



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

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AGENDA REPORT
 Consent | Action

March 4, 2019

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for January 2019**

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will review a report identifying all payments received and made for the month of January 2019. These payments cover all recorded transactions for the period and include \$139,805 in total distributions made by the Executive Officer with 72% tied to reimbursements to the County of San Diego for payroll, rent, overhead, and information technology services. The payments are being presented to the Commission for formal ratification.

BACKGROUND

**Adopted Policies |
 Accounting Procedures**

San Diego LAFCO’s policies provide broad 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 agencies and continually evaluate and enact changes as needed. 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>Dianne Jacob County of San Diego</p> <p>Greg Cox, Alternate County of San Diego</p>	<p>Catherine Blakespear City of Encinitas</p> <p>Bill Wells City of El Cajon</p> <p>Serge Dedina, Alternate City of Imperial Beach</p>	<p>Mark Kersey City of San Diego</p> <p>Chris Cate, Alternate City of San Diego</p>	<p>Chair Jo MacKenzie Visita Irrigation</p> <p>Vice Chair Ed Sprague Olivenhain Municipal Water</p> <p>Judy Hanson, Alternate Leucadia Wastewater</p>	<p>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 recorded by the Executive Officer between January 1st and January 31st. A detailing of these transactions is provided in Attachment One. The item also provides the Commission the opportunity to provide feedback to the Executive Officer on related matters and inform potential changes in procedures proceeding forward.

ANALYSIS

The recorded payments made by the Executive Officer for the month of January 2019 totals \$139,805 with 72% – or \$101,302 – tied to expenditures with the County of San Diego. This includes covering payroll obligations, office rent, overhead, and information technology services. Professional services represent nearly all of the remaining expenditures during the period and tallied \$32,657 and includes covering onsite staff support as well as legal services. Recorded revenues totaled \$1,775 and entirely tied to collecting interest on the fund balance.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments received and made by the Executive Officer for January 2019 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 through a single motion:

Alternative One (recommended):

Ratify the recorded payments received and made by the Executive Officer between January 1st and January 31st 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 as part of a best practice to inform the public of the agency's transactions.

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.

Respectfully,



Keene Simonds
Executive Officer

Attachment:

- 1) Recorded Payments | January 2019

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**Expenses by Vendor Detail
January 2019**

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Alaska Airlines						
	1/8/2019	52622 - Training/Registration Out-County	69.77	Airfare CALAFCO Staff Workshop (KS)	credit card	3558-60 - SDCCU Visa Credit Card
	1/8/2019	52622 - Training/Registration Out-County	69.80	Airfare CALAFCO Staff Workshop (TL)	credit card	3558-60 - SDCCU Visa Credit Card
	1/8/2019	52622 - Training/Registration Out-County	69.80	Airfare CALAFCO Staff Workshop (LZ)	credit card	3558-60 - SDCCU Visa Credit Card
	1/8/2019	52622 - Training/Registration Out-County	69.80	Airfare CALAFCO Staff Workshop (AV)	credit card	3558-60 - SDCCU Visa Credit Card
			279.17			
E Alex Vidal						
	1/9/2019	51185 - Additional Salaries	1,757.51	Relocation Reimbursement Costs	check	3558 - SDCCU Checking
E Amazon						
	1/1/2019	52330 - Office Expense	14.00	Amazon Prime Monthly Payment	debit card	3558 - SDCCU Checking
	1/4/2019	52330 - Office Expense	104.87	Office & Coffee Supplies	credit card	3558-60 - SDCCU Visa Credit Card
	1/11/2019	52330 - Office Expense	68.99	Office Supplies	credit card	3558-60 - SDCCU Visa Credit Card
	1/11/2019	52566 - Minor Equipment	342.40	Office Equipment Ergonomic Enhancements	credit card	3558-60 - SDCCU Visa Credit Card
			530.26			
E Ambius						
	1/9/2019	52370.J - Professional Services Office Plant Maintenance	97.94	Monthly Office Plants Service	check	3558 - SDCCU Checking
	1/9/2019	52370.J - Professional Services Office Plant Maintenance	97.94	Monthly Office Plants Service	check	3558 - SDCCU Checking
			195.88			
E AT&T Mobility						
	1/9/2019	52074 - Telecommunications	235.21	Monthly Cell Phone Bill EO and Analysts	check	3558 - SDCCU Checking
E Billing Hostway						
	1/9/2019	52370.E - Professional Services Web & Doc Support	21.95	Monthly Website Support	check	3558 - SDCCU Checking
	1/25/2019	52370.E - Professional Services Web & Doc Support	21.95	Monthly Website Support	check	3558 - SDCCU Checking
			43.90			
E CALAFCO						
	1/25/2019	52622 - Training/Registration Out-County	310.00	Registration CALAFCO Staff Workshop (KS)	check	3558 - SDCCU Checking
	1/25/2019	52622 - Training/Registration Out-County	310.00	Registration CALAFCO Staff Workshop (TL)	check	3558 - SDCCU Checking
	1/25/2019	52622 - Training/Registration Out-County	310.00	Registration CALAFCO Staff Workshop (LZ)	check	3558 - SDCCU Checking
	1/25/2019	52622 - Training/Registration Out-County	310.00	Registration CALAFCO Staff Workshop (AV)	check	3558 - SDCCU Checking
			1,240.00			
E CMT Sacramento Taxi						
	1/31/2019	52622 - Training/Registration Out-County	42.50	Transportation CALAFCO DEO Meeting: From Airport (KS)	credit card	3558-60 - SDCCU Visa Credit Card
	1/31/2019	52622 - Training/Registration Out-County	32.50	Transportation CALAFCO DEO Meeting: From Meeting (KS)	credit card	3558-60 - SDCCU Visa Credit Card
			75.00			
E Colantuono, Highsmith & Whatley						
	1/9/2019	52610 - Non-Travel/In-County	342.51	Business Travel Reimbursement	check	3558 - SDCCU Checking
	1/18/2019	52370.B - Professional Services Special Counsel General	19,332.50	Special Counsel Services	electronic	1000 - County Account (44595)
			19,675.01			
E Costco						
	1/8/2019	52610 - Non-Travel/In-County	21.44	Staff Lunch Meeting Welcome New Employee A. Vidal	debit card	3558 - SDCCU Checking
E County of San Diego						
	1/1/2019	52530 - Office Lease	6,656.64	Rent	electronic	1000 - County Account (44595)
	1/1/2019	52354 - Mail/Postage ISF	644.42	Mail/Postage Services	electronic	1000 - County Account (44595)
	1/1/2019	52178 - Vehicle Maintenance	27.99	Vehicle Maintenance Services	electronic	1000 - County Account (44595)
	1/1/2019	52182 - Vehicle Fuel	20.17	Vehicle Fuel	electronic	1000 - County Account (44595)
	1/1/2019	52758 - Vehicle Lease	165.49	Vehicle Lease	electronic	1000 - County Account (44595)
	1/1/2019	52721 et al. - Communications (IT) Services	9,687.90	County IT Services (ITRACK)	electronic	1000 - County Account (44595)
	1/1/2019	52562 - Investigative/Recruitment	40.00	New Employee Background Check (AV)	electronic	1000 - County Account (44595)
	1/12/2019	51110 et al. - Employee Payroll	40,979.39	Payroll Pay Period 2019-14	electronic	1000 - County Account (44595)
	1/26/2019	51110 et al. - Employee Payroll	42,541.99	Payroll Pay Period 2019-15	electronic	1000 - County Account (44595)
	1/14/2019	52344 - Stores Unallocated	343.66	Office Supplies Office Depot Order	electronic	1000 - County Account (44595)
	1/15/2019	52344 - Stores Unallocated	5.53	County Surcharge Office Depot Order	electronic	1000 - County Account (44595)
	1/18/2019	52504 - Equipment Rental	2.15	County Surcharge Xerox	electronic	1000 - County Account (44595)
	1/31/2019	52344 - Stores Unallocated	183.57	Office Supplies Office Depot Order	electronic	1000 - County Account (44595)
	1/31/2019	52344 - Stores Unallocated	3.41	County Surcharge Office Depot Order	electronic	1000 - County Account (44595)
			101,302.31			
E Culinary (COC Cafeteria)						
	1/10/2019	52610 - Non-Travel/In-County	4.58	Breakfast Meeting KS and AV Orientation	debit card	3558 - SDCCU Checking
E Culligan of San Diego						
	1/9/2019	52330 - Office Expense	40.00	Monthly Water Service	check	3558 - SDCCU Checking

**Expenses by Vendor Detail
January 2019**

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Dieu Ngu						
	1/25/2019	52610 · Non-Travel/In-County	16.46	JCFPD Board Meeting Dinner Reimbursement	check	3558 · SDCCU Checking
E Earl John Traylor						
	1/9/2019	52610 · Non-Travel/In-County	71.94	Mileage Reimbursement	check	3558 · SDCCU Checking
	1/18/2019	52370.F · Professional Services Local Govt Services	4,845.00	Consultant Services (Fire)	electronic	1000 · County Account (44595)
			4,916.94			
E Harry Ehrlich						
	1/15/2019	52370.G · Professional Services Legislation Services	600.00	Consultant Services Legislation	electronic	1000 · County Account (44595)
E Keene Simonds						
	1/10/2019	52622 · Training/Registration Out-County	24.74	CALAFCO Board Meeting Travel Reimbursement	check	3558 · SDCCU Checking
E Leaf & Cole LLP						
	1/18/2019	52370.H · Professional Services Accounting	4,950.00	Consultant Services Accounting Services	electronic	1000 · County Account (44595)
E Linda Zambito						
	1/25/2019	52610 · Non-Travel/In-County	19.50	CSA No. 135 Meeting Travel Reimbursement	check	3558 · SDCCU Checking
E Metroplan						
	1/30/2019	52370 · Professional Services	2,689.50	Consultant Services Analyst Recruitment Services (Rich Miller)	check	3558 · SDCCU Checking
E Peterson Donut						
	1/14/2019	52270 · Memberships	126.75	Breakfast Refreshments for Southern LAFCO Region Meeting	debit card	3558 · SDCCU Checking
E Price Self Storage						
	1/4/2019	52504 · Equipment Rental	60.00	Storage Unit Monthly Charge (December 2018)	debit card	3558 · SDCCU Checking
	1/9/2019	52504 · Equipment Rental	60.00	Storage Unit Monthly Charge (January 2019)	check	3558 · SDCCU Checking
	1/25/2019	52504 · Equipment Rental	60.00	Storage Unit Monthly Charge (February 2019)	check	3558 · SDCCU Checking
			180.00			
E Renato Rodriguez						
	1/9/2019	52330 · Office Expense	60.00	Coffee for Commission Meeting at CAC	check	3558 · SDCCU Checking
	1/25/2019	52270 · Memberships	60.00	Coffee for Southern LAFCO Region Meeting	check	3558 · SDCCU Checking
			120.00			
E San Diego County RAA Parking						
	1/31/2019	52622 · Training/Registration Out-County	32.00	Airport Parking for CALAFCO DEO Meeting (KS)	credit card	3558-60 · SDCCU Visa Credit Card
E Simon's Café & Catering						
	1/14/2019	52270 · Memberships	384.67	Lunch for Southern LAFCO Region Meeting	credit card	3558 · SDCCU Checking
	1/14/2019	52270 · Memberships	40.00	Cash Tip for Delivery and Set-Up	cash	1040 · Petty Cash
			424.67			
E Staples						
	1/2/2019	52330 · Office Expense	21.54	General Office Supplies	debit card	3558 · SDCCU Checking
E Xerox						
	1/18/2019	52504 · Equipment Rental	283.12	Xerox Rental	electronic	1000 · County Account (44595)
		EXPENSE TOTAL	139,805.49			
R County of San Diego						
	1/31/2019	49200 · Interest & Dividends	1,275.59	Interest Payment to Account 46725	electronic	1001 · General Fund (46725)
	1/31/2019	49200 · Interest & Dividends	271.84	Interest Payment to Account 46726	electronic	1002 · Special Projects Fund (46726)
	1/31/2019	49200 · Interest & Dividends	227.53	Interest Payment to Account 46727	electronic	1003 · Jurisdictional Fund (46727)
			1,774.96			
		REVENUE TOTAL	1,774.96			