



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

5b

AGENDA REPORT
 Consent | Action

August 3, 2020

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for May and June 2020**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the months of May and June 2020. These payments cover all recorded transactions for the two-month period and include \$339,714 in total distributions made by the Executive Officer with four-fifths 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

Accounting Policies and Procedures

San Diego LAFCO’s policies provide 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. 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>Chair Dianne Jacob County of San Diego</p> <p>Greg Cox, Alternate County of San Diego</p>	<p>Mary Casillas Salas City of Chula Vista</p> <p>Bill Wells City of El Cajon</p> <p>Paul McNamara, Alternate City of Imperial Beach</p>	<p>Mark Kersey City of San Diego</p> <p>Chris Cate, Alternate City of San Diego</p>	<p>Jo MacKenzie Vista Irrigation</p> <p>Barry Willis Alpine Fire Protection</p> <p>Erin Lump, Alternate Rincon del Diablo MWD</p>	<p>Vice Chair 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 in May and June 2020. A detailing of these transactions prepared by the Administrative Assistant is provided in Attachments One (May) and Two (June). The item also provides the Commission the opportunity to provide feedback on related matters and inform potential changes in accounting procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer for May and June 2020 totaled \$339,714 with 82% – or \$278,380 – tied to expenditures with the County of San Diego. This includes covering payroll obligations, office rent, overhead, and information technology services. Professional service expenses represent most of the remaining expenditures during the two-month period and tallied \$42,724 and include legal and consultant activities. Recorded revenues during the period totaled \$10,838 with most of the monies drawn from collecting two new application fees along with interest earnings. All transactions recorded during the period are consistent with the adopted budget.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for May and June 2020 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 May and June 2020 as shown in Attachments One and Two.

Alternative Two:

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

Alternative Three

Take no action.¹

(continued)

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.

Respectfully,



Erica Blom
Administrative Assistant

Attachments:

- 1) Recorded Payments in May 2020
- 2) Recorded Payments in June 2020

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 May 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	5/12/2020	52270 - Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 - SDCCU Visa Credit Card
E Ambius						
	5/20/2020	52370.J - Professional Services	97.94	Monthly Plants Services	check	3558 - SDCCU Checking
E Apple						
	5/12/2020	52330 - Office Expense	59.99	Annual Subscription for PDF Reader	credit card	3558-60 - SDCCU Visa Credit Card
E ARCC (Assessor Recorder County)						
	5/7/2020	52490 - Publications	50.00	NOE Fee CSA No. 135 MSR	check	3558 - SDCCU Checking
	5/20/2020	52490 - Publications	50.00	NOE Fee Valley Center SOI	check	3558 - SDCCU Checking
			100.00			
E Billing Hostway						
	5/6/2020	52370.E - Professional Services	21.95	Monthly Website Hosting Services	check	3558 - SDCCU Checking
E Blue Barn Creative LLC						
	5/15/2020	52370 - Professional Services	1,000.00	Video Recording Services for Commission Meeting	electronic	1000 - County Account (44595)
E Chase Design Inc						
	5/27/2020	52370.I - Professional Services	264.00	Design of New Agency Brochure	electronic	1000 - County Account (44595)
E Colantuono, Highsmith & Whatley						
	5/27/2020	52370.B - Professional Services	4,766.50	Legal Services	electronic	1000 - County Account (44595)
E Cordata						
	5/20/2020	52330 - Office Expense	49.90	Document Storage	check	3558 - SDCCU Checking
E County of San Diego						
	5/1/2020	52530 - Office Lease	6,823.06	Rent	electronic	1000 - County Account (44595)
	5/1/2020	52354 - Mail/Postage ISF	509.91	Mail/Postage Services	electronic	1000 - County Account (44595)
	5/1/2020	52178 - Vehicle Maintenance	726.35	Vehicle Maintenance Services	electronic	1000 - County Account (44595)
	5/1/2020	52182 - Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 - County Account (44595)
	5/1/2020	52758 - Vehicle Lease	165.49	Vehicle Lease	electronic	1000 - County Account (44595)
	5/1/2020	52721 et al. - Communications (IT) Services	13,129.71	County IT Services (ITRACK)	electronic	1000 - County Account (44595)
	5/1/2020	51110 et al. - Employee Payroll	43,302.68	Payroll Pay Period 2020-22	electronic	1000 - County Account (44595)
	5/15/2020	51110 et al. - Employee Payroll	44,314.66	Payroll Pay Period 2020-23	electronic	1000 - County Account (44595)
	5/29/2020	51110 et al. - Employee Payroll	38,841.37	Payroll Pay Period 2020-24	electronic	1000 - County Account (44595)
	5/29/2020	52504 - Equipment Rental	1.57	County Surcharge Xerox	electronic	1000 - County Account (44595)
	5/31/2020	52550.B - County Overhead Costs	10,803.25	County Services A-87 Overhead (4th Quarter)	electronic	1000 - County Account (44595)
			158,618.05			
E Culligan of San Diego						
	5/6/2020	52330 - Office Expense	9.75	Monthly Water Service	check	3558 - SDCCU Checking
E Dieu Ngu						
	5/13/2020	52074 - Telecommunications	29.99	COVID-19 Telework Internet Reimbursement	check	3558 - SDCCU Checking
E Leaf & Cole LLP						
	5/27/2020	52370.H - Professional Services	440.00	Consultant Services Accounting	electronic	1000 - County Account (44595)
E Price Self Storage						
	5/22/2020	52504 - Equipment Rental	75.00	Storage Unit Monthly Payment	debit card	3558 - SDCCU Checking
E San Diego Union Tribune						
	5/1/2020	52490 - Publications	974.34	PHNs for Workplan and Budget for FY2021 & Valley Center MSR	debit card	3558 - SDCCU Checking
	5/13/2020	52490 - Publications	497.78	PHNs for Rainbow/Fallbrook & Valley Center SOI	check	3558 - SDCCU Checking
	5/19/2020	52490 - Publications	867.34	Annual Newspaper Subscription	debit card	3558 - SDCCU Checking
			2,339.46			
E State Archives						
	5/27/2020	52490 - Publications	10.00	Edmund Brown Photo for LAFCO Brochure	credit card	3558-60 - SDCCU Visa Credit Card
E State Board of Equalization						
	5/13/2020	52490 - Publications	300.00	SBE Fees for Las Flores Dr. (CO19-12)	check	3558 - SDCCU Checking
E Thomson West						
	5/13/2020	52336 - Books - Office Library	3,494.45	Updates to Government Code Hard Copies	check	3558 - SDCCU Checking
E Zoom						
	5/7/2020	52270 - Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 - SDCCU Checking
	5/12/2020	52270 - Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 - SDCCU Checking
			29.98			
EXPENSE TOTAL			171,727.95			

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 June 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	6/12/2020	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Alliant Insurance Services						
	6/30/2020	52138 · Public Liability Insurance	3,419.00	General Liability Insurance	check	3558 · SDCCU Checking
E Amazon						
	6/9/2020	52330 · Office Expense	49.55	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	6/28/2020	52330 · Office Expense	1,341.08	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			1,390.63			
E Ambius						
	6/17/2020	52370.J · Professional Services	97.94	Monthly Plants Services	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	6/8/2020	52490 · Publications	50.00	NOE Fee Hamilton-Felicita Rd. (RO19-15)	check	3558 · SDCCU Checking
	6/8/2020	52490 · Publications	50.00	NOE Fee CSA No. 135 MSR	check	3558 · SDCCU Checking
	6/8/2020	52490 · Publications	50.00	NOE Fee CSA No. 135 MSR SOI	check	3558 · SDCCU Checking
	6/8/2020	52490 · Publications	50.00	NOE Fee CSA No. 137 Formation (CO20-06)	check	3558 · SDCCU Checking
	6/8/2020	52490 · Publications	50.00	NOE Fee CSA No. 137 Formation SOI (CO20-06)	check	3558 · SDCCU Checking
			250.00			
E AT&T Mobility						
	6/3/2020	52074 · Telecommunications	303.46	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
E Billing Hostway						
	6/3/2020	52370.E · Professional Services	21.95	Monthly Website Hosting Services	check	3558 · SDCCU Checking
	6/30/2020	52370.E · Professional Services	21.95	Monthly Website Hosting Services	check	3558 · SDCCU Checking
			43.90			
E Blue Barn Creative LLC						
	6/10/2020	52370 · Professional Services	1,000.00	Video Recording Services for Commission Meeting	electronic	1000 · County Account (44595)
E Chase Design Inc						
	6/30/2020	52370.K · Professional Services	6,750.00	Consultant Services Flow Charts and Social Media	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	6/30/2020	52370.B · Professional Services	6,537.50	Legal Services	electronic	1000 · County Account (44595)
E Copy 2 Copy						
	6/30/2020	52490 · Publications	2,178.71	Printing of LAFCO Brochure	check	1000 · County Account (44595)
E Cordata						
	6/17/2020	52330 · Office Expense	49.90	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	6/1/2020	52530 · Office Lease	6,823.06	Rent	electronic	1000 · County Account (44595)
	6/1/2020	52354 · Mail/Postage ISF	1,072.80	Mail/Postage Services	electronic	1000 · County Account (44595)
	6/1/2020	52178 · Vehicle Maintenance	27.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	6/1/2020	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	6/1/2020	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	6/1/2020	52721 et al. · Communications (IT) Services	16,266.96	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	6/12/2020	51110 et al. · Employee Payroll	45,297.20	Payroll Pay Period 2020-25	electronic	1000 · County Account (44595)
	6/26/2020	51110 et al. · Employee Payroll	49,871.90	Payroll Pay Period 2020-26	electronic	1000 · County Account (44595)
	6/30/2020	52344 · Stores Unallocated	231.52	Office Supplies Office Depot Order	electronic	1000 · County Account (44595)
	6/30/2020	52344 · Stores Unallocated	3.06	County Surcharge Office Depot order	electronic	1000 · County Account (44595)
	6/30/2020	52504 · Equipment Rental	1.74	County Surcharge Xerox	electronic	1000 · County Account (44595)
			119,761.62			
E Culligan of San Diego						
	6/3/2020	52330 · Office Expense	6.00	Monthly Water Service	check	3558 · SDCCU Checking
	6/30/2020	52330 · Office Expense	6.00	Monthly Water Service	check	3558 · SDCCU Checking
			12.00			
E Dieu Ngu						
	6/30/2020	52074 · Telecommunications	59.99	COVID-19 Telework Internet Reimbursement (Two Months)	check	3558 · SDCCU Checking
E Erica Blom						
	6/30/2020	52074 · Telecommunications	55.00	COVID-19 Telework Internet Reimbursement (Two Months)	check	3558 · SDCCU Checking
E Fine Art America						
	6/28/2020	52344 · Stores Unallocated	2,051.60	Office Wall Art	check	3558 · SDCCU Checking
E Granicus Inc						
	6/10/2020	52370.I · Professional Services	6,906.00	Website Support Services for FY2020	electronic	1000 · County Account (44595)

SAN DIEGO LAFCO
Expenses by Vendor Detail
 June 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Grubhub						
	6/18/2020	52610 · Non-Travel/In-County	145.13	Virtual Quarterly Staff Meeting	credit card	3558-60 · SDCCU Visa Credit Card
E John S. Curry						
	6/30/2020	52370.F · Professional Services	3,250.00	Consultant Services MSR	check	3558 · SDCCU Checking
E Leaf & Cole LLP						
	6/30/2020	52370.H · Professional Services	2,475.00	Consultant Services Accounting	electronic	1000 · County Account (44595)
E Planwest Partners Inc						
	6/30/2020	52370.F · Professional Services	7,814.00	Consultant Services MSR	electronic	1000 · County Account (44595)
E Price Self Storage						
	6/26/2020	52504 · Equipment Rental	75.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E San Diego Union Tribune						
	6/17/2020	52490 · Publications	809.04	PHNs for CSA No. 135 MSR & CSA No. 137 Formation	check	3558 · SDCCU Checking
E Shutterstock						
	6/14/2020	52490 · Publications	49.00	Photostock for LAFCO Brochure	credit card	3558-60 · SDCCU Visa Credit Card
E Sprague & Associates						
	6/30/2020	52370.F · Professional Services	1,260.00	Consultant Services MSR & Fire	check	3558 · SDCCU Checking
E Tamaron Lockett						
	6/24/2020	52074 · Telecommunications	196.00	COVID-19 Telework Internet Reimbursement (Four Months)	check	3558 · SDCCU Checking
E Xerox						
	6/1/2020	52504 · Equipment Rental	394.52	Xerox Rental	electronic	1000 · County Account (44595)
	6/10/2020	52504 · Equipment Rental	284.57	Xerox Rental	electronic	1000 · County Account (44595)
	6/30/2020	52504 · Equipment Rental	315.57	Xerox Rental	electronic	1000 · County Account (44595)
			994.66			
E Zoom						
	6/4/2020	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	6/12/2020	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
		EXPENSE TOTAL	<u>167,986.05</u>			
R County of San Diego						
	6/30/2020	49200 · Interest & Dividends	942.64	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	6/30/2020	49200 · Interest & Dividends	1105.56	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	6/30/2020	49200 · Interest & Dividends	463.52	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			2,511.72			
R Joseph Mercurio						
	6/5/2020	46234 · Applications	8,326.50	LAFCO Processing Fess (CO20-09)	check	3558 · SDCCU Checking
R Sarah Morell						
	6/5/2020	46234 · Applications	6,405.00	LAFCO Processing Fess (CO20-08)	check	3558 · SDCCU Checking
		REVENUE TOTAL	<u>10,838.22</u>			