



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

5b

AGENDA REPORT
 Consent | Action

December 7, 2020

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for October 2020**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for October 2020. These payments cover all recorded transactions for the month and include \$198,106 in total distributions made by the Executive Officer with four-fifths tied to reimbursements to the County of San Diego. Payments received during the month total \$135,496 and tied to collecting 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 October 2020. A detailing of these transactions prepared by the Administrative Assistant is provided as Attachment One. 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 October 2020 totaled \$198,106 with 82% – or \$161,701 – tied to expenditures and/or reimbursements 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 period and tallied \$14,700 and include consultant and legal activities. Recorded revenues during the period totaled \$135,496 and includes fees for five new proposals. All transactions recorded during the period are consistent with the adopted budget except for a \$10,576 expense with Alliant Insurance Services. Markedly, and following the adoption of the budget, it was discovered LAFCO was not covered under the County of San Diego's general liability insurance policy. Staff proceeded to work directly with the County's policy provider – Alliant Insurance – and the referenced expense is the premium cost for general liability coverage through October 2021.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for October 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 October 2020 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 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".

Erica Blom
Administrative Assistant

Attachment:

- 1) Recorded Payments in October 2020

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 October 2020

Agenda Item No. 5b | Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E After Effects						
	10/11/2020	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Alliant Insurance Services						
	10/19/2020	52138 · Public Liability Insurance	10,575.86	General Liability Insurance FY20-21	check	3558 · SDCCU Checking
E Amazon						
	10/2/2020	52330 · Office Expense	168.36	Office Supplies for KS	debit card	3558 · SDCCU Checking
	10/2/2020	52330 · Office Expense	12.92	Office Supplies for EB	credit card	3558-60 · SDCCU Visa Credit Card
	10/2/2020	52344 · Stores Unallocated	86.16	Home Office Supplies for RA	credit card	3558-60 · SDCCU Visa Credit Card
	10/2/2020	52330 · Office Expense	163.76	Office Supplies for KS	credit card	3558-60 · SDCCU Visa Credit Card
	10/4/2020	52344 · Stores Unallocated	122.13	Home Office Supplies for LH	credit card	3558-60 · SDCCU Visa Credit Card
	10/7/2020	52330 · Office Expense	49.55	Office Supplies for RA	credit card	3558-60 · SDCCU Visa Credit Card
	10/8/2020	52344 · Stores Unallocated	149.77	Home Office Supplies for DN	credit card	3558-60 · SDCCU Visa Credit Card
	10/13/2020	52344 · Stores Unallocated	93.48	Home Office Supplies for TL	credit card	3558-60 · SDCCU Visa Credit Card
	10/26/2020	52330 · Office Expense	46.32	Office Supplies for KS	debit card	3558 · SDCCU Checking
			892.45			
E Ambius						
	10/8/2020	52370.J · Professional Services	103.94	Monthly Plants Services	check	3558 · SDCCU Checking
E APA						
	10/8/2020	52270 · Memberships	99.00	New Membership for PA	check	3558 · SDCCU Checking
E ARCC (Assessor Recorder County)						
	10/8/2020	52490 · Publications	50.00	NOD Fee SVBF Temple Reorg (RO20-16)	check	3558 · SDCCU Checking
	10/8/2020	52490 · Publications	50.00	NOE Fee SVBF Temple Reorg (RO20-16)	check	3558 · SDCCU Checking
	10/19/2020	52490 · Publications	50.00	NOE Fee Schirber-Hymettus Ave (CO20-07)	check	3558 · SDCCU Checking
			150.00			
E AT&T Mobility						
	10/8/2020	52074 · Telecommunications	330.76	Monthly Cell Phone Bill EO & Analysts	check	3558 · SDCCU Checking
	10/8/2020	52504 · Equipment Rental	557.00	New Cell Phone for PA	check	3558 · SDCCU Checking
			887.76			
E Billing Hostway						
	10/11/2020	52370.E · Professional Services	21.95	Monthly Website Hosting Services	debit card	3558 · SDCCU Checking
E Chase Design Inc						
	10/14/2020	52370.K · Professional Services	3,000.00	Consultant Services Social Media Activity	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	10/23/2020	52370.B · Professional Services	6,824.00	Legal Services	electronic	1000 · County Account (44595)
E County of San Diego						
	10/1/2020	52530 · Office Lease	6,993.64	Rent	electronic	1000 · County Account (44595)
	10/1/2020	52354 · Mail/Postage ISF	505.08	Mail/Postage Services	electronic	1000 · County Account (44595)
	10/1/2020	52178 · Vehicle Maintenance	331.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	10/1/2020	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	10/1/2020	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	10/1/2020	52721 et al. · Communications (IT) Services	10,902.15	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	10/2/2020	51110 et al. · Employee Payroll	48,779.27	Payroll Pay Period 2021-07	electronic	1000 · County Account (44595)
	10/16/2020	51110 et al. · Employee Payroll	50,878.38	Payroll Pay Period 2021-08	electronic	1000 · County Account (44595)
	10/30/2020	51110 et al. · Employee Payroll	43,145.74	Payroll Pay Period 2021-09	electronic	1000 · County Account (44595)
			161,701.64			
E Dieu Ngu						
	10/8/2020	52344 · Stores Unallocated	667.19	Home Office Supplies Reimbursement	check	3558 · SDCCU Checking
E East County Californian						
	10/16/2020	52490 · Publications	350.00	PHN SDCCFPD Reorg (RO20-14)	debit card	3558 · SDCCU Checking
E Leaf & Cole LLP						
	10/23/2020	52370.H · Professional Services	1,655.00	Consultants Services Accounting	electronic	1000 · County Account (44595)
E Minutemen Press						
	10/26/2020	52334 · Printing	480.57	LAFCO Envelopes	check	3558 · SDCCU Checking
E Overstock.com						
	10/14/2020	52344 · Stores Unallocated	471.30	Home Office Supplies for TL	credit card	3558-60 · SDCCU Visa Credit Card
E Price Self Storage						
	10/28/2020	52504 · Equipment Rental	75.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E Roadrunner Publication						
	10/19/2020	52490 · Publications	103.95	PHN VCCSD Dissolution/Formation of No. CSA 138 (RO20-13)	check	3558 · SDCCU Checking

