



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

5b

AGENDA REPORT
 Consent | Action

March 3, 2025

TO: Chair Whitburn and Commissioners

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

SUBJECT: **Commission Ratification |
 Recorded Payments for January 2025**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in January 2025. The payments cover all recorded transactions and include \$0.304 million in total distributions made by the Executive Officer. Three-fifths 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. Payments received total \$0.069 million and primarily involve receipt of two new applications as well as grant reimbursements. Recommendation to ratify the payments as presented.

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. Spending allowances are specified and include bid procedures for financial transactions at or above \$10,000 unless waived due to unique circumstances. Commission approval is needed for any purchase above \$124,999.

<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>Brigette 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 January 2025 as detailed in Attachment One. The item separately provides the Commission the opportunity to pull the item for questions or comments.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer covering January 2025 total \$304,366 with 61% – or \$185,535 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering three pay periods as well as expenses for general overhead and information technology services. The balance of expenses involves consultant and legal usage. All expenses are consistent with the adopted budget. Revenues collected total \$68,822 and primarily involve receipt of two new applications as well as grant reimbursements from the State involving "SALC 2.0."

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for January 2025 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 January 2025 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

(continued)

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

Attachment:

- 1) Recorded Transactions in January 2025

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2025

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E 3MC Strategies						
	1/29/2025	52370.F · Professional Services	6,670.00	Consultant Services Intergovernmental	electronic	1000 · County Account (44595)
E Ace Parking						
	1/3/2025	52530 · Office Lease	976.00	Monthly Parking Rent & Parking Validations (Dec)	electronic	1000 · County Account (44595)
	1/29/2025	52610 · Non-Travel/In-County	10.00	AEO Parking Grand Jury	credit card	3558-60 · SDCCU Visa Credit Card
	1/29/2025	52530 · Office Lease	1,008.00	Monthly Parking Rent & Parking Validations (Jan)	electronic	1000 · County Account (44595)
			1,994.00			
E ADW Consulting LLC						
	1/3/2025	52370.F · Professional Services	10,875.00	Consultant Services Intergovernmental (Dec)	electronic	1000 · County Account (44595)
	1/29/2025	52370.F · Professional Services	9,825.00	Consultant Services Intergovernmental (Jan)	electronic	1000 · County Account (44595)
			20,700.00			
E After Effects (Adobe)						
	1/10/2025	52270 · Memberships	22.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	1/15/2025	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			42.98			
E Amazon						
	1/7/2025	52344 · Stores Unallocated	89.40	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	1/24/2025	52344 · Stores Unallocated	37.94	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			127.34			
E Ambius						
	1/14/2025	52344 · Stores Unallocated	434.23	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E Assura Software						
	1/13/2025	52074 · Telecommunications	750.00	Project Manager System	electronic	1000 · County Account (44595)
E AT&T Mobility						
	1/14/2025	52074 · Telecommunications	615.15	Monthly Cell Phone LAFCO Staff (Nov)	check	3558 · SDCCU Checking
	1/28/2025	52074 · Telecommunications	605.90	Monthly Cell Phone LAFCO Staff (Dec)	check	3558 · SDCCU Checking
			1,221.05			
E Burgers & Brews SMF						
	11/12/2025	52622 · Training/Registration Out-County	10.10	CALAFCO Board Meeting - Water EO & AEO	debit card	3558 · SDCCU Checking
E Canva						
	1/7/2025	52270 · Memberships	30.00	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Chase Design Inc						
	1/10/2025	52334 · Printing	1,537.50	Local Agency Directory & Oceanside Region MSR	electronic	1000 · County Account (44595)
E CMT Sacramento Taxi						
	1/12/2025	52622 · Training/Registration Out-County	60.70	CALAFCO Board Meeting Transportation for EO & AEO	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	1/3/2025	52370.B · Professional Services	5,386.57	Commission Counsel Services (Dec)	electronic	1000 · County Account (44595)
	1/29/2025	52370.B · Professional Services	5,571.00	Commission Counsel Services (Jan)	electronic	1000 · County Account (44595)
			10,957.57			
E Copy 2 Copy						
	1/28/2025	52334 · Printing	3,073.78	Local Agency Directory & Oceanside Region MSR	check	3558 · SDCCU Checking
E County of San Diego						
	1/1/2025	52354 · Mail/Postage ISF	512.50	Mail/Postage Services	electronic	1000 · County Account (44595)
	1/1/2025	52178 · Vehicle Maintenance	143.20	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	1/1/2025	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	1/1/2025	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	1/1/2025	52721 et al. · Communications (IT) Services	6,623.94	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	1/3/2025	5110 et al. · Employee Payroll	57,731.12	Payroll Pay Period 2025-14	electronic	1000 · County Account (44595)
	1/17/2025	5110 et al. · Employee Payroll	56,734.80	Payroll Pay Period 2025-15	electronic	1000 · County Account (44595)
	1/31/2025	5110 et al. · Employee Payroll	52,646.92	Payroll Pay Period 2025-16	electronic	1000 · County Account (44595)
	1/31/2025	52504 · Equipment Rental	1.85	County Surcharge Xerox	electronic	1000 · County Account (44595)
	1/31/2025	52304 · Miscellaneous	10,975.45	SALC Grant Payment to County DPS	electronic	1000 · County Account (44595)
			185,535.27			
E CSDA						
	1/14/2025	52270 · Memberships	1,809.00	FY24-25 Membership Fee	check	3558 · SDCCU Checking
E Fax Plus						
	1/8/2025	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2025

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E In Taxi Cab						
	1/12/2025	52622 · Training/Registration Out-County	35.00	CALAFCO Board Meeting Transportation for EO & AEO	debit card	3558 · SDCCU Checking
E Kennedy Water Consulting LLC						
	1/13/2025	52370.F · Professional Services	4,193.75	Consultant Services Utilities	electronic	1000 · County Account (44595)
E Lazy Dog						
	1/24/2025	52610 · Non-Travel/In-County	154.92	EO, AEO, JB, MT & BW LAFCO Briefing	debit card	3558 · SDCCU Checking
E Lyft						
	1/10/2025	52622 · Training/Registration Out-County	22.68	CALAFCO Board Meeting Transportation for EO & AEO	debit card	3558 · SDCCU Checking
	1/12/2025	52622 · Training/Registration Out-County	38.45	CALAFCO Board Meeting Transportation for EO & AEO	debit card	3558 · SDCCU Checking
			61.13			
E Manchester Financial 5th Ave LP						
	1/3/2025	52530 · Office Lease	11,834.47	Office Space & In-Building Storage Rent	electronic	1000 · County Account (44595)
E McDonald's						
	1/30/2025	52610 · Non-Travel/In-County	9.03	County Homeless Count Coffee - AEO, MT & AV	credit card	3558-60 · SDCCU Visa Credit Card
E Meghan Traynor						
	1/14/2025	52610 · Non-Travel/In-County	72.00	Reimbursement MTS Pass	check	3558 · SDCCU Checking
E Michaela Peters						
	1/28/2025	52610 · Non-Travel/In-County	22.51	Reimbursement Lunch - Solana Beach Briefing	check	3558 · SDCCU Checking
E News Library						
	1/8/2025	52270 · Memberships	25.95	SD Tribune Archives Monthly Service	debit card	3558 · SDCCU Checking
E Nothing Bundt Cakes						
	1/9/2025	52610 · Non-Travel/In-County	39.64	Office Bonding	credit card	3558-60 · SDCCU Visa Credit Card
E Peet's Coffee						
	1/2/2025	52622 · Training/Registration Out-County	19.52	CALAFCO Board Meeting Coffee - EO & AEO	debit card	3558 · SDCCU Checking
E Postal Annex						
	1/24/2025	52332 · Postage	215.62	Mailing Agenda Packet to DD, HM, JM & BW	credit card	3558-60 · SDCCU Visa Credit Card
E Pottery Barn						
	1/16/2025	52344 · Stores Unallocated	1,915.80	Conference Table	credit card	3558-60 · SDCCU Visa Credit Card
E QuickBooks						
	1/5/2025	52330 · Office Expense	99.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
E Ready Refresh						
	1/8/2025	52330 · Office Expense	71.95	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E RGS						
	1/10/2025	52370 · Professional Services	570.28	HR Services to AEO	electronic	1000 · County Account (44595)
E Sammy's Woodfire Pizza						
	1/9/2025	52610 · Non-Travel/In-County	122.06	EO, AEO, GC & MB Lunch Meeting: South County Topics	debit card	3558 · SDCCU Checking
	1/19/2025	52610 · Non-Travel/In-County	182.79	EO, AEO, CC, AW + JM Lunch Meeting: Chula Vista Topics	debit card	3558 · SDCCU Checking
			304.85			
E San Diego Union Tribune						
	1/13/2025	52490 · Publications	1,339.94	PHN Public Member	check	3558 · SDCCU Checking
E Sloan Sakai Yeung & Wong LLP						
	1/13/2025	52370.B · Professional Services	19,006.22	Special Counsel Services (Two Months)	electronic	1000 · County Account (44595)
E The Corner Drafthouse						
	1/16/2025	52610 · Non-Travel/In-County	77.59	EO, AEO & Intern Interview Lunch Meeting	debit card	3558 · SDCCU Checking
E The Market Place						
	1/9/2025	52330 · Office Expense	4.08	Office Supplies	debit card	3558 · SDCCU Checking
E The Sandwich Shop						
	1/12/2025	52622 · Training/Registration Out-County	35.01	CALAFCO Board Meeting Lunch - EO & AEO	debit card	3558 · SDCCU Checking
E W. Michael Hanemann						
	1/15/2025	52370.F · Professional Services	29,000.00	Consultant Services SDCWA MSR	electronic	1000 · County Account (44595)
E Xerox						
	1/8/2025	52504 · Equipment Rental	272.34	Xerox Rental	electronic	1000 · County Account (44595)
E YouTube						
	1/7/2025	52270 · Memberships	22.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
			<u>304,366.37</u>			
EXPENSE TOTAL						

SAN DIEGO LAFCO
Payments Received
 January 2025

<u>Payable Receivable Party</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>	<u>Purpose</u>	<u>Type</u>	<u>Funding Account</u>
R Benter						
	1/30/2025	52490 · Publications	50.00	Recording Fees (OAS24-04)	check	3558 · SDCCU Checking
R County of San Diego						
	1/31/2025	49200 · Interest & Dividends	45.95	Interest Payment to Account 46725	electronic	1000 · County Account (44595)
	1/31/2025	49200 · Interest & Dividends	69.35	Interest Payment to Account 46726	electronic	1000 · County Account (44595)
	1/31/2025	49200 · Interest & Dividends	96.41	Interest Payment to Account 46727	electronic	1000 · County Account (44595)
			211.71			
R Hallam						
	1/30/2025	46234 · Applications	480.38	Processing Fees (OAS25-01)	check	3558 · SDCCU Checking
R State of California						
	1/27/2025	45281 · State Aid Agriculture	37,882.17	SALC Grant	check	1000 · County Account (44595)
R The Eden Hills Project Owner LLC						
	1/27/2025	46234 · Applications	28,277.10	Processing Fees (OAS19-26)	check	1000 · County Account (44595)
R Touchstone Communities, LLC						
	1/30/2025	46234 · Applications	1,921.50	Processing Fees (OAS25-02)	check	3558 · SDCCU Checking
REVENUE TOTAL			68,822.86			

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