



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

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AGENDA REPORT
 Consent | Action

June 3, 2019

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for April 2019**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the month of April 2019. These payments cover all recorded transactions for the period and include \$145,956 in total distributions made by the Executive Officer with nearly three-fourths tied to reimbursements to the County of San Diego for payroll, rent, overhead, and information technology services. The payments are being presented to the Commission for formal ratification.

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

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include bid procedures for transactions at or above \$10,000 and separate Commission approval for transactions at or above \$125,000.

DISCUSSION

This item is for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer between April 1st and April 30th. A detailing of these transactions is provided in Attachment One. The item also provides the Commission the opportunity to provide feedback to the Executive Officer on related matters and inform potential changes in procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer for the month of April 2019 totals \$145,956 with 74% – or \$108,411 – tied to expenditures with the County of San Diego. This includes covering payroll obligations, office rent, overhead, and information technology services. Professional services represent nearly all of the remaining expenditures during the period and tallied \$28,583 and includes covering onsite staff support and legal. Recorded revenues totaled \$18,342 with the majority of proceeds tied to collecting application fees involving two separate proposals.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for April 2019 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 through a single motion:

Alternative One (recommended):

Ratify the recorded payments received and made by the Executive Officer between April 1st and April 30th 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 as part of a best practice to inform the public of the agency's transactions.

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 | April 2019

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 April 2019

Agenda Item No. 2 |
Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Alex Vidal						
	4/25/2019	52622 · Training/Registration Out-County	601.48	Reimbursements for CALAFCO Workshop + Planning Conference	check	3558 · SDCCU Checking
E Amazon						
	4/1/2019	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	debit card	3558 · SDCCU Checking
	4/16/2019	52330 · Office Expense	165.88	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	4/25/2019	52330 · Office Expense	18.99	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			198.87			
E Ambius						
	4/9/2019	52370.J · Professional Services Office Plant Maintenance	97.94	Monthly Office Plants Service	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder Coutny)						
	4/10/2019	52490 · Publications	50.00	NOE Fee Eolus Avenue-Ryan Annex (DA18-18)	check	3558 · SDCCU Checking
	4/10/2019	52490 · Publications	50.00	NOE Fee Carmichael Drive-Wyman (OAS18-07)	check	3558 · SDCCU Checking
			100.00			
E AT&T Mobility						
	4/9/2019	52074 · Telecommunications	342.87	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
E Billing Hostway						
	4/25/2019	52370.E · Professional Services Web & Doc Support	21.95	Monthly Website Support	check	3558 · SDCCU Checking
E Claim Jumper						
	4/8/2019	52610 · Non-Travel/In-County	77.64	April Briefing Chair, Vice Chair, EO & Counsel	credit card	3558-60 · SDCCU Visa Credit Card
E Colantuono, Highsmith & Whatley						
	4/9/2019	52610 · Non-Travel/In-County	446.08	Business Travel Reimbursement	check	3558 · SDCCU Checking
	4/9/2019	52610 · Non-Travel/In-County	310.02	Business Travel Reimbursement	check	3558 · SDCCU Checking
	4/17/2019	52370.B · Professional Services Special Counsel General	24,283.50	Special Counsel Services	electronic	1000 · County Account (44595)
			25,039.60			
E Cordata						
	4/25/2019	52330 · Office Expense	109.23	Document Storage for the Year	check	3558 · SDCCU Checking
E County of San Diego						
	4/1/2019	52530 · Office Lease	6,656.64	Office Rent	electronic	1000 · County Account (44595)
	4/1/2019	52354 · Mail/Postage ISF	467.77	Mail/Postage Services	electronic	1000 · County Account (44595)
	4/1/2019	52178 · Vehicle Maintenance	27.99	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	4/1/2019	52182 · Vehicle Fuel	47.13	Vehicle Fuel	electronic	1000 · County Account (44595)
	4/1/2019	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	4/1/2019	52721 et al. · Communications (IT) Services	9,588.17	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	4/5/2019	51110 et al. · Employee Payroll	44,732.32	Payroll Pay Period 2019-20	electronic	1000 · County Account (44595)
	4/19/2019	51110 et al. · Employee Payroll	45,866.11	Payroll Pay Period 2019-21	electronic	1000 · County Account (44595)
	4/2/2019	52344 · Stores Unallocated	7.70	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	4/5/2019	52344 · Stores Unallocated	189.59	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	4/8/2019	52344 · Stores Unallocated	3.05	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	4/30/2019	52344 · Stores Unallocated	659.48	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
			108,411.44			
E Culligan of San Diego						
	4/9/2019	52330 · Office Expense	143.50	Monthly Water Service	check	3558 · SDCCU Checking
E Discount Cab Co.						
	4/10/2019	52622 · Training/Registration Out-County	20.00	Travel Transport to CALAFCO Workshop in San Jose (EO)	credit card	3558-60 · SDCCU Visa Credit Card
E Earl John Traylor						
	4/9/2019	52610 · Non-Travel/In-County	78.88	Mileage Reimbursement	check	3558 · SDCCU Checking
	4/17/2019	52370.F · Professional Services Local Govt Services	4,180.00	Consultant Services Fire	electronic	1000 · County Account (44595)
			4,258.88			
E Einstein Bagels						
	4/10/2019	52622 · Training/Registration Out-County	2.83	Travel Breakfast at SAN; EO Travel to CALAFCO Workshop	debit card	3558 · SDCCU Checking
E Erica Blom						
	4/9/2019	52610 · Non-Travel/In-County	24.69	Staff Meeting Supplies Reimbursement	check	3558 · SDCCU Checking
E ESRI						
	4/12/2019	52270 · Memberships	100.00	Demographic Data Upgrade to Annual Membership	credit card	3558-60 · SDCCU Visa Credit Card
E Fogo de Chao						
	4/10/2019	52622 · Training/Registration Out-County	102.50	Travel Staff Dinner at CALAFCO Workshop (TL, LZ, AV, and JS)	debit card	3558 · SDCCU Checking
E Harry Ehrlich						
	4/4/2019	52370.G · Professional Services Legislation Services	700.00	Consultant Services Legislation	electronic	1000 · County Account (44595)

SAN DIEGO LAFCO
Expenses by Vendor Detail
 April 2019

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
	4/15/2019	52370.G · Professional Services Legislation Services	1,100.00	Consultant Services Legislation	electronic	1000 · County Account (44595)
			<u>1,800.00</u>			
E Holiday Inn						
	4/12/2019	52622 · Training/Registration Out-County	968.10	Overnight Stays CALAFCO Workshop (TL, AV, and LZ)	debit card	3558 · SDCCU Checking
E Jade Cathay						
	4/10/2019	52622 · Training/Registration Out-County	83.44	Travel Staff Lunch at CALAFCO Workshop (EO, LZ, TL, and AV)	credit card	3558-60 · SDCCU Visa Credit Card
E Linda Zambito						
	4/25/2019	52610 · Non-Travel/In-County	35.00	Staff Meeting Reimbursements	check	3558 · SDCCU Checking
	4/25/2019	52622 · Training/Registration Out-County	17.93	CALAFCO Staff Workshop Travel Reimbursement	check	3558 · SDCCU Checking
			<u>52.93</u>			
E Peterson Donut						
	4/8/2019	52330 · Office Expense	2.00	ATM Fee for Peterson Donut (Commission Meeting)	debit card	3558 · SDCCU Checking
	4/8/2019	52330 · Office Expense	51.75	Refreshments for Commission Meeting at CAC	debit card	3558 · SDCCU Checking
			<u>53.75</u>			
E Renato Rodriguez						
	4/9/2019	52330 · Office Expense	60.00	Coffee for Commission Meeting at CAC	check	3558 · SDCCU Checking
	4/25/2019	52330 · Office Expense	60.00	Coffee for SDAC Meeting at CAC	check	3558 · SDCCU Checking
			<u>120.00</u>			
E San Diego County RAA Parking						
	4/10/2019	52622 · Training/Registration Out-County	32.00	Airport Parking at SAN CALAFCO Staff Workshop (EO)	credit card	3558-60 · SDCCU Visa Credit Card
E San Diego Fire Chiefs Association						
	4/9/2019	52270 · Memberships	150.00	Annual Membership Fee for RB, AV & LZ	check	3558 · SDCCU Checking
E San Diego Metal Graphics						
	4/9/2019	52330 · Office Expense	10.78	New Commissioner Nameplates	check	3558 · SDCCU Checking
E San Diego Union Tribune						
	4/25/2019	52490 · Publications	1,848.00	PHNs for April 2019 Commission Meeting	check	3558 · SDCCU Checking
E San Jose Joe's						
	4/10/2019	52622 · Training/Registration Out-County	20.48	Travel EO Dinner at SJC; CALAFCO Workshop	credit card	3558-60 · SDCCU Visa Credit Card
E Southern CA Baja Region of RCDS						
	4/9/2019	52622 · Training/Registration Out-County	60.00	Registration Fee for RB, AV & LZ	check	3558 · SDCCU Checking
E Southwest Airlines						
	4/23/2019	52622 · Training/Registration Out-County	165.96	Airfare EO Airfare to CALAFCO Board Meeting	credit card	3558-60 · SDCCU Visa Credit Card
	4/23/2019	52622 · Training/Registration Out-County	40.00	Airfare Early Bird Check-In for Flights (EO)	credit card	3558-60 · SDCCU Visa Credit Card
			<u>205.96</u>			
E Starbucks						
	4/12/2019	52622 · Training/Registration Out-County	17.62	Travel CALAFCO Staff Workshop Breakfast (LZ, TL, and AV)	debit card	3558 · SDCCU Checking
E Xerox						
	4/10/2019	52504 · Equipment Rental	838.12	Xerox Rental	electronic	1000 · County Account (44595)
			<u>145,914.60</u>			
EXPENSE TOTAL						
R Alpine FPD						
	4/17/2019	52490 · Publications	939.00	PHN Fee Reimbursement (RO16-15)	check	3558 · SDCCU Checking
R County of San Diego						
	4/30/2019	49200 · Interest & Dividends	3,423.12	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	4/30/2019	49200 · Interest & Dividends	729.49	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	4/30/2019	49200 · Interest & Dividends	610.58	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			<u>4,763.19</u>			
R V. Norman Rains Trust						
	4/17/2019	46234 · Applications	2,660.00	LAFCO Processing Fees (OAS19-07)	check	3558 · SDCCU Checking
R Warmington Residential						
	4/17/2019	46234 · Applications	9,980.00	LAFCO Processing Fees (RO19-06)	check	3558 · SDCCU Checking
			<u>18,342.19</u>			
REVENUE TOTAL						