Services | 10,593.75 | Consultant Services \| MSR | electronic | 1000 · County Account (44595) |
| | | | 20,906.25 | | | |
| **E \| Manchester Financial 5th Avenue LP** | | | | | | |
| | 6/29/2022 | 52530 · Office Lease | 11,010.36 | Office & Storage Rent | electronic | 1000 · County Account (44595) |
| **E \| Mission RCD** | | | | | | |
| | 6/29/2022 | TBD | 4,460.00 | SALC Grant | electronic | 1000 · County Account (44595) |
| **E \| National Business Furniture LLC** | | | | | | |
| | 6/29/2022 | 52344 · Stores Unallocated | 5,291.48 | New Office Furniture | electronic | 1000 · County Account (44595) |
| **E \| Price Self Storage** | | | | | | |
| | 6/12/2022 | 52504 · Equipment Rental | 96.00 | Storage Unit Monthly Payment | credit card | 3558-60 · SDCCU Visa Credit Card |
| **E \| RCD of Greater SDC** | | | | | | |
| | 6/29/2022 | TBD | 16,640.57 | SALC Grant | electronic | 1000 · County Account (44595) |
| **E \| Ready Refresh Water** | | | | | | |
| | 6/26/2022 | 52330 · Office Expense | 44.94 | Monthly Water Service | credit card | 3558-60 · SDCCU Visa Credit Card |
| **E \| Renato Rodriguez** | | | | | | |
| | 6/29/2022 | 52330 · Office Expense | 20.25 | Commission Meeting Refreshments | check | 3558 · SDCCU Checking |
| **E \| San Diego State University** | | | | | | |
| | 6/29/2022 | TBD | 3,667.92 | SALC Grant | electronic | 1000 · County Account (44595) |
| **E \| San Diego Union Tribune** | | | | | | |
| | 6/1/2022 | 52490 · Publications | 669.00 | PHN for FPUD Latent Powers Activation (LP(A)19-27) | check | 3558 · SDCCU Checking |
| | 6/29/2022 | 52490 · Publications | 2,957.00 | PHN for FPUD Latent Powers Activation (LP(A)19-27) | check | 3558 · SDCCU Checking |
| | | | 3,626.00 | | | |
| **E \| Shutterstock** | | | | | | |
| | 6/13/2022 | 52490 · Publications | 49.00 | Photo Stock | credit card | 3558-60 · SDCCU Visa Credit Card |
| **E \| Stephen Abbott** | | | | | | |
| | 6/10/2022 | 52370.F · Professional Services | 3,176.00 | Consultant Services \| MSR & Fire | electronic | 1000 · County Account (44595) |
| | 6/29/2022 | 52370.F · Professional Services | 3,968.00 | Consultant Services \| MSR & Fire | electronic | 1000 · County Account (44595) |
| | | | 7,144.00 | | | |
| **E \| The Corner Drafthouse** | | | | | | |
| | 6/8/2022 | 52610 · Non-Travel/In-County | 50.45 | KS & AW Debriefing | debit card | 3558 · SDCCU Checking |
| **E \| The Tolls Roads** | | | | | | |
| | 6/15/2022 | 52610 · Non-Travel/In-County | 1.29 | Tolls | debit card | 3558 · SDCCU Checking |
| **E \| Xerox** | | | | | | |
| | 6/8/2022 | 52504 · Equipment Rental | 336.66 | Xerox Rental | electronic | 1000 · County Account (44595) |
| | 6/29/2022 | 52504 · Equipment Rental | 633.80 | Xerox Rental (Two Months) | electronic | 1000 · County Account (44595) |
| | | | 970.46 | | | |
| **E \| Zoom** | | | | | | |
| | 6/5/2022 | 52270 · Memberships | 14.99 | Staff Monthly Video Conferencing Subscription | debit card | 3558 · SDCCU Checking |
| | 6/12/2022 | 52270 · Memberships | 14.99 | EO Monthly Video Conferencing Subscription | debit card | 3558 · SDCCU Checking |
| | | | 29.98 | | | |
| **EXPENSE TOTAL** | | | 227,918.19 | | | |

**SAN DIEGO LAFCO**

## Expenses by Vendor Detail

**June 2022**

| Payable \| Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|---|---|---|---|---|---|---|
| **R \| BDP Services Inc.** | | | | | | |
| | 6/17/2022 | 46234 · Applications | 480.38 | LAFCO Processing Fees (OAS22-08) | check | 1000 · County Account (44595) |
| **R \| Lorraine Zuckerman** | | | | | | |
| | 6/23/2022 | 52490 · Publications | 100.00 | County Recorder Fees (CO21-05) | check | 3558 · SDCCU Checking |
| | 6/23/2022 | 52490 · Publications | 1,144.00 | PHN Fees (CO21-05) | check | 3558 · SDCCU Checking |
| | | | 1,244.00 | | | |
| **R \| Miltco Inc.** | | | | | | |
| | 6/23/2022 | 46234 · Applications | 300.00 | Extension Fees (CO20-20) | check | 3558 · SDCCU Checking |
| **R \| Nannell Rogler** | | | | | | |
| | 6/17/2022 | 46234 · Applications | 1,921.50 | LAFCO Processing Fees (OAS22-09) | check | 1000 · County Account (44595) |
| **R \| Pastrana** | | | | | | |
| | 6/29/2022 | 46234 · Applications | 1,921.50 | CEQA Initial Study Fees (CO22-02) | check | 3558 · SDCCU Checking |
| **R \| State of California** | | | | | | |
| | 4/1/2022 | 45281 · State Aid Agriculture | 1,423.52 | SALC Grant | check | 1000 · County Account (44595) |
| | 6/9/2022 | 45281 · State Aid Agriculture | 17,587.08 | SALC Grant | check | 1000 · County Account (44595) |
| | | | 19,010.60 | | | |
| **REVENUE TOTAL** | | | 24,877.98 | | | |

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