



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

5b

AGENDA REPORT
 Consent | Action

March 6, 2023

TO: Commissioners

FROM: Erica Sellen, Executive Assistant
 Michaela Peters, Administrative Assistant

**SUBJECT: Commission Ratification |
 Recorded Payments for January 2023**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in January 2023. The payments cover all recorded transactions for the one-month period and include \$0.162 million in total distributions made by the Executive Officer. Close to two-thirds of these payments are tied to the County of San Diego for payroll reimbursements as well as charges for general overhead and information technology services. The payments received total \$0.043 million with the majority tied to grant reimbursement payments received from the State.

BACKGROUND

Accounting Policies and Procedures

San Diego LAFCO’s policies provide direction to the Executive Officer to maintain appropriate accounting controls for all financial transactions on behalf of the Commission. Spending allowances are specified and include bid procedures for financial transactions at or above \$10,000 (unless waived due to unique circumstances) and separate Commission approval for any transactions at or above \$125,000.

<p>Administration Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 www.sdlafco.org lafco@sdcounty.ca.gov</p>	<p>Chair Jim Desmond County of San Diego</p> <p>Joel Anderson County of San Diego</p> <p>Nora Vargas, Alt. County of San Diego</p>	<p>Kristi Becker City of Solana Beach</p> <p>Dane White City of Escondido</p> <p>John McCann Alt. City of Chula Vista</p>	<p>Stephen Whitburn, Vice Chair City of San Diego</p> <p>Marni von Wilpert, Alt. City of San Diego</p>	<p>Jo MacKenzie Vista Irrigation</p> <p>Barry Willis Alpine Fire Protection</p> <p>David Drake, Alt. Rincon del Diablo</p>	<p>Andy Vanderlaan General Public</p> <p>Harry Mathis, Alt. General Public</p>
---	--	---	--	--	--

DISCUSSION

This item is for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer during January 2023. A detailing of these transactions is provided in Attachment One. The item separately provides the Commission the opportunity to provide feedback and inform potential changes in accounting procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer in January 2023 total \$161,995 with 63% – or \$101,899 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering two pay periods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget with the qualification additional consultant costs are being expended in lieu of filling an open analyst position. Revenues collected total \$42,619 and largely involve grant payments received from the State.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for January 2023 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 January 2023 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:

Erica Sellen
Executive Assistant

Attachment:

- 1) Recorded Transactions in January 2023

Blank for Photocopying

SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2023

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ace Parking						
	1/15/2023	52610 · Non-Travel/In-County	10.00	Parking for EO; Visiting SD City Council	debit card	3558 · SDCCU Checking
E ADW Consulting LLC						
	1/18/2023	52370.F · Professional Services	11,025.00	Consultant Services Planning	electronic	1000 · County Account (44595)
E After Effects (Adobe)						
	1/11/2023	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	1/15/2023	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
E AirBnb						
	1/27/2023	52622 · Training/Registration Out-County	1,008.94	CALAFCO Staff Workshop Accomodations (CI, PM, MP)	credit card	3558-60 · SDCCU Visa Credit Card
E Alaska Airlines						
	1/25/2023	52622 · Training/Registration Out-County	563.37	CALAFCO Staff Workshop Airfare (CI, PM, MP)	credit card	3558-60 · SDCCU Visa Credit Card
E Amazon						
	1/3/2023	52344 · Stores Unallocated	771.68	Home Office Supplies (MP)	credit card	3558-60 · SDCCU Visa Credit Card
	1/5/2023	52344 · Stores Unallocated	1,002.14	Office Suplies	credit card	3558-60 · SDCCU Visa Credit Card
	1/6/2023	52330 · Office Expense	-99.40	Refund from December Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	1/18/2023	52344 · Stores Unallocated	316.27	Office Suplies	credit card	3558-60 · SDCCU Visa Credit Card
	1/31/2023	52344 · Stores Unallocated	16.15	Office Suplies	credit card	3558-60 · SDCCU Visa Credit Card
			2,006.84			
E Ambius						
	1/18/2023	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E Assn. of Environmental Prof.						
	1/15/2023	52336 · Books	42.23	CEQA Government Books	debit card	3558 · SDCCU Checking
E AT&T Mobility						
	1/18/2023	52074 · Telecommunications	461.07	Monthly Cell Phone LAFCO Staff	check	3558 · SDCCU Checking
E BJ's Restaurant						
	1/29/2023	52610 · Non-Travel/In-County	55.60	EO & HM Debrief	debit card	3558 · SDCCU Checking
E Borrego Sun						
	1/24/2023	52490 · Publications	166.40	PHN Borrego Springs FPD (RO22-19)	check	3558 · SDCCU Checking
E Chase Design Inc						
	1/18/2023	52334 · Printing	225.00	Analyst Recruitment Flier	electronic	1000 · County Account (44595)
	1/27/2023	52334 · Printing	225.00	SD LAFCO Brochure Update	electronic	1000 · County Account (44595)
			450.00			
E Colantuono, Highsmith & Whatley						
	1/20/2023	52370.B · Professional Services	9,313.83	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	1/18/2023	52330 · Office Expense	56.16	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	1/1/2023	52354 · Mail/Postage ISF	488.20	Mail/Postage Services	electronic	1000 · County Account (44595)
	1/1/2023	52178 · Vehicle Maintenance	118.90	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	1/1/2023	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	1/1/2023	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	1/1/2023	52721 et al. · Communications (IT) Services	7,748.26	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	1/6/2023	51110 et al. · Employee Payroll	44,595.83	Payroll Pay Period 2023-14	electronic	1000 · County Account (44595)
	1/20/2023	51110 et al. · Employee Payroll	43,379.60	Payroll Pay Period 2023-15	electronic	1000 · County Account (44595)
	1/25/2023	52504 · Equipment Rental	2.40	County Surcharge Xerox	electronic	1000 · County Account (44595)
	1/31/2023	52270 · Memberships	5,400.00	SANGIS FY22-23	electronic	1000 · County Account (44595)
			101,898.68			
E Erica Sellen (Blom)						
	1/18/2023	52620 · Tuition Reimbursement	405.00	Tuition Reimbursement (PSY116)	electronic	1000 · County Account (44595)
E Fax Plus						
	1/8/2023	52330 · Office Expense	6.11	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2023

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Government Jobs						
	1/9/2023	52562 · Investigative/Recruitment	199.00	Analyst I Recruitment	credit card	3558-60 · SDCCU Visa Credit Card
E Hertz						
	1/28/2023	52622 · Training/Registration Out-County	590.29	CALAFCO Staff Workshop Transportation (CI, PM, MP)	credit card	3558-60 · SDCCU Visa Credit Card
E Hob Nob Hill						
	1/27/2023	52610 · Non-Travel/In-County	87.61	EO Debriefing with SDCWA & MET	debit card	3558 · SDCCU Checking
E Lazy Dog						
	1/5/2023	52330 · Office Expense	-219.07	Holiday Party (refunded)	debit card	3558 · SDCCU Checking
E LZH Consulting LLC						
	1/25/2023	52370.F · Professional Services	2,187.50	Consultant Services MSRs	electronic	1000 · County Account (44595)
E Manchester Financial 5th Avenue LP						
	1/27/2023	52530 · Office Lease	10,580.79	Office & Storage Rent	electronic	1000 · County Account (44595)
E Price Self Storage						
	1/10/2023	52504 · Equipment Rental	122.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
E RCD of Greater SDC						
	1/13/2023	52304 · Miscellaneous Expense	20,321.55	SALC Grant	electronic	1000 · County Account (44595)
E Ready Refresh Water						
	1/25/2023	52330 · Office Expense	50.90	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E SDCCU						
	1/31/2023	52304 · Miscellaneous Expense	8.00	Account Maintenance Fee	electronic	3558 · SDCCU Checking
E The Westbean Coffee						
	1/20/2023	52610 · Non-Travel/In-County	13.79	EO and CI Meeting	debit card	3558 · SDCCU Checking
E Xerox						
	1/9/2023	52504 · Equipment Rental	407.48	Xerox Rental	electronic	1000 · County Account (44595)
E Zoom						
	1/4/2023	52270 · Memberships	14.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	1/13/2023	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			
			<u>161,994.97</u>			
EXPENSE TOTAL						
R City of Vista						
	1/23/2023	52490 · Publications	1,438.00	PHN & Recording Fees (RO22-04)	check	3558 · SDCCU Checking
R County of San Diego						
	1/23/2023	52490 · Publications	2,288.00	PHN Fees (RO22-01)	check	3558 · SDCCU Checking
R Keene Simonds						
	1/23/2023	52330 · Office Expense	20.00	Reimbursement for Amazon charge in October 2022	cash	3558 · SDCCU Checking
R State of California						
	1/10/2023	45281 · State Aid Agriculture	38,873.28	SALC Grant	check	1000 · County Account (44595)
			<u>42,619.28</u>			
REVENUE TOTAL						