



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

5b

AGENDA REPORT
 Consent | Action

October 5, 2020

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for July and August 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 July and August 2020. These payments cover all recorded transactions for the two-month period and include \$308,315 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. Payments received during the two-month period total \$1,346,685 with the majority involving agency apportionments. The payments are being presented 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 July and August 2020. A detailing of these transactions prepared by the Administrative Assistant is provided in Attachments One (July) and Two (August). 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 July and August 2020 totaled \$308,315 with 82% – or \$253,450 – 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 \$38,978 and include legal and consultant activities. Recorded revenues during the period totaled \$1,346,685 with most of the monies drawn from collecting agency apportionments. 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 July and August 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 July and August 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

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:

A handwritten signature in blue ink that reads "Erica A. Blom". The signature is written in a cursive, flowing style.

Erica Blom
Administrative Assistant

Attachments:

- 1) Recorded Payments in July 2020
- 2) Recorded Payments in August 2020

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 July 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	7/12/2020	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Ambius						
	7/9/2020	52370.J · Professional Services	103.94	Monthly Plants Services	check	3558 · SDCCU Checking
E APA						
	7/7/2020	52562 · Recruitment	295.00	Analyst Recruitment Ad	debit card	3558 · SDCCU Checking
	7/28/2020	52270 · Memberships	627.00	FY20-21 Membership Fee (RB)	check	3558 · SDCCU Checking
			922.00			
E AT&T Mobility						
	7/8/2020	52074 · Telecommunications	303.46	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
	7/28/2020	52074 · Telecommunications	307.80	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
			611.26			
E Chase Design Inc						
	7/29/2020	52370.K · Professional Services	2,250.00	Consultant Services Social Media	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	7/29/2020	52370.B · Professional Services	6,400.44	Legal Services	electronic	1000 · County Account (44595)
E Cordata						
	7/15/2020	52330 · Office Expense	51.41	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	7/1/2020	52530 · Office Lease	6,993.64	Rent	electronic	1000 · County Account (44595)
	7/1/2020	52354 · Mail/Postage ISF	0.00	Mail/Postage Services	electronic	1000 · County Account (44595)
	7/1/2020	52178 · Vehicle Maintenance	27.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	7/1/2020	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	7/1/2020	52758 · Vehicle Lease	165.47	Vehicle Lease	electronic	1000 · County Account (44595)
	7/1/2020	52721 et al. · Communications (IT) Services	13,549.61	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	7/10/2020	51110 et al. · Employee Payroll	48,577.49	Payroll Pay Period 2021-01	electronic	1000 · County Account (44595)
	7/24/2020	51110 et al. · Employee Payroll	62,376.39	Payroll Pay Period 2021-02	electronic	1000 · County Account (44595)
	7/31/2020	52504 · Equipment Rental	2.17	County Surcharge Xerox	electronic	1000 · County Account (44595)
			131,692.66			
E CSDA San Diego Chapter						
	7/9/2020	52270 · Memberships	150.00	FY20-21 LAFCO Membership Fee	check	3558 · SDCCU Checking
E Grubhub						
	7/31/2020	52562 · Recruitment	37.21	Lunch for Interview Panel: Analyst I/II	credit card	3558-60 · SDCCU Visa Credit Card
E Indeed						
	7/5/2020	52562 · Recruitment	27.20	Analyst Recruitment Advertisement	debit card	3558 · SDCCU Checking
E Leaf & Cole LLP						
	7/29/2020	52370.H · Professional Services	330.00	Consultant Services Accounting	electronic	1000 · County Account (44595)
E Planetizen						
	7/5/2020	52562 · Recruitment	149.95	Analyst Recruitment Advertisement	debit card	3558 · SDCCU Checking
E Price Self Storage						
	7/12/2020	52504 · Equipment Rental	75.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E Symplicity						
	7/5/2020	52562 · Recruitment	400.00	Analyst Recruitment Advertisement (Colleges and Universities)	debit card	3558 · SDCCU Checking
E Twitter						
	7/16/2020	52370.K · Professional Services	10.00	Consultant Services Social Media	debit card	3558 · SDCCU Checking
	7/19/2020	52370.K · Professional Services	60.00	Consultant Services Social Media	debit card	3558 · SDCCU Checking
	7/22/2020	52370.K · Professional Services	54.44	Consultant Services Social Media	debit card	3558 · SDCCU Checking
	7/26/2020	52370.K · Professional Services	60.00	Consultant Services Social Media	debit card	3558 · SDCCU Checking
			184.44			
E Zoom						
	7/5/2020	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	7/12/2020	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
EXPENSE TOTAL			<u>143,436.48</u>			

SAN DIEGO LAFCO
Expenses by Vendor Detail
 July 2020

<u>Payable Receivable Party</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Purpose</u>	<u>Type</u>	<u>Funding Account</u>
R CALAFCO						
	7/21/2020	49900 · Miscellaneous Revenue	1,667.00	Stipend for DEO Duties (KS)	check	3558 · SDCCU Checking
R County of San Diego						
	7/1/2020	45918 · LAFCO Apportionment	688,016.08	LAFCO Apportionment for FY20-21	electronic	1000 · County Account (44595)
	7/31/2020	49200 · Interest & Dividends	509.97	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	7/31/2020	49200 · Interest & Dividends	598.05	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	7/31/2020	49200 · Interest & Dividends	250.74	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			<u>689,374.84</u>			
R Lloyd Lindauer						
	7/21/2020	46234 · Applications	2,642.06	LAFCO Processing Fess (RO20-11)	check	3558 · SDCCU Checking
			<u>693,683.90</u>			
		REVENUE TOTAL	<u>693,683.90</u>			

SAN DIEGO LAFCO
Expenses by Vendor Detail
 August 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	8/12/2020	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	8/9/2020	52344 · Stores Unallocated	65.70	Home Office Supplies for Commissioner JM (Webcam)	credit card	3558-60 · SDCCU Visa Credit Card
	8/20/2020	52344 · Stores Unallocated	215.38	Home Office Supplies for DN (Printer)	credit card	3558-60 · SDCCU Visa Credit Card
	8/27/2020	52344 · Stores Unallocated	47.40	Home Office Supplies for RA (Headset)	credit card	3558-60 · SDCCU Visa Credit Card
			328.48			
E Ambius						
	8/19/2020	52370.J · Professional Services	103.94	Monthly Office Plant Services	check	3558 · SDCCU Checking
E APA						
	8/21/2020	52270 · Memberships	434.00	FY20-21 Membership Fee (LH)	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	8/12/2020	52490 · Publications	50.00	NOE Fee Orphan-Eolus Avenue (CO20-03)	check	3558 · SDCCU Checking
E AT&T Mobility						
	8/28/2020	52074 · Telecommunications	307.80	Monthly Cell Phone Bill EO and Analysts	check	3558 · SDCCU Checking
E Billing Hostway						
	8/9/2020	52370.E · Professional Services	21.95	Monthly Website Hosting Services	debit card	3558 · SDCCU Checking
E CALAFCO						
	8/31/2020	52270 · Memberships	10,662.00	FY20-21 Membership Dues	electronic	1000 · County Account (44595)
E Chase Design Inc						
	8/26/2020	52370.K · Professional Services	4,012.50	Consultant Services Social Media	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	8/26/2020	52370.B · Professional Services	12,672.50	Legal Services	electronic	1000 · County Account (44595)
E Cordata						
	8/21/2020	52330 · Office Expense	51.41	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	8/1/2020	52530 · Office Lease	6,993.64	Rent	electronic	1000 · County Account (44595)
	8/1/2020	52354 · Mail/Postage ISF	1,006.23	Mail/Postage Services for July & August 2020	electronic	1000 · County Account (44595)
	8/1/2020	52178 · Vehicle Maintenance	28.82	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	8/1/2020	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	8/1/2020	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	8/1/2020	52721 et al. · Communications (IT) Services	12,768.39	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	8/7/2020	51110 et al. · Employee Payroll	45,305.18	Payroll Pay Period 2021-03	electronic	1000 · County Account (44595)
	8/21/2020	51110 et al. · Employee Payroll	46,295.98	Payroll Pay Period 2021-04	electronic	1000 · County Account (44595)
	8/31/2020	52550.B · County Overhead Costs	8,815.50	County Services A-87 Overhead (1st Quarter)	electronic	1000 · County Account (44595)
	8/31/2020	52370.B · Professional Services	75.90	County Counsel Services	electronic	1000 · County Account (44595)
	8/31/2020	52370 · Professional Services	302.00	County Services GIS Layers	electronic	1000 · County Account (44595)
			121,757.13			
E Culigan of San Diego						
	8/19/2020	52330 · Office Expense	6.00	Monthly Water Service	check	3558 · SDCCU Checking
E Erica Blom						
	8/27/2020	52074 · Telecommunications	55.00	COVID-19 Telework Internet Reimbursement (Two Months)	check	3558 · SDCCU Checking
E Granicus Inc						
	8/26/2020	52370.I · Professional Services	7,140.00	Website Support Services	electronic	1000 · County Account (44595)
E Grubhub						
	8/30/2020	52610 · Non-Travel/In-County	55.10	New Analyst Orientation Office Lunch	credit card	3558-60 · SDCCU Visa Credit Card
E Indeed						
	8/2/2020	52562 · Recruitment	202.85	Analyst Recruitment Advertisement	debit card	3558 · SDCCU Checking
E Los Angeles Times						
	8/23/2020	52490 · Publications	98.00	Digital Access Annual Subscription	debit card	3558 · SDCCU Checking
E Party City						
	8/30/2020	52610 · Non-Travel/In-County	80.28	Office Decorations for PA's First Day	credit card	3558-60 · SDCCU Visa Credit Card
E Planwest Partners Inc						
	8/26/2020	52370.F · Professional Services	5,380.50	Consultants Services MSRs	electronic	1000 · County Account (44595)
E Price Self Storage						
	8/21/2020	52504 · Equipment Rental	75.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
 August 2020

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E San Diego History Center						
	8/20/2020	52490 · Publications	255.00	Photos for MSRs	debit card	3558 · SDCCU Checking
	8/27/2020	52490 · Publications	60.00	Photos for MSRs	debit card	3558 · SDCCU Checking
			315.00			
E San Diego Union Tribune						
	8/19/2020	52490 · Publications	802.92	PHN Agricultural and Open Space Policy Update	check	3558 · SDCCU Checking
E Twitter						
	8/2/2020	52370.K · Professional Services	15.56	Consultant Services Social Media	debit card	3558 · SDCCU Checking
	8/9/2020	52370.K · Professional Services	24.00	Consultant Services Social Media	debit card	3558 · SDCCU Checking
	8/16/2020	52370.K · Professional Services	98.00	Consultant Services Social Media	debit card	3558 · SDCCU Checking
	8/23/2020	52370.K · Professional Services	38.00	Consultant Services Social Media	debit card	3558 · SDCCU Checking
	8/30/2020	52370.K · Professional Services	39.45	Consultant Services Social Media	debit card	3558 · SDCCU Checking
			215.01			
E Zoom						
	8/4/2020	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	8/12/2020	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
		EXPENSE TOTAL	164,878.34			
R County of San Diego						
	8/1/2020	45918 · LAFCO Apportionment	618,895.22	LAFCO Apportionment for FY20-21	electronic	1000 · County Account (44595)
	8/31/2020	49200 · Interest & Dividends	577.54	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	8/31/2020	49200 · Interest & Dividends	677.28	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	8/31/2020	49200 · Interest & Dividends	283.97	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			620,434.01			
R Rainbow MWD						
	8/5/2020	46234 · Applications	20,944.75	LAFCO Processing Fess (RO20-10)	check	1000 · County Account (44595)
R Real Saet Holdings LLC						
	8/5/2020	46234 · Applications	11,625.08	LAFCO Processing Fess (RO20-12)	check	1000 · County Account (44595)
		REVENUE TOTAL	653,003.84			