

# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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**DATE :** APRIL 6, 2020   
**FROM:** SAMUEL MARTINEZ, Executive Officer  
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT:** AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICERS’ EXPENSE REPORT

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## **RECOMMENDATION:**

Approve the Executive Officers’ Expense Report for Procurement Card Purchases from January 22, 2020 to February 24, 2020 and February 23, 2020 to March 23, 2020.

## **BACKGROUND INFORMATION:**

The Commission participates in the County of San Bernardino’s Procurement Card Program to supply the Executive Officer a credit card to provide for payment of routine official costs of Commission activities as authorized by LAFCO Policy and Procedure Manual Section II – Accounting and Financial Policies #3(H). Staff has prepared an itemized report of purchases that covers the billing period of January 22, 2020 to February 24, 2020 and February 23, 2020 through March 23, 2020

There is one unique transaction that requires an explanation - the \$140.29 charge to Alfredo’s Pizza and Pasta on February 25. Since 2010, the Southern Region LAFCO’s have authorized staff members to participate in a Southern Region GIS Users Group, which was formed to provide opportunities for learning and collaborating among the southern region LAFCOs on current GIS trends and methods of increasing project/proposal analysis through utilization of GIS mapping software. The Group meets periodically with a rotational host. The February 25 meeting was hosted by San Bernardino LAFCO, which was also responsible for providing lunch.

Staff recommends that the Commission approve the Executive Officers’ expense reports as shown on the attachments.

SM/Ilj

Attachments



PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder						Travel	Billing Period	
[REDACTED]		Samuel Martinez						[REDACTED]	1/22/19 - 2/24/2020	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
01/28/20	Thomson West	1	Publications	Law Library Updates	8900005012	52002080	\$233.36		R	
01/30/20	Frontier	2	Phone Service	Communication	8900005012	52002041	\$671.87		R	
02/04/20	Urbane Café Pasadena	3	Meals	Meeting with Special Counsel	8900005012	52942943	\$30.04		R	

The undersigned, under penalty of perjury, states the above information to be true and correct. If an unauthorized purchase has been made, the undersigned authorizes the County Auditor/Controller-Recorder to withhold the appropriate amount from their payroll check after 15 days from the receipt of the cardholder's Statement of Account.

Cardholder (Print & Sign)	Date
Samuel Martinez	04/06/20

Approving Official (Print & Sign)	Date
Larry McCallon	04/15/20



**PROCUREMENT CARD PROGRAM**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

Card Number		Cardholder					Travel	Billing Period		
[REDACTED]		Samuel Martinez						2/23/19 - 3/23/2020		
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
02/25/20	Alfredos Pizza	1	So. Calif LAFCO's GIS User Group	Meals	8900005012	52942943	\$140.29		R	
02/25/20	Thomson West	2	Publications	Law Library Updates	8900005012	52002080	\$233.36		R	
01/30/20	Frontier	3	Phone Service	Communication	8900005012	52002041	\$671.87		R	

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<b>Cardholder (Print &amp; Sign)</b>	<b>Date</b>
Samuel Martinez <i>[Signature]</i>	04/06/20

<b>Approving Official (Print &amp; Sign)</b>	<b>Date</b>
Larry McCallon	04/15/20