



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

**5b**

**AGENDA REPORT**  
 Consent | Action

June 2, 2025

**TO:** Chair Whitburn and Commissioners

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

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

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received in April 2025. Payments cover all recorded transactions and include \$0.253 million in total distributions made by the Executive Officer. One-half of all payments made go to the County of San Diego for payroll reimbursements as well as charges for general overhead and information technology. Most of the remaining payments made involve professional services. Payments received total \$0.007 million and tie to two new applications. It is recommended the Commission ratify the payments.

**BACKGROUND**

**Accounting Policies and Procedures**

San Diego LAFCO’s policies direct the Executive Officer to maintain appropriate accounting controls for all financial transactions conducted on behalf of the Commission. These policies specify spending allowances and require competitive bid procedures for transactions ranging from \$10,000 to \$124,999 unless waived due to unique circumstances. Any financial transaction of \$125,000 or more requires formal approval by the Commission.

<p><b>Administration</b>          Keene Simonds, Executive Officer          2550 Fifth Avenue, Suite 725          San Diego, California 92103          T 619.321.3380          E.lafco@sdcountry.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>Vacant          General Public</p> <p>Brigette Browning, Alt.          General Public</p>
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## DISCUSSION

This item is presented for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer for April 2025. A detailed listing of these transactions is provided in Attachment One (April). The item also affords the Commission an opportunity to pull it for discussion and provide feedback on potential modifications to purchasing practices and/or accounting procedures moving forward.

## ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer for April 2025 total \$252,732, with 49% - or \$125,323 - associated with transactions involving the County of San Diego. These include payroll reimbursements for two pay periods plus charges for general overhead and information technology services. All expenditures are consistent with the adopted budget. Revenues collected total \$7,088 and reflect two new applicant filings.

## RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for April 2025 as presented. 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 April 2025 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.<sup>1</sup>

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<sup>1</sup> 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 April 2025

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**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 April 2025

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   3MC Strategies</b>						
	4/16/2025	52370.F · Professional Services	8,050.00	Consultant Services   Intergovernmental	electronic	1000 · County Account (44595)
<b>E   Ace Parking</b>						
	4/18/2025	52530 · Office Lease	62.00	Parking Validations	electronic	1000 · County Account (44595)
	4/30/2025	52530 · Office Lease	1,080.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
			1,142.00			
<b>E   ADW Consulting LLC</b>						
	4/30/2025	52370.F · Professional Services	10,950.00	Consultant Services   Intergovernmental	electronic	1000 · County Account (44595)
<b>E   After Effects (Adobe)</b>						
	4/11/2025	52270 · Memberships	22.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Agricultural Impact Associates LLC</b>						
	4/2/2025	52304 · Miscellaneous	19,236.67	SALC Grant Payment	electronic	1000 · County Account (44595)
<b>E   Aiden Velasquez</b>						
	4/9/2025	52610 · Non-Travel/In-County	34.91	Reimbursement   Documentary Interview - Lunch	check	3558 · SDCCU Checking
	4/30/2025	52330 · Office Expense	40.75	Reimbursement   SDAC Meeting Refreshments	check	3558 · SDCCU Checking
	4/30/2025	52332 · Postage	56.10	Reimbursement   Agenda Packets Postage DD, JM & BW	check	3558 · SDCCU Checking
			131.76			
<b>E   Amazon</b>						
	4/3/2025	52566 · Minor Equipment	-1,264.96	Refund   Camera Equipment Return	credit card	3558-60 · SDCCU Visa Credit Card
	4/9/2025	52566 · Minor Equipment	268.84	Camera Equipment	credit card	3558-60 · SDCCU Visa Credit Card
	4/17/2025	52344 · Stores Unallocated	212.89	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			481.73			
<b>E   Ambius</b>						
	4/9/2025	52344 · Stores Unallocated	434.23	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   Assura Software</b>						
	4/18/2025	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
<b>E   AT&amp;T Mobilty</b>						
	4/30/2025	52074 · Telecommunications	641.01	Monthly Cell Phone   LAFCO Staff	check	3558 · SDCCU Checking
<b>E   BJ's Restaurant</b>						
	4/4/2025	52610 · Non-Travel/In-County	91.00	EO Meeting with Consultants (CC + PB)	debit card	3558 · SDCCU Checking
<b>E   Canva</b>						
	4/8/2025	52270 · Memberships	30.00	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	4/16/2025	52370.B · Professional Services	6,668.53	Commission Counsel Services	electronic	1000 · County Account (44595)
<b>E   Corodata</b>						
	4/9/2025	52330 · Office Expense	60.45	Monthly Document Storage	check	3558 · SDCCU Checking
	4/30/2025	52330 · Office Expense	60.45	Monthly Document Storage	check	3558 · SDCCU Checking
			120.90			
<b>E   County of San Diego</b>						
	4/1/2025	52354 · Mail/Postage ISF	556.10	Mail/Postage Services	electronic	1000 · County Account (44595)
	4/1/2025	52178 · Vehicle Maintenance	143.20	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	4/1/2025	52182 · Vehicle Fuel	45.84	Vehicle Fuel	electronic	1000 · County Account (44595)
	4/1/2025	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	4/1/2025	52721 et al. · Communications (IT) Services	6,360.64	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	4/3/2025	52504 · Equipment Rental	1.80	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	4/11/2025	51110 et al. · Employee Payroll	58,625.04	Payroll   Pay Period 2025-21	electronic	1000 · County Account (44595)
	4/25/2025	51110 et al. · Employee Payroll	58,334.99	Payroll   Pay Period 2025-22	electronic	1000 · County Account (44595)
	4/29/2025	52504 · Equipment Rental	1.57	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	4/30/2025	52304 · Miscellaneous	1,088.50	SALC Grant Payment to County DPS	electronic	1000 · County Account (44595)
			125,323.17			
<b>E   CSDA San Diego Chapter</b>						
	4/30/2025	52610 · Non-Travel/In-County	80.00	Quarterly Dinner Meeting Registration (JB)	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Dieu Ngu</b>						
	4/9/2025	52566 · Minor Equipment	172.88	Reimbursement   Camera Equipment	check	3558 · SDCCU Checking
<b>E   Erica Sellen</b>						
	4/9/2025	52610 · Non-Travel/In-County	61.96	Reimbursement   Office Activity	check	3558 · SDCCU Checking

**SAN DIEGO LAFCO**  
**Expenses by Vendor Detail**  
 April 2025

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Fax Plus</b>	4/8/2025	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   Instagram</b>	4/30/2025	52074 · Telecommunications	219.51	Social Media Posts Boost	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Joelle Burila</b>	4/30/2025	52330 · Office Expense	44.00	Reimbursement   SDAC Meeting Refreshments	check	3558 · SDCCU Checking
<b>E   Kennedy Water Consulting LLC</b>	4/2/2025	52370.F · Professional Services	9,487.50	Consultant Services   Utilities	electronic	1000 · County Account (44595)
	4/18/2025	52370.F · Professional Services	9,350.00	Consultant Services   Utilities	electronic	1000 · County Account (44595)
			18,837.50			
<b>E   Lazy Dog</b>	4/27/2025	52610 · Non-Travel/In-County	90.21	EO, AEO & BW LAFCO Briefing	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Manchester Financial 5th Ave LP</b>	4/2/2025	52530 · Office Lease	11,816.47	Office & Storage Rent	electronic	1000 · County Account (44595)
<b>E   Michael Stein</b>	4/18/2025	52370.F · Professional Services	2,360.00	Consultant Services   Fire	electronic	1000 · County Account (44595)
<b>E   News Library</b>	4/8/2025	52270 · Memberships	25.95	SD Tribune Archives Monthly Service	debit card	3558 · SDCCU Checking
<b>E   QuickBooks</b>	4/4/2025	52330 · Office Expense	99.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
<b>E   RGS</b>	4/4/2025	52370 · Professional Services	107.73	HR Services to AEO	electronic	1000 · County Account (44595)
<b>E   Rick Engineering Co</b>	4/2/2025	52304 · Miscellaneous	5,611.32	SALC Grant Payment	electronic	1000 · County Account (44595)
<b>E   Sammy's Woodfire Pizza</b>	4/13/2025	52610 · Non-Travel/In-County	114.07	EO, AEO, BB & JM Lunch Meeting: Chula Vista Topics	debit card	3558 · SDCCU Checking
<b>E   San Diego Padres</b>	4/11/2025	52610 · Non-Travel/In-County	759.00	Quarterly Bonding Activity (staff and consultants)	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   San Diego Union Tribune</b>	4/9/2025	52490 · Publications	6,468.31	PHNs   Public Member & Workplan/Budget (English & Spanish)	check	3558 · SDCCU Checking
	4/15/2025	52330 · Office Expense	1,257.88	Annual Newspaper Subscription	debit card	3558 · SDCCU Checking
			7,726.19			
<b>E   Sloan Sakai Yeung &amp; Wong LLP</b>	4/4/2025	52370.B · Professional Services	236.00	Special Counsel Services	electronic	1000 · County Account (44595)
<b>E   W. Michael Hanemann</b>	4/21/2025	52370.F · Professional Services	30,000.00	Consultant Services   SDCWA MSR	electronic	1000 · County Account (44595)
<b>E   Xerox</b>	4/14/2025	52504 · Equipment Rental	264.31	Xerox Rental	electronic	1000 · County Account (44595)
<b>E   YouTube</b>	4/7/2025	52270 · Memberships	22.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
<b>EXPENSE TOTAL</b>			252,732.34			
<b>R   County of San Diego</b>						
	4/30/2025	49200 · Interest & Dividends	44.62	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	4/30/2025	49200 · Interest & Dividends	68.79	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	4/30/2025	49200 · Interest & Dividends	90.11	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			203.52			
<b>R   Knite</b>	4/29/2025	46234 · Applications	480.40	Processing Fees (OAS25-11)	check	3558 · SDCCU Checking
<b>R   Leucadia WWD</b>	4/29/2025	46234 · Applications	6,405.00	Processing Fees (CO25-10)	check	3558 · SDCCU Checking
<b>REVENUE TOTAL</b>			7,088.92			