



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

5b

AGENDA REPORT
 Consent | Action

November 7, 2022

TO: Commissioners

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

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

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in September 2022. The payments cover all recorded transactions for the one-month period and include \$239,252 in total distributions made by the Executive Officer. Close to three-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 \$374,735 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.

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	Chair Jim Desmond County of San Diego Joel Anderson County of San Diego Nora Vargas, Alt. County of San Diego	Vice Chair Paul McNamara City of Escondido Mary Casillas Salas City of Chula Vista Kristi Becker, Alt. City of Solana Beach	Chris Cate City of San Diego Marni von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection David Drake, Alt. Rincon del Diablo	Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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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 September 2022. A detailing of these transactions are provided in Attachment One. The item also provides the Commission the opportunity to provide feedback and inform potential changes in accounting procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer in September 2022 total \$239,252 with 59% – or \$140,519 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering three payperiods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget. Revenues collected during the one-month period total \$374,735 with almost all – \$372,814 or 99% - tied to collecting budgeted agency apportionments.

RECOMMENDATION

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

¹ 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:

A handwritten signature in blue ink that reads "Erica A. Blom". The signature is written in a cursive style.

Erica Blom
Executive Assistant

Attachment:

- 1) Recorded Transactions in September 2022

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SAN DIEGO LAFCO
Expenses by Vendor Detail
September 2022

Agenda Item No. 5b | Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Accessibe						
	9/29/2022	52270 · Memberships	490.00	Website Compliance Annual Fee	credit card	3558-60 · SDCCU Visa Credit Card
E Ace Parking						
	9/2/2022	52530 · Office Lease	840.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	9/23/2022	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
			1,800.00			
E ADW Consulting LLC						
	9/23/2022	52370.F · Professional Services	8,025.00	Consultant Services Planning	electronic	1000 · County Account (44595)
E After Effects (Adobe)						
	9/11/2022	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	9/15/2022	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
E Amazon						
	9/2/2022	52330 · Office Expense	120.05	Office Supplies (MP)	credit card	3558-60 · SDCCU Visa Credit Card
	9/7/2022	52344 · Stores Unallocated	963.05	Home Office Supplies (CI)	credit card	3558-60 · SDCCU Visa Credit Card
	9/20/2022	52330 · Office Expense	205.51	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			1,288.61			
E Ambius						
	9/13/2022	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E AT&T Mobility						
	9/13/2022	52074 · Telecommunications	487.65	Monthly Cell Phone EO & Analysts	check	3558 · SDCCU Checking
E Brian J. Brady						
	9/21/2022	52370.F · Professional Services	2,695.00	Consultant Services MSR	electronic	1000 · County Account (44595)
E Chase Design Inc						
	9/16/2022	52334 · Printing	600.00	Graphic Design Services	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	9/2/2022	52370.B · Professional Services	3,518.58	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	9/2/2022	52330 · Office Expense	56.16	Document Storage	electronic	1000 · County Account (44595)
	9/21/2022	52330 · Office Expense	56.16	Document Storage	electronic	1000 · County Account (44595)
			112.32			
E County of San Diego						
	9/1/2022	52354 · Mail/Postage ISF	597.60	Mail/Postage Services	electronic	1000 · County Account (44595)
	9/1/2022	52178 · Vehicle Maintenance	118.90	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	9/1/2022	52182 · Vehicle Fuel	51.29	Vehicle Fuel	electronic	1000 · County Account (44595)
	9/1/2022	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	9/1/2022	52721 et al. · Communications (IT) Services	13,473.77	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	9/2/2022	51110 et al. · Employee Payroll	40,344.01	Payroll Pay Period 2023-05	electronic	1000 · County Account (44595)
	9/16/2022	51110 et al. · Employee Payroll	46,973.34	Payroll Pay Period 2023-06	electronic	1000 · County Account (44595)
	9/30/2022	51110 et al. · Employee Payroll	38,790.90	Payroll Pay Period 2023-07	electronic	1000 · County Account (44595)
	9/6/2022	52504 · Equipment Rental	3.46	County Surcharge Xerox	electronic	1000 · County Account (44595)
			140,518.76			
E Dudek & Associates Inc						
	9/23/2022	TBD - SALC Grant Payments	3,473.75	SALC Grant	electronic	1000 · County Account (44595)
E Fax Plus						
	9/8/2022	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Leaf & Cole LLP						
	9/2/2022	52370.H · Professional Services	590.00	Accounting Services	electronic	1000 · County Account (44595)
E LZH Consulting LLC						
	9/16/2022	52370.F · Professional Services	10,156.25	Consultant Services MSR	electronic	1000 · County Account (44595)
E Manchester Financial 5th Avenue LP						
	9/2/2022	52530 · Office Lease	10,580.79	Office & Storage Rent	electronic	1000 · County Account (44595)
E Mission RCD						
	9/21/2022	TBD - SALC Grant Payments	945.00	SALC Grant	electronic	1000 · County Account (44595)
E Price Self Storage						
	9/14/2022	52504 · Equipment Rental	111.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card

SAN DIEGO LAFCO
Expenses by Vendor Detail
September 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E RCD of Greater SDC						
	9/21/2022	TBD - SALC Grant Payments	35,804.94	SALC Grant	electronic	1000 - County Account (44595)
E Real World Training (QuickBooks)						
	9/21/2022	52610 - Non-Travel/In-County	1,539.85	QuickBooks Training for EB, TL & MP	credit card	3558-60 - SDCCU Visa Credit Card
E San Diego Union Tribune						
	9/13/2022	52490 - Publications	2,676.00	PHN for Escondido MSR	check	3558 - SDCCU Checking
E San Diego State University						
	9/21/2022	TBD - SALC Grant Payments	8,853.99	SALC Grant	electronic	1000 - County Account (44595)
	9/30/2022	52490 - Publications	150.00	Non-Confidential Records Search/CEQA Study	credit card	3558-60 - SDCCU Visa Credit Card
			9,003.99			
E Stephen Abbott						
	9/16/2022	52370.F - Professional Services	4,072.00	Consultant Services MSR & Fire	electronic	1000 - County Account (44595)
E The Westbean Coffee						
	9/11/2022	52610 - Non-Travel/In-County	22.84	EO & AW Coffee	debit card	3558 - SDCCU Checking
E Xerox						
	9/16/2022	52504 - Equipment Rental	557.81	Xerox Rental	electronic	1000 - County Account (44595)
E Zoom						
	9/4/2022	52270 - Memberships	14.99	Staff Monthly Video Conferencing Subscription	debit card	3558 - SDCCU Checking
	9/12/2022	52270 - Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 - SDCCU Checking
			29.98			
			<u>239,252.15</u>			
		EXPENSE TOTAL				
R County of San Diego						
	9/30/2022	45918 - LAFCO Apportionment	372,813.96	LAFCO Apportionment FY22-23	electronic	1000 - County Account (44595)
R Hajnalka Farkas						
	9/27/2022	46234 - Applications	1,921.50	LAFCO Processing Fees (OAS22-06)	check	3558 - SDCCU Checking
			<u>374,735.46</u>			
		REVENUE TOTAL				