



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

5b

AGENDA REPORT Consent | Action

November 1, 2021

TO: Commissioners

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

SUBJECT: Commission Ratification |
Recorded Payments for September 2021

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying all payments made and received in September 2021. The payments cover all recorded transactions and include \$121,720 in total distributions made by the Executive Officer. Three-fourths of the expenses are tied to the County of San Diego for payroll reimbursements as well as charges for general support and information technology services. Payments received totaled \$65,284 and sourced to collecting local agency apportionments. 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 governments. Spending allowances are specified and include bid procedures for financial transactions at or above \$10,000 and separate Commission approval for transactions at or above \$125,000.

Administration

Keene Simonds, Executive Officer
2550 Fifth Avenue, Suite 725
San Diego, California 92103
T 619.321.3380
www.sdlafco.org

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County of San Diego

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County of San Diego

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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 for September 2021. A detailing of these transactions prepared by the Administrative Assistant is provided in 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 September 2021 totaled \$121,719 with 77% – or \$93,112 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering two pay periods as well as expenses for general support and information technology services. Recorded revenues during the period totaled \$65,284 and entirely tied to collecting agency apportionments.

All expenses generated in September 2021 are consistent with the adopted budget without exceptions. All monthly total transactions for the calendar year to date are shown below.

Month	Expenses	Revenues
January 2021	\$133,728	\$ 716
February 2021	\$127,082	\$6,632
March 2021	\$156,572	\$16,973
April 2021	\$301,167	\$1,470
May 2021	\$124,679	\$1,995
June 2021	\$183,041	\$18,586
July 2021	\$194,626	\$984,225
August 2021	\$117,776	\$678,539
September 2021	\$121,720	\$65,284
... Total Year to Date	\$1,460,391	\$1,774,420
... Monthly Average	\$162,266	\$197,158

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for September 2021 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 September 2021 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

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:



Erica Blom
Administrative Assistant

Attachment:

- 1) Recorded Transactions in September 2021

¹ Payment ratifications are not required under LAFCO policy but are presented to the Commission per practice.

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SAN DIEGO LAFCO
Expenses by Vendor Detail
September 2021

Agenda Item No. 5b | Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ace Parking						
	9/17/2021	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
E ADW Consulting LLC						
	9/17/2021	52370.F · Professional Services	4,125.00	Consultant Services Planning	electronic	1000 · County Account (44595)
E After Effects						
	9/11/2021	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Alliant Insurance Services						
	9/22/2021	52138 · General Liability Insurance	12,096.65	General Liability Insurance FY21-22	check	3558 · SDCCU Checking
E Amazon						
	9/4/2021	52610 · Non-Travel/In-County	24.50	Local Communities Training Books	debit card	3558 · SDCCU Checking
	9/9/2021	52330 · Office Expense	183.14	Office Supplies (KS)	debit card	3558 · SDCCU Checking
	9/21/2021	52330 · Office Expense	279.02	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	9/22/2021	52330 · Office Expense	10.10	Office Supplies (DN)	credit card	3558-60 · SDCCU Visa Credit Card
	9/22/2021	52330 · Office Expense	43.94	Office Supplies (EB)	credit card	3558-60 · SDCCU Visa Credit Card
	9/27/2021	52330 · Office Expense	85.30	Office Supplies (PA)	credit card	3558-60 · SDCCU Visa Credit Card
	9/28/2021	52330 · Office Expense	235.13	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			861.13			
E Ambius						
	9/22/2021	52370.J · Professional Services	150.00	Storage & Installation of Office Plants	check	3558 · SDCCU Checking
E AT&T Mobility						
	9/22/2021	52074 · Telecommunications	473.84	Monthly Cell Phone EO & Analysts	check	3558 · SDCCU Checking
E Billing Hostway						
	9/8/2021	52370.E · Professional Services	21.95	Monthly Website Hosting Services	credit card	3558-60 · SDCCU Visa Credit Card
E Carolanne Ierommimon						
	9/22/2021	52074 · Telecommunications	100.00	Intern Internet Reimbursement (Two Months)	check	3558 · SDCCU Checking
E Colantuono, Highsmith- & Whatley						
	9/22/2021	52370.B · Professional Services	3,120.00	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	9/20/2021	52330 · Office Expense	52.54	Monthly Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	9/1/2021	52354 · Mail/Postage ISF	925.05	Mail/Postage Services	electronic	1000 · County Account (44595)
	9/1/2021	52178 · Vehicle Maintenance	238.97	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	9/1/2021	52182 · Vehicle Fuel	37.50	Vehicle Fuel	electronic	1000 · County Account (44595)
	9/1/2021	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	9/1/2021	52721 et al. · Communications (IT) Services	8,756.76	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	9/3/2021	51110 et al. · Employee Payroll	43,272.59	Payroll Pay Period 2022-05	electronic	1000 · County Account (44595)
	9/17/2021	51110 et al. · Employee Payroll	38,752.66	Payroll Pay Period 2022-06	electronic	1000 · County Account (44595)
	9/30/2021	52728 · Application (IT) Services	797.50	WAVE Services	electronic	1000 · County Account (44595)
	9/30/2021	52370 · Professional Services	165.00	County Services Internal Agreement (GIS Layers)	electronic	1000 · County Account (44595)
			93,111.52			
E Culligan of San Diego						
	9/28/2021	52330 · Office Expense	32.99	Monthly Water Payment	check	1000 · County Account (44595)
E Dieu Ngu						
	9/22/2021	52330 · Office Expense	62.98	Laptop Shipping Reimbursement	check	3558 · SDCCU Checking
E Facebook						
	9/7/2021	52074 · Telecommunications	50.00	Social Media Services	credit card	3558-60 · SDCCU Visa Credit Card
E Fax Plus						
	9/8/2021	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Fine Art America						
	9/17/2021	52344 · Stores Unallocated	1,960.88	Office Wall Art	debit card	3558 · SDCCU Checking
E Lauraine Zuckerman						
	9/20/2021	46234 · Applications	98.75	Overpayment Reimbursement (CO21-05)	check	3558 · SDCCU Checking
E Leaf & Cole LLP						
	9/22/2021	52370.H · Professional Services	1,045.00	Accounting Support Services	electronic	1000 · County Account (44595)
E Linda Heckenkamp						
	9/20/2021	52330 · Office Expense	162.99	Laptop Shipping Reimbursement	check	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
September 2021

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Meridia Interactive Solutions						
	9/15/2021	52330 · Office Expense	1,290.00	Electronic Voting System	credit card	3558-60 · SDCCU Visa Credit Card
E Minuteman Press						
	9/22/2021	52330 · Office Expense	355.58	New Address Envelopes	check	3558 · SDCCU Checking
E Price Self Storage						
	9/24/2021	52504 · Equipment Rental	87.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E San Diego Union Tribune						
	9/20/2021	52490 · Publications	658.50	PHN for "Avion Reorg" (RO21-03)	check	3558 · SDCCU Checking
	9/22/2021	52490 · Publications	370.00	PHN for "Ramona MSR" (Ramona Sentinel)	check	3558 · SDCCU Checking
			1,028.50			
E Twitter						
	9/6/2021	52074 · Telecommunications	35.00	Social Media Services	credit card	3558-60 · SDCCU Visa Credit Card
	9/10/2021	52074 · Telecommunications	132.08	Social Media Services	credit card	3558-60 · SDCCU Visa Credit Card
	9/17/2021	52074 · Telecommunications	98.08	Social Media Services	credit card	3558-60 · SDCCU Visa Credit Card
			265.16			
E Zoom						
	9/5/2021	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	9/12/2021	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
EXPENSE TOTAL			121,719.54			
R County of San Diego						
	9/1/2021	45918 · LAFCO Apportionment	65,284.38	LAFCO Apportionment for FY21-22	electronic	1000 · County Account (44595)
REVENUE TOTAL			65,284.38			