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Keene Simonds

Counsel

Michael G. Colantuono

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AGENDA REPORT Consent | Action

May 7, 2018

TO: San Diego Commissioners
FROM: Keene Simonds, Executive Officer
SUBJECT: **Commission Ratification |
Recorded Payments for March 2018**

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the month of March 2018. These payments cover all recorded transactions for the period and include \$117,038 in total distributions made by the Executive Officer. The payments are being presented for ratification and reflect a new reporting system to address best practices and interest therein by the Commission in establishing additional public documentation on bookkeeping procedures.

BACKGROUND

[Adopted Policies | Accounting Procedures](#)

San Diego LAFCO's policies provide broad direction to the Executive Officer to establish and maintain appropriate accounting controls for all financial transactions on behalf of the Commission. These policies specify the Executive Officer shall ensure accounting controls conform to standard procedures commonly enlisted by local governmental agencies and continually evaluate and enact changes as needed. Purchasing allowances are specified and include bid procedures for transactions at or above \$10,000 and separate Commission approval for transactions at or above \$125,000.

New Reporting System | Incorporating Best Practices

It is the practice of the Executive Officer to present recorded expense and revenue transactions for formal ratification by San Diego LAFCO. This discretionary reporting is consistent with best practices increasingly enlisted by other local governmental agencies and addresses interest expressed by Commissioners in establishing additional public documentation on San Diego LAFCO's bookkeeping procedures.

DISCUSSION

This item is for San Diego LAFCO to consider ratification of all made and received payments recorded by the Executive Officer between March 1st and March 31st. A detailing of these transactions are provided in Attachment One. Should the Commission have any questions or request additional documentation it would be appropriate to either continue the item or provide clarifying direction to staff going forward in recording payments.

ANALYSIS

The recorded payments made by the Executive Officer for the month of March 2018 total \$117,038 with nearly two-thirds tied to expenditures with the County of San Diego. This includes covering payroll obligations, office rent, information technology services, and general overhead. Consultant costs represent the majority of the remaining expenditures. Recorded revenues for the period total \$16,955 and largely tied to collecting fees for one new proposal submittal involving the City of Escondido (North Avenue Reorganization).

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 between March 1 and March 31, 2018 as shown in Attachment One.

Alternative Two:

Continue to the next regular meeting and provide direction to staff as needed.

RECOMMENDATION

It is recommended San Diego LAFCO proceed with the actions outlined in the preceding section as Alternative One.

San Diego LAFCO

May 7, 2018 Regular Meeting

Agenda Item No. 2 | Payment Ratification for March 2018

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.

Respectfully,



Keene Simonds
Executive Officer

Attachment:

- 1) Recorded Payments | March 1 through March 31, 2018

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 March 2018

Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E ARCC						
	3/12/2018	62490 · Publications/Legal	50.00	NOE Fee for Tri-City HD Reorg. (SOI)	check	1026 · Wells Fargo Checking - 2579
	3/12/2018	62490 · Publications/Legal	50.00	NOE Fee for Tri-City HD Reorg. (Approval of Reorg)	check	1026 · Wells Fargo Checking - 2579
	3/12/2018	62490 · Publications/Legal	50.00	NOE Fee for Tri-City HD Reorg. (Special Study Area)	check	1026 · Wells Fargo Checking - 2579
			<u>150.00</u>			
E AT&T Mobility						
	3/14/2018	62074 · Telephone	161.74	Monthly Cell Phone Bill KS and RB	check	1026 · Wells Fargo Checking - 2579
E Billing Hostway						
	3/6/2018	62370.5 · Web and Document Support	21.95	LAFCO Website Support Monthly Payment	check	1026 · Wells Fargo Checking - 2579
E CALAFCO						
	3/29/2018	62622 · Training/Registration Fees	330.00	LZ Registration April 2018 Workshop	check	1026 · Wells Fargo Checking - 2579
E City SD Parking						
	3/29/2018	62609 · Transportation/Travel/Mileage	2.50	KS Parking Meeting with B. Haynor (SDAC)	credit card	SDCCU Checking - 3558
E Claim Jumper						
	3/7/2018	62611 · Meetings	86.96	Debriefing EO, Chair, Vice Chair & Counsel	credit card	SDCCU Checking - 3558
E Colantuono, Highsmith and Whatley						
	3/23/2018	52370 · Professional Services	2,884.50	General Legal Counsel Services	check	1000 · County Account (44595)
	3/29/2018	62609 · Transportation/Travel/Mileage	305.31	Travel Reimbursement	check	1026 · Wells Fargo Checking - 2579
			<u>3,189.81</u>			
E County of San Diego						
	3/1/2018	52530 · Office Lease	6,494.29	Office Rent	electronic	1000 · County Account (44595)
	3/1/2018	52354 · Mail/Postage ISF	764.45	Mail/Postage Services	electronic	1000 · County Account (44595)
	3/1/2018	52178 · Vehicle Maintenance	24.26	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	3/1/2018	52182 · Vehicle Fuel	19.87	Vehicle Fuel	electronic	1000 · County Account (44595)
	3/1/2018	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	3/1/2018	52721 et al. · Communications (IT) Services	12,766.93	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	3/9/2018	51110 et al. · Employee Payroll	29,639.40	Payroll Pay Period 2018-18	electronic	1000 · County Account (44595)
	3/23/2018	51110 et al. · Employee Payroll	29,586.39	Payroll Pay Period 2018-19	electronic	1000 · County Account (44595)
	3/5/2018	52344 · Stores Unallocated	340.11	Office Supplies (Office Depot Order)	electronic	1000 · County Account (44595)
	3/6/2018	52344 · Stores Unallocated	5.57	County Surcharge - Office Supplies	electronic	1000 · County Account (44595)
	3/7/2018	52344 · Stores Unallocated	109.46	Office Supplies (Office Depot Order)	electronic	1000 · County Account (44595)
	3/8/2018	52344 · Stores Unallocated	1.79	County Surcharge - Office Supplies	electronic	1000 · County Account (44595)
	3/27/2018	52344 · Stores Unallocated	1,029.46	Office Supplies (Office Depot Order)	electronic	1000 · County Account (44595)
	3/28/2018	52344 · Stores Unallocated	16.88	County Surcharge - Office Supplies	electronic	1000 · County Account (44595)
	3/29/2018	52344 · Stores Unallocated	0.15	Iron Mountain Storage Fee	electronic	1000 · County Account (44595)
	3/21/2018	52370 · Professional Services	1,176.00	GIS Layers for LAFCO's website (LAFCO & LUEG GIS)	electronic	1000 · County Account (44595)
	3/26/2018	52504 · Equipment Rental	8.06	County Surcharge - Xerox	electronic	1000 · County Account (44595)
			<u>74,845.69</u>			
E Dieu Ngu						
	3/6/2018	62611 · Meetings	31.48	Reimbursement Fire Chiefs' Meeting Refreshments	check	1026 · Wells Fargo Checking - 2579
	3/6/2018	62330 · Office Equipment/Supplies	15.99	Reimbursement Office Equipment	check	1026 · Wells Fargo Checking - 2579
			<u>47.47</u>			
E Dropbox						
	3/9/2018	62330 · Office Equipment/Supplies	45.00	Monthly Cloud Service	credit card	SDCCU Checking - 3558
E Earl John Traylor						
	3/7/2018	52370 · Professional Services	4,370.00	Consultant Services Feb 2018	check	1000 · County Account (44595)
	3/19/2018	62609 · Transportation/Travel/Mileage	119.36	Mileage Reimbursement	check	1026 · Wells Fargo Checking - 2579
			<u>4,489.36</u>			
E Erica Blom						
	3/5/2018	62611 · Meetings	56.10	Reimbursement Analyst Interview Panel Lunch (Day Two)	check	1026 · Wells Fargo Checking - 2579
E GIS Surveys Inc.						
	3/9/2018	52370 · Professional Services	10,296.00	Consultant Services Feb 2018 (Dieu Ngu)	check	1000 · County Account (44595)
E Gourmet Island						
	3/1/2018	62611 · Meetings	57.72	Analyst Interview Panel Lunch (Day One)	credit card	SDCCU Checking - 3558
	3/18/2018	62611 · Meetings	205.75	SDAC Meeting Breakfast	credit card	SDCCU Checking - 3558
			<u>263.47</u>			
E Harry Ehrlich						
	3/6/2018	52370 · Professional Services	1,500.00	Consultant Services Jan and Feb 2018	check	1000 · County Account (44595)
E Hilton						

SAN DIEGO LAFCO
Expenses by Vendor Detail
 March 2018

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Jo MacKenzie	3/2/2018	62609 · Transportation/Travel/Mileage	406.82	Analyst Interview Panel OC EO Two-Day Overnight Stay	credit card	SDCCU Checking - 3558
E Linda Zambito	3/5/2018	62609 · Transportation/Travel/Mileage	457.01	Travel Reimbursement CALAFCO Legislative Committee	check	1026 · Wells Fargo Checking - 2579
E Metroplan	3/14/2018	62609 · Transportation/Travel/Mileage	199.60	Travel Reimbursement Meeting with EO	check	1026 · Wells Fargo Checking - 2579
	3/14/2018	52370 · Professional Services	8,313.00	Consultant Services Jan 2018	check	1000 · County Account (44595)
	3/14/2018	52370 · Professional Services	7,987.00	Consultant Services Feb 2018	check	1000 · County Account (44595)
			16,300.00			
E Peterson Donuts	3/5/2018	62611 · Meetings	31.75	Refreshments for Commission Meeting at CAC	credit card	SDCCU Checking - 3558
E Renato Rodriguez	3/13/2018	62611 · Meetings	40.00	Refreshments for Commission Meeting at CAC	check	1026 · Wells Fargo Checking - 2579
E John Doe (Analyst Candidate)	3/14/2018	62609 · Transportation/Travel/Mileage	100.00	Travel Reimbursement Meeting with EO	check	1026 · Wells Fargo Checking - 2579
E San Diego Metal Graphics	3/1/2018	62330 · Office Equipment/Supplies	21.55	New Commissioner Name Plates	credit card	SDCCU Checking - 3558
E San Diego Union Tribune	3/13/2018	62490 · Publications/Legal	554.40	PHN for Tri-City HD Reorg. (DA/SA17-09ab)	check	1026 · Wells Fargo Checking - 2579
E SD EJ Parkade	3/2/2018	62609 · Transportation/Travel/Mileage	6.00	KS Parking City of San Diego Visit with LZ	credit card	SDCCU Checking - 3558
E SDCCU	3/5/2018	62000 · Bank Service Charges	2.00	Bank Surcharge for ATM (Petersons Donuts)	credit card	SDCCU Checking - 3558
E Southwest Airlines	3/23/2018	62609 · Transportation/Travel/Mileage	256.97	Flight to/from SFO for CALAFCO Workshop L. Zambito	credit card	SDCCU Checking - 3558
E Sunny Donuts	3/1/2018	62611 · Meetings	10.99	Breakfast Analyst Interview Panel (Day Two)	credit card	SDCCU Checking - 3558
E SuperShuttle	3/23/2018	62609 · Transportation/Travel/Mileage	66.91	Staff transportation to airport for CALAFCO Workshop	credit card	SDCCU Checking - 3558
E Swami's Café	3/16/2018	62611 · Meetings	33.53	KS Meeting Escondido SHR Jennifer Stevenson	credit card	SDCCU Checking - 3558
E Thomson West Reuters	3/29/2018	62336 · Books	2,596.00	Government Law Books	check	1026 · Wells Fargo Checking - 2579
E Wells Fargo	3/30/2018	62860 · Interest Expense	0.09	Interest Expense	electronic	1031 · Wells Fargo Savings - 2546
E Xerox	3/7/2018	52504 · Equipment Rental	468.50	Xerox Rental	check	1000 · County Account (44595)
EXPENSE TOTAL			117,038.17			
R County of San Diego						
	3/31/2018	49200 · Interest & Dividends	1,426.33	Interest Payment to Account 46725	electronic	1001 · County - General Fund (46725)
	3/31/2018	49200 · Interest & Dividends	303.96	Interest Payment to Account 46726	electronic	1001 · County - Special Projects Fund (46726)
	3/31/2018	49200 · Interest & Dividends	254.41	Interest Payment to Account 46727	electronic	1001 · County - Jurisdictional Projects Fund (46727)
			1,984.70			
R North Avenue CAJ LLC						
	3/9/2018	49000 · Processing Fee	14,970.00	Processing Fees for RO18-06	electronic	1000 · County Account (44595)
R Wells Fargo						
	3/30/2018	49200 · Interest & Dividends	0.39	Interest Payment to Savings Account	check	1031 · Wells Fargo Savings - 2546
REVENUE TOTAL			16,955.09			