



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

5b

AGENDA REPORT Consent | Action

December 6, 2021

TO: Commissioners

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

SUBJECT: Commission Ratification |
Recorded Payments for October 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 \$172,035 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 \$37,269 and largely sourced to collecting four application fees. 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

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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 October 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 October 2021 totaled \$172,035 with 76% – or \$131,267 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering three 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 October 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
October 2021	\$172,035	\$37,269
... Total Year to Date	\$1,632,426	\$1,811,689
... Monthly Average	\$163,243	\$181,169

RECOMMENDATION

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

Agenda Item No. 5b | Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ace Parking						
	10/20/2021	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
E ADW Consulting LLC						
	10/11/2021	52370.F · Professional Services	8,962.50	Consultant Services Planning (Two Months)	electronic	1000 · County Account (44595)
E After Effects						
	10/12/2021	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	10/13/2021	52330 · Office Expense	36.62	OfficeSupplies	debit card	3558 · SDCCU Checking
E Ambius						
	10/18/2021	52370.J · Professional Services	207.88	Monthly Service for Office Plants (Two Months)	check	3558 · SDCCU Checking
E APA						
	10/18/2021	52270 · Memberships	628.00	Membership Renewal FY21-22 (KS)	check	3558 · SDCCU Checking
E ARCC (Assesor Recorder County)						
	10/11/2021	52490 · Publications	50.00	NOE Fee Ramona MSR	check	3558 · SDCCU Checking
E AT&T Mobility						
	10/11/2021	52074 · Telecommunications	473.84	Monthly Cell Phone EO & Analysts	check	3558 · SDCCU Checking
E Barrio Star						
	10/28/2021	52610 · Non-Travel/In-County	61.87	Lunch Debriefing on Ad Hoc (KS and ADW)	debit card	3558 · SDCCU Checking
E Chase Design Inc						
	10/27/2021	52334 · Printing	1,987.50	Workplan & Ramona MSR Snapshot Brochures	electronic	1000 · County Account (44595)
E Colantuono, Highsmith & Whatley						
	10/15/2021	52370.B · Professional Services	3,840.00	Legal Services	electronic	1000 · County Account (44595)
	10/20/2021	52370.B · Professional Services	5,066.50	Legal Services	electronic	1000 · County Account (44595)
			8,906.50			
E Corodata						
	10/18/2021	52330 · Office Expense	52.54	Monthly Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	10/1/2021	52354 · Mail/Postage ISF	557.29	Mail/Postage Services	electronic	1000 · County Account (44595)
	10/1/2021	52178 · Vehicle Maintenance	28.05	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	10/1/2021	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	10/1/2021	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	10/1/2021	52721 et al. · Communications (IT) Services	13,457.54	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	10/1/2021	52504 · Equipment Rental	3.97	County Surcharge Xerox	electronic	1000 · County Account (44595)
	10/1/2021	51110 et al. · Employee Payroll	38,259.67	Payroll Pay Period 2022-07	electronic	1000 · County Account (44595)
	10/15/2021	51110 et al. · Employee Payroll	39,121.61	Payroll Pay Period 2022-08	electronic	1000 · County Account (44595)
	10/29/2021	51110 et al. · Employee Payroll	33,149.50	Payroll Pay Period 2022-09	electronic	1000 · County Account (44595)
	10/31/2021	52270 · Memberships	6,524.56	ESRI Membership FY21-22	electronic	1000 · County Account (44595)
			131,267.68			
E CSDA						
	10/18/2021	52270 · Memberships	1,556.00	CSDA Membership FY21-22	check	3558 · SDCCU Checking
E Culligan of San Diego						
	10/31/2021	52330 · Office Expense	43.99	Monthly Water Payment	credit card	3558-60 · SDCCU Visa Credit Card
E Erica Blom						
	10/20/2021	52620 · Tutition Reimbursement	405.00	Tuition Reimbursement (BAM402)	electronic	1000 · County Account (44595)
E Facebook						
	10/3/2021	52074 · Telecommunications	9.98	Social Media Services	credit card	3558-60 · SDCCU Visa Credit Card
E Fax Plus						
	10/8/2021	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Fine Art America						
	10/28/2021	52344 · Stores Unallocated	680.29	Office Wall Art (PA)	debit card	3558 · SDCCU Checking
E National Business Furniture LLC						
	10/8/2021	52344 · Stores Unallocated	387.41	Furniture for New Office Space	electronic	1000 · County Account (44595)
	10/29/2021	52344 · Stores Unallocated	665.18	Furniture for New Office Space	electronic	1000 · County Account (44595)
			1,052.59			
E National Student Clearing House						
	10/15/2021	52562 · Investigative/Recruitment	47.90	College Degrees Verification for New Analyst	credit card	3558-60 · SDCCU Visa Credit Card

SAN DIEGO LAFCO
Expenses by Vendor Detail
October 2021

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Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Price Self Storage						
	10/13/2021	52504 · Equipment Rental	87.00	Storage Unit Monthly Payment	debit card	3558 · SDCCU Checking
E Renato Rodriguez						
	10/26/2021	52330 · Office Expense	22.50	Commission Meeting Refreshments	check	3558 · SDCCU Checking
E Riverside Superior Court						
	10/17/2021	52562 · Investigative/Recruitment	1.00	Court Records Verification for New Analyst	credit card	3558-60 · SDCCU Visa Credit Card
E San Diego Metal Graphics						
	10/3/2021	52330 · Office Expense	48.49	Nameplates for PA and two Commissioners	credit card	3558-60 · SDCCU Visa Credit Card
E SDCCU						
	10/20/2021	52304 · Miscellaneous Expense	10.00	Bank Surcharge for Cancelled Check	debit card	3558 · SDCCU Checking
E Sprague & Associates						
	10/20/2021	52370.F · Professional Services	11,410.00	Consultant Services MSR & Fire Services (Three Months)	electronic	1000 · County Account (44595)
E Translations Solutions						
	10/8/2021	52370.L · Professional Services	492.65	Deposit for Spanish Tranlation for Ramona MSR	credit card	3558-60 · SDCCU Visa Credit Card
	10/19/2021	52370.L · Professional Services	492.68	Final Payment for Spanish Tranlation for Ramona MSR	credit card	3558-60 · SDCCU Visa Credit Card
			985.33			
E Twitter						
	10/4/2021	52074 · Telecommunications	134.91	Social Media Services	debit card	3558 · SDCCU Checking
	10/5/2021	52074 · Telecommunications	134.98	Social Media Services	debit card	3558 · SDCCU Checking
	10/7/2021	52074 · Telecommunications	269.82	Social Media Services	debit card	3558 · SDCCU Checking
	10/14/2021	52074 · Telecommunications	231.44	Social Media Services	debit card	3558 · SDCCU Checking
	10/22/2021	52074 · Telecommunications	35.00	Social Media Services	debit card	3558 · SDCCU Checking
	10/29/2021	52074 · Telecommunications	209.94	Social Media Services	debit card	3558 · SDCCU Checking
			1,016.09			
E Xerox						
	10/13/2021	52504 · Equipment Rental	652.01	Xerox Rental	electronic	1000 · County Account (44595)
E Zoom						
	10/4/2021	52270 · Memberships	14.99	LAFCO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	10/12/2021	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	10/14/2021	52270 · Memberships	355.13	Upgrade to Zoom Webinar (6 months)	debit card	3558 · SDCCU Checking
			385.11			
EXPENSE TOTAL			172,035.31			
R Baldwin & Sons						
	10/28/2021	46234 · Applications	6,340.95	LAFCO Processing Fees (CO21-09)	check	1000 · County Account (44595)
R Fallbrook PUD						
	10/28/2021	46234 · Applications	10,568.23	LAFCO Processing Fees (CO21-06)	check	1000 · County Account (44595)
R Harper Communitites Inc						
	10/26/2021	52490 · Publications	50.00	County Recorder Fess (RO20-22)	check	3558 · SDCCU Checking
R Leucadia WWD						
	10/28/2021	46234 · Applications	6,405.00	LAFCO Processing Fees (CO21-10)	check	1000 · County Account (44595)
R Moller Otay Lakes Investments LLC						
	10/28/2021	46234 · Applications	6,340.95	LAFCO Processing Fees (CO21-09)	check	1000 · County Account (44595)
R Yuima MWD						
	10/15/2021	46234 · Applications	7,563.81	LAFCO Processing Fees (RO20-22)	check	1000 · County Account (44595)
REVENUE TOTAL			37,268.94			