



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

**5b**

**AGENDA REPORT**  
 Consent | Action

October 3, 2022

**TO:** Commissioners

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

**SUBJECT:** **Commission Ratification |  
 Recorded Payments for July and August 2022**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in July and August 2022. The payments cover all recorded transactions for the two-month period and include \$287,176 in total distributions made by the Executive Officer. Close to four-fifths of these payments 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 \$1,453,146 and largely tied to collecting agency apportionments for the new fiscal year.

**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><b>Administration</b>          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><b>Chair Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, Alt.</b>          County of San Diego</p>	<p><b>Vice Chair Paul McNamara</b>          City of Escondido</p> <p><b>Mary Casillas Salas</b>          City of Chula Vista</p> <p><b>Kristi Becker, Alt.</b>          City of Solana Beach</p>	<p><b>Chris Cate</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</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>David Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</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 July and August 2022. A detailing of these are provided in Attachments One (July) and Two (August). 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 July and August 2022 total \$287,176 with 78% – or \$223,058 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering four payperiods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget. Revenues collected during the two-month period totaled \$1,453,146 with almost all – \$1,409,971 or 97% - tied to collecting budgeted agency apportionments.

## RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for July and August 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 July and August 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.<sup>1</sup>

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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.

On behalf of the Executive Officer:



Erica Blom  
Executive Assistant

Attachments:

- 1) Recorded Transactions in July 2022
- 2) Recorded Transactions in August 2022

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   After Effects</b>						
	7/11/2022	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	7/14/2022	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
<b>E   Amazon</b>						
	7/12/2022	52330 · Office Expense	41.21	Miscellaneous Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ambius</b>						
	7/21/2022	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   AT&amp;T Mobility</b>						
	7/28/2022	52074 · Telecommunications	484.16	Monthly Cell Phone   EO & Analysts	check	3558 · SDCCU Checking
<b>E   CALAFCO</b>						
	7/15/2022	52270 · Memberships	11,287.00	Annual Membership Due FY22-23	electronic	1000 · County Account (44595)
	7/27/2022	52622 · Training/Registration Out-County	2,534.68	Registration Fees Annual Conference (PM, CI, JM, BW)	credit card	3558-60 · SDCCU Visa Credit Card
			13,821.68			
<b>E   Chase Design Inc</b>						
	7/15/2022	52334 · Printing	337.50	Recruitment Flier	electronic	1000 · County Account (44595)
	7/22/2022	52334 · Printing	825.00	Business Cards (New Address)	electronic	1000 · County Account (44595)
			1,162.50			
<b>E   Claim Jumper</b>						
	7/17/2022	52610 · Non-Travel/In-County	44.62	EO Lunch with Grossmont HCD	debit card	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	7/1/2022	52354 · Mail/Postage ISF	50.40	Mail/Postage Services	electronic	1000 · County Account (44595)
	7/1/2022	52178 · Vehicle Maintenance	100.23	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	7/1/2022	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	7/1/2022	52758 · Vehicle Lease	165.47	Vehicle Lease	electronic	1000 · County Account (44595)
	7/1/2022	52721 et al. · Communications (IT) Services	17,683.15	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	7/8/2022	51110 et al. · Employee Payroll	39,610.84	Payroll   Pay Period 2023-01	electronic	1000 · County Account (44595)
	7/22/2022	51110 et al. · Employee Payroll	37,853.98	Payroll   Pay Period 2023-02	electronic	1000 · County Account (44595)
			95,464.07			
<b>E   CSDA San Diego Chapter</b>						
	7/28/2022	52270 · Memberships	250.00	Annual Membership Fee FY22-23	check	3558 · SDCCU Checking
<b>E   Fax Plus</b>						
	7/8/2022	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   Fine Art America</b>						
	7/12/2022	52344 · Stores Unallocated	557.01	Reception Wall Art	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Il Fornaio</b>						
	7/31/2022	52610 · Non-Travel/In-County	118.83	EO Lunch with MET	debit card	3558 · SDCCU Checking
<b>E   Planetizen</b>						
	7/7/2022	52562 · Investigative/Recruitment	199.90	Recruitment Ads for LGA & Admin	debit card	3558 · SDCCU Checking
<b>E   San Diego Union Tribune</b>						
	7/21/2022	52490 · Publications	4,576.00	PHN for Ramona MWD Reorg (R022-03)	check	3558 · SDCCU Checking
<b>E   The Tolls Roads</b>						
	7/10/2022	52610 · Non-Travel/In-County	3.79	Tolls	debit card	3558 · SDCCU Checking
<b>E   UPS</b>						
	7/28/2022	52332 · Postage	64.23	Agenda Packet Copy (BW)	debit card	3558 · SDCCU Checking
<b>E   Zoom</b>						
	7/4/2022	52270 · Memberships	14.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	7/12/2022	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
			116,970.01			

**EXPENSE TOTAL**

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>R   County of San Diego</b>						
	7/31/2022	45918 · LAFCO Apportionment	689,062.07	LAFCO Apportionment FY22-23	electronic	1000 · County Account (44595)
	7/31/2022	49200 · Interest & Dividends	608.28	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	7/31/2022	49200 · Interest & Dividends	304.55	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	7/31/2022	49200 · Interest & Dividends	92.78	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			<u>690,067.68</u>			
<b>R   Ramona MWD</b>						
	7/28/2022	52490 · Publications	3,532.00	CEQA/PHN Fees (RO22-03)	check	3558 · SDCCU Checking
			<u>693,599.68</u>			
		<b>REVENUE TOTAL</b>	<u>693,599.68</u>			

**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 August 2022

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Ace Parking</b>						
	8/1/2022	52530 · Office Lease	840.00	Monthly Office Parking Rent	electronic	1000 · County Account (44595)
<b>E   ADW Consulting LLC</b>						
	8/17/2022	52370.F · Professional Services	6,450.00	Consultant Services   Planning	electronic	1000 · County Account (44595)
<b>E   After Effects</b>						
	8/11/2022	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	8/14/2022	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
<b>E   Amazon</b>						
	8/15/2022	52330 · Office Expense	466.51	Desktop Monitors	credit card	3558-60 · SDCCU Visa Credit Card
	8/19/2022	52330 · Office Expense	48.45	Miscellaneous Office Supplies	debit card	3558 · SDCCU Checking
			514.96			
<b>E   Ambius</b>						
	8/24/2022	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   Blue Barn Creative LLC</b>						
	8/10/2022	52370 · Professional Services	1,250.00	Video Recording Services	electronic	1000 · County Account (44595)
<b>E   Brian J. Brady</b>						
	8/17/2022	52370.F · Professional Services	2,817.50	Consultant Services   MSRs	electronic	1000 · County Account (44595)
<b>E   CALAFCO</b>						
	8/22/2022	52622 · Training/Registration Out-County	1,374.64	Registration Fees Annual Conference (AV, AV Spouse, BW Spouse)	credit card	3558-60 · SDCCU Visa Credit Card
	8/31/2022	52622 · Training/Registration Out-County	698.14	Registration Fees Annual Conference (MP)	credit card	3558-60 · SDCCU Visa Credit Card
			2,072.78			
<b>E   Chase Design Inc</b>						
	8/3/2022	52334 · Printing	637.50	Escondido MSR	electronic	1000 · County Account (44595)
	8/17/2022	52334 · Printing	450.00	Executive Summary	electronic	1000 · County Account (44595)
			1,087.50			
<b>E   Claim Jumper</b>						
	8/3/2022	52610 · Non-Travel/In-County	39.74	EO Debriefing with Legal Counsel	debit card	3558 · SDCCU Checking
<b>E   Claire's Flowers</b>						
	8/12/2022	52330 · Office Expense	348.45	Floral Arrangement for LA Commissioner	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Clear Checks</b>						
	8/18/2022	52562 · Investigative/Recruitment	69.98	Background Verification on New Hire	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Copy 2 Copy</b>						
	8/2/2022	52330 · Office Expense	226.22	Business Cards (New Address)	check	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	8/1/2022	52354 · Mail/Postage ISF	1,578.34	Mail/Postage Services	electronic	1000 · County Account (44595)
	8/1/2022	52178 · Vehicle Maintenance	118.90	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	8/1/2022	52182 · Vehicle Fuel	72.57	Vehicle Fuel	electronic	1000 · County Account (44595)
	8/1/2022	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	8/1/2022	52721 et al. · Communications (IT) Services	11,328.83	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	8/5/2022	51110 et al. · Employee Payroll	39,070.19	Payroll   Pay Period 2023-03	electronic	1000 · County Account (44595)
	8/19/2022	51110 et al. · Employee Payroll	67,418.14	Payroll   Pay Period 2023-04	electronic	1000 · County Account (44595)
	8/30/2022	52550.B · County Overhead Costs	7,841.38	A-87 Overhead 1st Quarter	electronic	1000 · County Account (44595)
			127,593.84			
<b>E   Dieu Ngu</b>						
	8/30/2022	52610 · Non-Travel/In-County	175.67	ESRI Conference Travel Reimbursements	check	3558 · SDCCU Checking
<b>E   Fax Plus</b>						
	8/8/2022	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   Granicus LLC</b>						
	8/10/2022	52370.I · Professional Services	7,872.00	Annual Website Support Services FY2023	electronic	1000 · County Account (44595)
<b>E   Harland Clarke</b>						
	8/3/2022	52330 · Office Expense	425.90	SDCCU Checks & Deposit Slips	debit card	3558 · SDCCU Checking
<b>E   LA Times</b>						
	8/22/2022	52330 · Office Expense	97.76	Annual Subscription	debit card	3558 · SDCCU Checking
<b>E   LAZ Parking</b>						
	8/25/2022	52610 · Non-Travel/In-County	15.00	Parking for EO (Grand Jury Presentation)	debit card	3558 · SDCCU Checking

**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 August 2022

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Los Panchos Tacos</b>	8/30/2022	52610 · Non-Travel/In-County	67.40	Staff Lunch w New Hire	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   LZH Consulting LLC</b>	8/10/2022	52370.F · Professional Services	10,124.50	Consultant Services   MSR	electronic	1000 · County Account (44595)
<b>E   Nannell Rogler</b>	8/1/2022	52304 · Miscellaneous	1,921.50	Withdraw of Proposal OAS22-09	electronic	1000 · County Account (44595)
<b>E   Price Self Storage</b>	8/15/2022	52504 · Equipment Rental	111.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ready Refresh Water</b>	8/24/2022	52330 · Office Expense	44.35	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Renato Rodriguez</b>	8/2/2022	52330 · Office Expense	22.50	Commission Meeting Refreshments	check	3558 · SDCCU Checking
<b>E   San Diego Union Tribune</b>	8/24/2022	52490 · Publications	1,338.00	PHN for Mar Vista Island Reorg (RO22-04)	check	3558 · SDCCU Checking
<b>E   Stephen Abbott</b>	8/10/2022	52370.F · Professional Services	4,392.00	Consultant Services   MSR & Fire	electronic	1000 · County Account (44595)
<b>E   The Corner Drafthouse</b>	8/28/2022	52610 · Non-Travel/In-County	88.48	EO Lunch with PM & BW: Fallbrook Et Al	debit card	3558 · SDCCU Checking
<b>E   The Tolls Roads</b>	8/5/2022	52610 · Non-Travel/In-County	4.53	Tolls	debit card	3558 · SDCCU Checking
<b>E   The Westbean Coffee</b>	8/30/2022	52610 · Non-Travel/In-County	12.08	EO & CM Coffee: Annual Employee Review	debit card	3558 · SDCCU Checking
<b>E   Zoom</b>	8/4/2022	52270 · Memberships	14.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	8/12/2022	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
			<b>EXPENSE TOTAL</b>			
			<u>170,205.65</u>			
<b>R   County of San Diego</b>	8/30/2022	45918 · LAFCO Apportionment	719,035.53	LAFCO Apportionment FY22-23	electronic	1000 · County Account (44595)
	8/30/2022	49200 · Interest & Dividends	524.70	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	8/30/2022	49200 · Interest & Dividends	262.71	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	8/30/2022	49200 · Interest & Dividends	80.40	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			<u>719,903.34</u>			
<b>R   Hajnalka Farkas</b>	8/19/2022	46234 · Applications	1,921.50	LAFCO Processing Fees (OAS22-10)	check	3558 · SDCCU Checking
<b>R   State of California</b>	8/19/2022	45281 · State Aid Agriculture	37,721.20	SALC Grant	check	1000 · County Account (44595)
			<b>REVENUE TOTAL</b>			
			<u>759,546.04</u>			