



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

2

AGENDA REPORT
 Consent | Action

April 8, 2019

TO: Commissioners

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

SUBJECT: **Commission Ratification |
 Recorded Payments for February 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 February 2019. These payments cover all recorded transactions for the period and include \$155,422 in total distributions made by the Executive Officer with 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 per practice.

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.

<p>Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org</p>	<p>Jim Desmond County of San Diego</p> <p>Dianne Jacob County of San Diego</p> <p>Greg Cox, Alternate County of San Diego</p>	<p>Catherine Blakespear City of Encinitas</p> <p>Bill Wells City of El Cajon</p> <p>Serge Dedina, Alternate City of Imperial Beach</p>	<p>Mark Kersey City of San Diego</p> <p>Chris Cate, Alternate City of San Diego</p>	<p>Chair Jo MacKenzie Visita Irrigation</p> <p>Vice Chair Ed Sprague Olivenhain Municipal Water</p> <p>Judy Hanson, Alternate Leucadia Wastewater</p>	<p>Andy Vanderlaan General Public</p> <p>Harry Mathis, Alternate 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 between February 1st and February 28th. 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 February 2019 totals \$155,422 with 78% – or \$121,638 – 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 \$23,204 and includes covering onsite staff support, legal, and audit costs. Recorded revenues totaled \$29,360 with the majority of proceeds tied to collecting application fees for four new proposals.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for February 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 February 1st and February 28th 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 | February 2019

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SAN DIEGO LAFCO
Expenses by Vendor Detail
February 2019

Agenda Item No. 2 |
Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Amazon						
	2/1/2019	52330 · Office Expense	14.00	Amazon Prime Monthly Payment	debit card	3558 · SDCCU Checking
	2/19/2019	52330 · Office Expense	33.48	Coffee Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	2/21/2019	52330 · Office Expense	55.78	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			103.26			
E Ambius						
	2/15/2019	52370.J · Professional Services Office Plant Maintenance	97.94	Monthly Office Plants Service	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder Coutny)						
	2/8/2019	52490 · Publications	50.00	NOE Fee Alpine Islands (RO16-15)	check	3558 · SDCCU Checking
	2/8/2019	52490 · Publications	50.00	NOE Fee CSA No. 135 (RO16-20)	check	3558 · SDCCU Checking
	2/8/2019	52490 · Publications	50.00	NOE Fee Andeiko-Glaucus (DA18-14)	check	3558 · SDCCU Checking
			150.00			
E AT&T Mobility						
	2/15/2019	52074 · Telecommunications	240.05	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
E Blaze Pizza						
	2/8/2019	52610 · Non-Travel/In-County	12.88	Staff Quarterly Meeting Lunch	credit card	3558-60 · SDCCU Visa Credit Card
E Ciao Gourmet Market						
	2/1/2019	52622 · Training/Registration Out-County	3.12	Breakfast at SAN CALAFCO DEO Meeting (KS)	credit card	3558-60 · SDCCU Visa Credit Card
E Claim Jumper						
	2/4/2019	52610 · Non-Travel/In-County	60.37	Debriefing KS, Chair, Vice Chair & Counsel	credit card	3558-60 · SDCCU Visa Credit Card
E Colantuono, Highsmith & Whatley						
	2/27/2019	52610 · Non-Travel/In-County	416.91	Business Travel Reimbursement	check	3558 · SDCCU Checking
	2/27/2019	52622 · Training/Registration Out-County	1,013.92	CALAFCO Conf. Reimbursement for HW	check	3558 · SDCCU Checking
	2/27/2019	52370.B · Professional Services Special Counsel General	10,045.50	Special Counsel Services	electronic	1000 · County Account (44595)
			11,476.33			
E Costco						
	2/8/2019	52610 · Non-Travel/In-County	32.16	Staff Quarterly Meeting Lunch	credit card	3558-60 · SDCCU Visa Credit Card
E County of San Diego						
	2/1/2019	52530 · Office Lease	6,656.64	Rent	electronic	1000 · County Account (44595)
	2/1/2019	52354 · Mail/Postage ISF	775.55	Mail/Postage Services	electronic	1000 · County Account (44595)
	2/1/2019	52178 · Vehicle Maintenance	198.29	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	2/1/2019	52182 · Vehicle Fuel	17.90	Vehicle Fuel	electronic	1000 · County Account (44595)
	2/1/2019	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	2/1/2019	52721 et al. · Communications (IT) Services	11,622.62	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	2/1/2019	52562 · Investigative/Recruitment	49.00	New Employee Background Check (AV)	electronic	1000 · County Account (44595)
	2/1/2019	52550.B · County Overhead Costs	12,118.00	County Services A-87 (3rd Quarter)	electronic	1000 · County Account (44595)
	2/8/2019	51110 et al. · Employee Payroll	43,816.17	Payroll Pay Period 2019-16	electronic	1000 · County Account (44595)
	2/22/2019	51110 et al. · Employee Payroll	46,014.31	Payroll Pay Period 2019-17	electronic	1000 · County Account (44595)
	2/1/2019	52344 · Stores Unallocated	2.95	County Surcharge Office Depot Order	electronic	1000 · County Account (44595)
	2/28/2019	52504 · Equipment Rental	4.71	County Surcharge Xerox	electronic	1000 · County Account (44595)
	2/28/2019	52370 · Professional Services	196.00	County Counsel Services	electronic	1000 · County Account (44595)
			121,637.63			
E CSDA San Diego Chapter						
	2/13/2019	52270 · Memberships	60.00	Registration CSDA Quarterly Meeting (KS & LZ)	debit card	3558 · SDCCU Checking
E Culligan of San Diego						
	2/15/2019	52330 · Office Expense	45.00	Monthly Water Service	check	3558 · SDCCU Checking
E Davis Farr						
	2/27/2019	52370.H · Professional Services Accounting	8,000.00	Consultant Services Accounting Services	electronic	1000 · County Account (44595)
E Earl John Traylor						
	2/15/2019	52610 · Non-Travel/In-County	88.74	Mileage Reimbursement	check	3558 · SDCCU Checking
	2/27/2019	52610 · Non-Travel/In-County	127.60	Mileage Reimbursement	check	3558 · SDCCU Checking
	2/27/2019	52370.F · Professional Services Local Govt Services	3,990.00	Consultant Services (Fire)	electronic	1000 · County Account (44595)
			4,206.34			
E Harry Ehrlich						
	2/25/2019	52370.G · Professional Services Legislation Services	600.00	Consultant Services Legislation	electronic	1000 · County Account (44595)
E Jersey Mike's						
	2/11/2019	52270 · Memberships	71.20	SoCal Region GIS Meeting	credit card	3558-60 · SDCCU Visa Credit Card
E Kahn's Cave Grill & Tavern						
	2/14/2019	52610 · Non-Travel/In-County	51.37	Audit Debriefing (KS and Davis Farr)	credit card	3558-60 · SDCCU Visa Credit Card

SAN DIEGO LAFCO
Expenses by Vendor Detail
February 2019

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Leaf & Cole LLP						
	2/27/2019	52370.H - Professional Services Accounting	275.00	Consultant Services Accounting Services	electronic	1000 - County Account (44595)
E Party City						
	2/8/2019	52610 - Non-Travel/In-County	12.87	Office Decorations TL's 15-Yr Work Anniversary	credit card	3558-60 - SDCCU Visa Credit Card
E Peterson Donut						
	2/4/2019	52330 - Office Expense	2.00	ATM Fee for Peterson Donut (Commission Meeting)	debit card	3558 - SDCCU Checking
	2/4/2019	52330 - Office Expense	51.75	Refreshments for Commission Meeting at CAC	debit card	3558 - SDCCU Checking
			53.75			
E Renato Rodriguez						
	2/15/2019	52330 - Office Expense	60.00	Refreshments for Commission Meeting at CAC	check	3558 - SDCCU Checking
E Robert Barry						
	2/27/2019	52610 - Non-Travel/In-County	17.00	Parking Reimbursement	check	3558 - SDCCU Checking
E San Diego Metal Graphics						
	2/1/2019	52330 - Office Expense	32.33	Nameplates for New Commissioners & Staff	check	3558 - SDCCU Checking
E San Diego Union Tribune						
	2/15/2019	52490 - Publications	4,221.75	Public Hearing Notices for February 4th Meeting	check	3558 - SDCCU Checking
E SDCCU						
	2/19/2019	52304 - Miscellaneous Expense	20.00	Bank Service Charge Cancellation of 2 checks	debit card	3558 - SDCCU Checking
E Thomas West Reuters						
	2/15/2019	52336 - Government Books/Office Library	3,054.60	Government Code Books	electronic	3558 - SDCCU Checking
E Vistaprint						
	2/8/2019	52334 - Printing	98.57	Envelopes with new logo	credit card	3558-60 - SDCCU Visa Credit Card
	2/14/2019	52334 - Printing	337.25	Flashdrives with new logo	credit card	3558-60 - SDCCU Visa Credit Card
			435.82			
E Vons						
	2/8/2019	52610 - Non-Travel/In-County	40.92	Staff Quarterly Meeting	credit card	3558-60 - SDCCU Visa Credit Card
E Xerox						
	2/8/2019	52504 - Equipment Rental	448.58	Xerox Rental	electronic	1000 - County Account (44595)
EXPENSE TOTAL			155,422.33			
R Alpine FPD						
	2/25/2019	52490 - Publications	836.25	Recording & PHN Fess (RO16-15)	check	3558 - SDCCU Checking
R Archie Maurice Ortega						
	2/22/2019	46234 - Applications	4,050.00	LAFCO Processing Fees (DA19-04)	check	3558 - SDCCU Checking
R Auday Salem						
	2/11/2019	46234 - Applications	12,150.00	LAFCO Processing Fees (RO19-02)	check	3558 - SDCCU Checking
R Cash						
	2/12/2019	46234 - Applications	73.50	Cash back from ATM at Peterson Donuts	check	3558 - SDCCU Checking
R Cynthia Bonsignore						
	2/19/2019	46234 - Applications	8,100.00	LAFCO Processing Fees (DA19-03)	check	3558 - SDCCU Checking
R Nikolas & Vanessa London						
	2/5/2019	46234 - Applications	4,050.00	LAFCO Processing Fees (DA19-01)	check	3558 - SDCCU Checking
R Scott Andreiko						
	2/13/2019	52490 - Publications	50.00	Recording Fees (DA18-14)	check	3558 - SDCCU Checking
R Vista ID						
	2/11/2019	52490 - Publications	50.00	Recording Fees (DA18-11)	check	3558 - SDCCU Checking
REVENUE TOTAL			29,359.75			