



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

5b

AGENDA REPORT
 Consent | Action

December 5, 2022

TO: Commissioners

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

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

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in October 2022. The payments cover all recorded transactions for the one-month period and include \$152,165 in total distributions made by the Executive Officer. Close to three-fourths 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 \$129,293 and largely tied to fees and related deposits involving seven proposal filings with LAFCO.

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 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 October 2022 total \$152,165 with 69% – or \$105,986 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering two payperiods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget. Revenues collected total \$129,293 and largely tied to six new application filings along with an additional deposit for the Fallbrook-Rainbow reorganization proposals.

RECOMMENDATION

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



Erica Blom
Executive Assistant

Attachment:

- 1) Recorded Transactions in October 2022

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 October 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E ADW Consulting LLC						
	10/26/2022	52370.F · Professional Services	7,275.00	Consultant Services Planning	electronic	1000 · County Account (44595)
E After Effects (Adobe)						
	10/11/2022	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	10/14/2022	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
E Alliant Insurance Services						
	10/7/2022	52138 · Public Liability Insurance	12,737.27	Office Insurance for FY22-23	electronic	1000 · County Account (44595)
E Amazon						
	10/2/2022	52330 · Office Expense	14.99	Miscellaneous Expense (KS): Pending Reimbursement	debit card	3558 · SDCCU Checking
	10/6/2022	52344 · Stores Unallocated	434.10	Home Office Supplies (CI)	credit card	3558-60 · SDCCU Visa Credit Card
	10/13/2022	52330 · Office Expense	620.97	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			1,070.06			
E Ambius						
	10/19/2022	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	10/13/2022	52490 · Publications	50.00	NOE Fee Gaipa-Grandview Dr. (CO22-07)	check	3558 · SDCCU Checking
	10/19/2022	52490 · Publications	50.00	NOE Fee Palomar Health (OAS22-12)	check	3558 · SDCCU Checking
			100.00			
E AT&T Mobility						
	10/19/2022	52074 · Telecommunications	468.16	Monthly Cell Phone LAFCO Staff	check	3558 · SDCCU Checking
E Black Dot Coffee						
	10/19/2022	52622 · Training/Registration Out of County	7.50	CALAFCO Conference Breakfast	credit card	3558-60 · SDCCU Visa Credit Card
E Blue Barn Creative LLC						
	10/17/2022	52370 · Professional Services	1,250.00	Video Recording Services	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	10/26/2022	52370.B · Professional Services	4,140.00	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	10/26/2022	52330 · Office Expense	56.16	Document Storage	electronic	1000 · County Account (44595)
E County of San Diego						
	10/1/2022	52354 · Mail/Postage ISF	488.20	Mail/Postage Services	electronic	1000 · County Account (44595)
	10/1/2022	52178 · Vehicle Maintenance	118.90	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	10/1/2022	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	10/1/2022	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	10/1/2022	52721 et al. · Communications (IT) Services	8,099.56	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	10/14/2022	51110 et al. · Employee Payroll	47,359.89	Payroll Pay Period 2023-07	electronic	1000 · County Account (44595)
	10/28/2022	51110 et al. · Employee Payroll	43,154.40	Payroll Pay Period 2023-08	electronic	1000 · County Account (44595)
	10/31/2022	52270 · Memberships	1,197.38	FY22-23 ESRI	electronic	1000 · County Account (44595)
	10/31/2022	52550 · Special Department	5,400.00	FY21-22 SANGIS	electronic	1000 · County Account (44595)
	10/31/2022	52504 · Equipment Rental	2.24	County Surcharge Xerox	electronic	1000 · County Account (44595)
			105,986.06			
E Fax Plus						
	10/9/2022	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Hanuman Thai						
	10/18/2022	52622 · Training/Registration Out of County	58.47	CALAFCO Conference Dinner	credit card	3558-60 · SDCCU Visa Credit Card
E Hyatt Hotels						
	10/20/2022	52622 · Training/Registration Out of County	2,486.21	CALAFCO Conference Accommodations	credit card	3558-60 · SDCCU Visa Credit Card
E Ike's Love & Sandwiches						
	10/19/2022	52622 · Training/Registration Out of County	16.89	CALAFCO Conference Lunch	credit card	3558-60 · SDCCU Visa Credit Card
E LightWidget						
	10/5/2022	52330 · Office Expense	10.20	Social Media Widget	credit card	3558-60 · SDCCU Visa Credit Card
E Lion & Lamb Coffee						
	10/20/2022	52622 · Training/Registration Out of County	27.43	CALAFCO Conference Breakfast	credit card	3558-60 · SDCCU Visa Credit Card
E Manchester Financial 5th Avenue LP						
	10/7/2022	52530 · Office Lease	10,595.79	Office & Storage Rent	electronic	1000 · County Account (44595)
E Minuteman Press						
	10/19/2022	52330 · Office Expense	409.45	LAFCO Envelopes	check	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
September 2022

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Price Self Storage						
	10/14/2022	52504 · Equipment Rental	111.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
E Priscilla Mumpower						
	10/19/2022	52610 · Non-Travel/In-County	23.79	Reimbursement for Office Décor for New Employee	check	3558 · SDCCU Checking
E Ready Refresh Water						
	10/25/2022	52330 · Office Expense	44.35	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E Renato Rodriguez						
	10/13/2022	52330 · Office Expense	18.00	Commission Meeting Refreshments	check	3558 · SDCCU Checking
E Resupply						
	10/28/2022	52330 · Office Expense	10.00	Reservation Fee for Canon Copier Pickup	debit card	3558 · SDCCU Checking
E San Diego Union Tribune						
	10/19/2022	52490 · Publications	2,288.00	PHN for "CSA No. 69 Reorg" (RO22-01)	check	3558 · SDCCU Checking
E Sapori Ristorante						
	10/19/2022	52622 · Training/Registration Out of County	230.14	CALAFCO Conference Dinner	credit card	3558-60 · SDCCU Visa Credit Card
E Stephen Abbott						
	10/17/2022	52370.F · Professional Services	1,120.00	Consultant Services MSR & Fire	electronic	1000 · County Account (44595)
E The Westbean Coffee						
	10/2/2022	52610 · Non-Travel/In-County	12.24	EO-Analyst Briefing	debit card	3558 · SDCCU Checking
E Xerox						
	10/31/2022	52504 · Equipment Rental	360.76	Xerox Rental	electronic	1000 · County Account (44595)
E Zoom						
	10/4/2022	52270 · Memberships	14.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	10/12/2022	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
			<u>152,165.00</u>			
EXPENSE TOTAL						
			<u>152,165.00</u>			
R Baldwin & Sons						
	10/13/2022	46234 · Applications	8,838.90	LAFCO Processing Fees (RO21-09)	check	3558 · SDCCU Checking
R County of San Diego						
	10/31/2022	45918 · LAFCO Apportionment	23,354.44	LAFCO Apportionment FY22-23	electronic	1000 · County Account (44595)
R Fallbrook PUD						
	10/14/2022	46234 · Applications	62,220.00	LAFCO Processing Fees (RO22-05)	check	1000 · County Account (44595)
R Hajnalka Farkas						
	10/14/2022	46234 · Applications	2,612.06	LAFCO Processing Fees (OAS22-06)	check	1000 · County Account (44595)
R Leucadia WWD						
	10/13/2022	46234 · Applications	6,405.00	LAFCO Processing Fees (CO22-13)	check	3558 · SDCCU Checking
	10/13/2022	46234 · Applications	6,405.00	LAFCO Processing Fees (CO22-14)	check	3558 · SDCCU Checking
			12,810.00			
R Moller Otay Lakes Investments LLC						
	10/13/2022	46234 · Applications	8,838.90	LAFCO Processing Fees (RO21-09)	check	3558 · SDCCU Checking
R NJ Group LLC						
	10/20/2022	46234 · Applications	10,568.25	LAFCO Processing Fees (CO22-17)	check	3558 · SDCCU Checking
R Tony Gaipa						
	10/20/2022	52490 · Publications	50.00	Recorder Fees (CO22-07)	check	3558 · SDCCU Checking
			<u>129,292.55</u>			
REVENUE TOTAL						
			<u>129,292.55</u>			