



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

5b

AGENDA REPORT
 Consent | Action

February 3, 2025

TO: Commissioners

FROM: Keene Simonds, Executive Officer
 Erica Sellen, Commission Clerk

**SUBJECT: Commission Ratification |
 Recorded Payments for November and December 2024**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received between November and December 2024. The payments cover all recorded transactions for the two-month period and include \$0.436 million in total distributions made by the Executive Officer. Nearly two-thirds of all payments made tie to the County of San Diego for payroll reimbursements as well as charges for general overhead and information technology services. Most of the remaining payments made involve professional services tying to consultant and legal usage. Payments received total \$0.034 million and primarily involve receipt of local agency apportionments.

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 E lafco@sdcounty.ca.gov www.sdlafco.org</p>	<p>Joel Anderson County of San Diego</p> <p>Jim Desmond County of San Diego</p> <p>Vacant, 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>Chair Stephen Whitburn City of San Diego</p> <p>Marni von Wilpert, Alt. City of San Diego</p>	<p>Vice Chair Barry Willis Alpine Fire Protection</p> <p>Jo MacKenzie Vista Irrigation</p> <p>David Drake, Alt. Rincon del Diablo</p>	<p>Harry Mathis General Public</p> <p>Brigitte Browning, Alt. General Public</p>
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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 November and December 2024. A detailing of these transactions is provided in Attachments One (November) and Two (December). The item separately provides the Commission the opportunity to provide feedback to LAFCO staff and inform potential changes in purchasing practices and/or accounting procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer covering November and December 2024 total \$435,900 with 64% – or \$280,217 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering four pay periods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget. Revenues collected total \$33,752 and primarily involve collecting local agency apportionments with the balance involving a new application filing.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for November and December 2024 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 for November and December 2024 as shown in Attachments One and Two.

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
Commission Clerk

Attachments:

- 1) Recorded Transactions in November 2024
- 2) Recorded Transactions in December 2024

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SAN DIEGO LAFCO
Expenses by Vendor Detail
November 2024

Agenda Item No. 5b | Attachment One

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E JMC Strategies	11/22/2024	53370.F - Professional Services	7,935.00	Consultant Services Intergovernmental	electronic	1000 - County Account (44595)
E Ace Parking	11/21/2024	53610 - Non-Travel In-County	10.00	AEO Parking	credit card	3558-60 - SDCCU Visa Credit Card
	11/22/2024	52530 - Office Lease	50.00	Parking Validations	electronic	1000 - County Account (44595)
	11/22/2024	52530 - Office Lease	960.00	Monthly Parking Rent	electronic	1000 - County Account (44595)
			1,020.00			
E ADW Consulting LLC	11/22/2024	52370.F - Professional Services	20,625.00	Consultant Services Intergovernmental (2 months)	electronic	1000 - County Account (44595)
E After Effects (Adobe)	11/10/2024	52270 - Memberships	22.99	Monthly Video Editing Software Subscription	credit card	3558-60 - SDCCU Visa Credit Card
	11/15/2024	52270 - Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 - SDCCU Checking
			42.98			
E Amazon	11/18/2024	52344 - Stores Unallocated	598.28	General Office Supplies	credit card	3558-60 - SDCCU Visa Credit Card
E Ambius	11/18/2024	52344 - Stores Unallocated	434.23	Monthly Service for Office Plants	check	3558 - SDCCU Checking
E ARCC (Assessor Recording County)	11/18/2024	52490 - Publications	50.00	NOE Fee Bryant-Felicia Rd. Reorg. Annexation (R024-03)	check	3558 - SDCCU Checking
	11/18/2024	52490 - Publications	50.00	NOE Fee Bryant-Felicia Rd. Reorg. Detachment (R024-03)	check	3558 - SDCCU Checking
	11/18/2024	52490 - Publications	50.00	NOE Fee Dragovic-Sunset Dr. (OAS24-10)	check	3558 - SDCCU Checking
			150.00			
E Assura Software	11/22/2024	52074 - Telecommunications	750.00	Website Hosting Support Services	electronic	1000 - County Account (44595)
E AT&T Mobility	11/18/2024	52074 - Telecommunications	620.35	Monthly Cell Phone LAFCO Staff	check	3558 - SDCCU Checking
	11/26/2024	52074 - Telecommunications	631.92	Monthly Cell Phone LAFCO Staff	check	3558 - SDCCU Checking
			1,252.32			
E Blue Barn LLC	11/22/2024	52074 - Telecommunications	3,000.00	Video Recording Seervices	electronic	1000 - County Account (44595)
E Byron Nkhoma	11/18/2024	52304 - Miscellaneous	50.00	SALC Farming Questionnaire	check	3558 - SDCCU Checking
E Canva	11/7/2024	52270 - Memberships	12.99	Monthly Subscription	credit card	3558-60 - SDCCU Visa Credit Card
E Chase Design Inc	11/22/2024	52334 - Printing	75.00	Workplan & Budget Edits	electronic	1000 - County Account (44595)
E City SD Parking	11/22/2024	52610 - Non-Travel In-County	1.25	AEO Parking	credit card	3558-60 - SDCCU Visa Credit Card
E Claim Jumper	11/4/2024	52610 - Non-Travel In-County	82.69	EO, AEO & Counsel Debriefing	debit card	3558 - SDCCU Checking
E Colantuono, Highsmith & Whitley	11/6/2024	52370.B - Professional Services	6,239.50	Commission Counsel Services	electronic	1000 - County Account (44595)
E Copy 2 Copy	11/19/2024	52334 - Printing	438.49	Business Cards New Hires	check	3558 - SDCCU Checking
E Corodata	11/26/2024	52330 - Office Expense	60.45	Document Storage	check	3558 - SDCCU Checking
E County of San Diego	11/1/2024	52354 - Mail/Postage ISF	529.84	Mail/Postage Services	electronic	1000 - County Account (44595)
	11/1/2024	52178 - Vehicle Maintenance	242.44	Vehicle Maintenance Services	electronic	1000 - County Account (44595)
	11/1/2024	52182 - Vehicle Fuel	39.42	Vehicle Fuel	electronic	1000 - County Account (44595)
	11/1/2024	52758 - Vehicle Lease	165.49	Vehicle Lease	electronic	1000 - County Account (44595)
	11/1/2024	52721 et al. - Communications (IT) Services	6,470.45	County IT Services (ITRACK)	electronic	1000 - County Account (44595)
	11/8/2024	5110 et al. - Employee Payroll	59,946.53	Payroll Pay Period 2025-10	electronic	1000 - County Account (44595)
	11/22/2024	5110 et al. - Employee Payroll	61,284.83	Payroll Pay Period 2025-11	electronic	1000 - County Account (44595)
	11/30/2024	52550.B - County Overhead Costs	14,323.35	A-87 2nd Quarter	electronic	1000 - County Account (44595)
	11/30/2024	52594 - Equipment Rental	1.85	County Surcharge Xerox	electronic	1000 - County Account (44595)
			143,004.20			

SAN DIEGO LAFCO
Expenses by Vendor Detail
November 2024

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E CSDA San Diego Chapter	11/15/2024	52610 - Non-Travel\In-County	160.00	Quarterly Dinner Meeting (JB & MP)	check	3558 - SDCCU Checking
E Donut Star	11/5/2024	52330 - Office Expense	40.75	Commission Meeting Refreshments	debit card	3558 - SDCCU Checking
E Extraordinary Desserts	11/14/2024	52610 - Non-Travel\In-County	66.00	Office Bonding	debit card	3558 - SDCCU Checking
E Fax Plus	11/8/2024	52330 - Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 - SDCCU Checking
E Gary Echemendy	11/19/2024	52304 - Miscellaneous	50.00	SALC Farming Questionnaire	check	3558 - SDCCU Checking
E Jimmy Carter's Mexican Café	11/6/2024	52610 - Non-Travel\In-County	93.90	EO, AEO, Consultant Briefing	credit card	3558-60 - SDCCU Visa Credit Card
E Jo Mackenzie	11/18/2024	52610 - Non-Travel\In-County	6.60	Reimbursement Tolls for Commission Meeting	check	3558 - SDCCU Checking
E Keene Simonds	11/21/2024	52612 - Employee Auto	332.14	CALAFCO Conference Rental Car & Rideshare Reimbursement	check	3558 - SDCCU Checking
E Lazy Dog	11/1/2024	52610 - Non-Travel\In-County	121.10	EO, AEO, AV, BW Briefing	debit card	3558 - SDCCU Checking
E Manchester Financial 5th Ave LP	11/6/2024	52530 - Office Lease	11,816.47	Office & Storage Rent	electronic	1000 - County Account (44595)
E Mary Munk	11/18/2024	52610 - Non-Travel\In-County	30.86	Reimbursement La Jolla Meeting with MP	check	3558 - SDCCU Checking
E Meghan Traynor	11/18/2024	52610 - Non-Travel\In-County	72.00	Reimbursement MTS Pass	check	3558 - SDCCU Checking
E Michaela Peters	11/21/2024	52610 - Non-Travel\In-County	30.40	Reimbursement Consultant Lunch Meeting	check	3558 - SDCCU Checking
	11/21/2024	52182 - Vehicle Fuel	69.69	Reimbursement LAFCO Car Fuel	check	3558 - SDCCU Checking
			100.09			
E News Library	11/8/2024	52270 - Memberships	25.95	SD Tribune Archives Monthly Service	debit card	3558 - SDCCU Checking
E Postal Annex	11/3/2024	52332 - Postage	25.74	Mailing Agenda Packet to BW	debit card	3558 - SDCCU Checking
	11/26/2024	52332 - Postage	57.17	Mailing Agenda Packet to BW	credit card	3558-60 - SDCCU Visa Credit Card
			82.91			
E QuickBooks	11/4/2024	52330 - Office Expense	99.00	Monthly Service for Online QuickBooks	debit card	3558 - SDCCU Checking
E Ready Refresh	11/9/2024	52330 - Office Expense	97.73	Monthly Water Service	credit card	3558-60 - SDCCU Visa Credit Card
E RGS	11/6/2024	52370 - Professional Services	108.93	HR Services to AEO	electronic	1000 - County Account (44595)
E Rick Engineering Co	11/21/2024	52304 - Miscellaneous	13,504.75	SALC Grant (2 invoice payments)	check	3558 - SDCCU Checking
E San Diego History Center	11/20/2024	52490 - Publications	107.75	MSR Photos Oceanside Region	credit card	3558-60 - SDCCU Visa Credit Card
E SDCCU	11/21/2024	52304 - Miscellaneous	10.00	Stop Check Fee	debit card	3558 - SDCCU Checking
E Sloan Sakai Yeung & Wong LLP	11/6/2024	52370.B - Professional Services	7,161.22	Special Counsel Services	electronic	1000 - County Account (44595)
E Starbucks	11/6/2024	52330 - Office Expense	45.00	Commission Meeting Refreshments	credit card	3558-60 - SDCCU Visa Credit Card
E The Westbean Coffee	11/21/2024	52610 - Non-Travel\In-County	57.95	EO, AEO & MP Briefing	credit card	3558-60 - SDCCU Visa Credit Card
E William Fulton Group	11/22/2024	52370.F - Professional Services	10,800.00	Consultant Services Planning	electronic	1000 - County Account (44595)
E Xerox	11/13/2024	52504 - Equipment Rental	271.64	Xerox Rental	electronic	1000 - County Account (44595)

SAN DIEGO LAFCO
Expenses by Vendor Detail
 November 2024

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E YouTube	11/7/2024	52770 - Memberships	12.65	Monthly Streaming Support Services	debit card	3558 - SDCCU Checking
			231,147.03			
EXPENSE TOTAL						
R 5780 Quarry Rd LLC	11/26/2024	46234 - Applications	640.50	Processing Fees (CO24-14)	check	3558 - SDCCU Checking
R Bryant	11/26/2024	52490 - Publications	100.00	Recording Fees (RO24-03)	check	3558 - SDCCU Checking
R County of San Diego	11/30/2024	45918 - LAFCO Apportionment	30,824.70	LAFCO Apportionment FY24-25	electronic	1000 - County Account (44595)
R Dragovic	11/26/2024	46234 - Applications	1,921.50	Processing Fees (OAS24-10)	check	3558 - SDCCU Checking
	11/26/2024	52490 - Publications	50.00	Recording Fees (OAS24-10)	check	3558 - SDCCU Checking
			1,971.50			
REVENUE TOTAL			33,486.70			

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SAN DIEGO LAFCO
Expenses by Vendor Detail
December 2024

Agenda Item No. 5b | Attachment Two

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E 3MC Strategies	12/11/2024	52370.E - Professional Services	7,820.00	Consultant Services Intergovernmental	electronic	1000 - County Account (44595)
E After Effects (Adobe)	12/10/2024	52270 - Memberships	22.99	Monthly Video Editing Software Subscription	credit card	3558-60 - SDCCU Visa Credit Card
	12/15/2024	52270 - Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 - SDCCU Checking
			42.98			
E Amazon	12/3/2024	52566 - Minor Equipment	850.15	Camera & Equipment	credit card	3558-60 - SDCCU Visa Credit Card
	12/16/2024	52344 - Stores Unallocated	40.30	General Office Supplies	credit card	3558-60 - SDCCU Visa Credit Card
			890.54			
E Ambius	12/20/2024	52344 - Stores Unallocated	434.23	Monthly Service for Office Plants	check	3558 - SDCCU Checking
E ARCC (Assessor - Recording County)	12/20/2024	52490 - Publications	50.00	NOE Fee Oceanside MSR	check	3558 - SDCCU Checking
	12/20/2024	52490 - Publications	50.00	NOE Fee Oceanside MSR SOI	check	3558 - SDCCU Checking
	12/20/2024	52490 - Publications	50.00	NOE Fee Oceanside SCGD SOI	check	3558 - SDCCU Checking
	12/20/2024	52490 - Publications	50.00	NOE Fee Morro Hills CSD SOI	check	3558 - SDCCU Checking
			200.00			
E Asura Software	12/11/2024	52074 - Telecommunications	750.00	Website Hosting Support Services	electronic	1000 - County Account (44595)
E Best Buy	12/4/2024	52344 - Stores Unallocated	61.61	Wireless Microphones	check	3558 - SDCCU Checking
E Billing Hostway	12/4/2024	52370.E - Professional Services	299.40	Website Support Annual Fee	debit card	3558 - SDCCU Checking
E Blue Barn LLC	12/11/2024	52074 - Telecommunications	3,000.00	Video Recording Services	electronic	1000 - County Account (44595)
E Canva	12/11/2024	52270 - Memberships	30.00	Monthly Subscription	credit card	3558-60 - SDCCU Visa Credit Card
E Chase Design Inc	12/6/2024	52334 - Printing	4,050.00	Local Directory	electronic	1000 - County Account (44595)
E Claim Jumper	12/4/2024	52610 - Non-Travel/In-County	83.36	EO, AEO & Counsel Debriefing	debit card	3558 - SDCCU Checking
	12/20/2024	52610 - Non-Travel/In-County	261.16	Team 2nd Quarter Lunch	credit card	3558-60 - SDCCU Visa Credit Card
			344.52			
E Colantuono, Highsmith & Whatley	12/6/2024	52370.B - Professional Services	5,086.91	Commission Counsel Services	electronic	1000 - County Account (44595)
E Corodata	12/20/2024	52330 - Office Expense	60.45	Document Storage	check	3558 - SDCCU Checking
E County of San Diego	12/1/2024	52354 - Mail/Postage ISF	593.74	Mail/Postage Services	electronic	1000 - County Account (44595)
	12/1/2024	52178 - Vehicle Maintenance	143.20	Vehicle Maintenance Services	electronic	1000 - County Account (44595)
	12/1/2024	52182 - Vehicle Fuel	39.17	Vehicle Fuel	electronic	1000 - County Account (44595)
	12/1/2024	52758 - Vehicle Lease	165.49	Vehicle Lease	electronic	1000 - County Account (44595)
	12/1/2024	52721 et al. - Communications (IT) Services	7,159.02	County IT Services (ITRACK)	electronic	1000 - County Account (44595)
	12/6/2024	5110 et al. - Employee Payroll	69,436.41	Payroll Pay Period 2025-12	electronic	1000 - County Account (44595)
	12/20/2024	5110 et al. - Employee Payroll	59,673.61	Payroll Pay Period 2025-13	electronic	1000 - County Account (44595)
	12/31/2024	52504 - Equipment Rental	1.84	County Surcharge Xerox	electronic	1000 - County Account (44595)
			137,212.48			
E CVS	12/18/2024	52330 - Office Expense	180.37	Office Supplies	credit card	3558-60 - SDCCU Visa Credit Card
E Donut Star	12/2/2024	52330 - Office Expense	40.75	Commission Meeting Refreshments	cash	1040 - Petty Cash
E Dropbox	12/9/2024	52270 - Memberships	199.00	Annual Subscription	credit card	3558-60 - SDCCU Visa Credit Card
E Fax Plus	12/8/2024	52330 - Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 - SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
December 2024

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Lazy Dog	12/20/2024	53610 - Non-Travel/n-County	81.36	EO, AEO, MP and BW Briefing	debit card	3558 - SDCCU Checking
E Lotfy Coffee	12/15/2024	53610 - Non-Travel/n-County	16.13	EO and KB Briefing	debit card	3558 - SDCCU Checking
E Manchester Financial 5th Ave LP	12/6/2024	53530 - Office Lease	11,816.47	Office & Storage Rent	electronic	1000 - County Account (44595)
E Meghan Traynor	12/20/2024	53610 - Non-Travel/n-County	72.00	Reimbursement MTS Pass	check	3558 - SDCCU Checking
E News Library	12/20/2024	53444 - Stores Unallocated	440.66	Reimbursement WPH Office Supplies	check	3558 - SDCCU Checking
E News Library	12/8/2024	52270 - Memberships	512.66			
E Parc Bistro Brasserie	12/8/2024	52270 - Memberships	25.95	SD Tribune Archives Monthly Service	debit card	3558 - SDCCU Checking
E QuickBooks	12/9/2024	52610 - Non-Travel/n-County	402.92	EO, AEO & Intern Candidate Meeting	credit card	3558-60 - SDCCU Visa Credit Card
E Ready Refresh	12/4/2024	53330 - Office Expense	99.00	Monthly Service for Online QuickBooks	debit card	3558 - SDCCU Checking
E RGS	12/7/2024	53330 - Office Expense	69.15	Monthly Water Service	credit card	3558-60 - SDCCU Visa Credit Card
E San Diego Union Tribune	12/6/2024	53370 - Professional Services	1,607.75	HR Services to AEO	electronic	1000 - County Account (44595)
E Southwest Airlines	12/20/2024	52490 - Publications	1,621.06	PHNs Oceanside MSR	check	3558 - SDCCU Checking
E Starbucks	12/5/2024	52622 - Training/Registration Out-County	137.96	CALAFCO Board Meeting 1/10/25 in Sacramento (EO & AEO)	credit card	3558-60 - SDCCU Visa Credit Card
E Stephen Abbott	12/2/2024	53330 - Office Expense	49.45	Commission Meeting Refreshments	credit card	3558-60 - SDCCU Visa Credit Card
E The Westbean Coffee	12/19/2024	53330 - Office Expense	44.00	Cities Meeting Refreshments	credit card	3558-60 - SDCCU Visa Credit Card
E Vons	12/20/2024	53330 - Office Expense	23.95	SDAC Meeting Refreshments	credit card	3558-60 - SDCCU Visa Credit Card
E W. Michael Hanemann	12/23/2024	53330 - Office Expense	100.00	Holiday Gifts for Manchester Building Staff	credit card	3558-60 - SDCCU Visa Credit Card
E Xerox	12/16/2024	53370.F - Professional Services	216.45			
E Xerox	12/14/2024	52370.F - Professional Services	5,080.00	Consultant Services Fire	electronic	1000 - County Account (44595)
E YouTube	12/4/2024	53330 - Office Expense	38.70	EO, AEO and Consultant Briefing	debit card	3558 - SDCCU Checking
E W. Michael Hanemann	12/19/2024	53330 - Office Expense	200.00	Gift Cards for Office Security and Cleaning Staff	credit card	3558-60 - SDCCU Visa Credit Card
E W. Michael Hanemann	12/19/2024	53330 - Office Expense	29.95	Cities & SDAC Meeting Refreshments	credit card	3558-60 - SDCCU Visa Credit Card
E Xerox	12/16/2024	53370.F - Professional Services	229.95			
E Xerox	12/16/2024	53370.F - Professional Services	22,000.00	Consultant Services SDCVVA MSR	electronic	1000 - County Account (44595)
E Xerox	12/11/2024	52504 - Equipment Rental	270.11	Xerox Rental	electronic	1000 - County Account (44595)
E YouTube	10/30/2024	52270 - Memberships	22.99	Monthly Streaming Support Services	debit card	3558 - SDCCU Checking
EXPENSE TOTAL						
			204,753.11			
REVENUE TOTAL						
			265.22			
County of San Diego						