



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

**5b**

**AGENDA REPORT**  
 Consent | Action

October 6, 2025

**TO:** Chair Whitburn and Commissioners

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

**SUBJECT:** **Commission Ratification |  
 Recorded Payments for July and August 2025**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a financial report covering transactions for July and August 2025. The report documents \$438,216 in total distributions authorized by the Executive Officer and \$2,143,352 in payments received, primarily from collecting agency apportionment payments. Expenditure highlights include approximately three-fourths of payments going to the County of San Diego for payroll reimbursements, general overhead, and information technology charges. The remaining expenditures were primarily for professional services with detailed consultant costs itemized in the report. Staff recommends the Commission ratify these payments with the option to pull the item for discussion if needed.

**BACKGROUND**

**Accounting Policies**

San Diego LAFCO's policies require the Executive Officer to maintain appropriate accounting controls for all Commission financial transactions. The policies establish spending allowances and mandate competitive bidding for transactions between \$10,000 and

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\$124,999, unless waived due to unique circumstances. Transactions of \$125,000 or more require formal Commission approval.

## **DISCUSSION**

This item seeks San Diego LAFCO's ratification of all payments made and received by the Executive Officer during July and August 2025. Detailed transaction listings are provided in Attachment One (July) and Attachment Two (August). The item also provides an opportunity for the Commission to pull it for discussion and offer feedback on potential modifications to purchasing practices and accounting procedures.

## **ANALYSIS**

San Diego LAFCO recorded \$438,216 in payments made by the Executive Officer during July and August 2025 with 78% - \$340,919 - going to the County of San Diego. These County payments include payroll reimbursements for five pay periods, general overhead charges, and information technology services. Most remaining expenses involved professional services with all consultant charges detailed in Appendix A. All expenditures are consistent with the adopted budget. Revenues collected totaled \$2,143,352 and primarily from local agency apportionment payments along with several new application filing fees.

## **RECOMMENDATION**

It is recommended that San Diego LAFCO ratify the payments made and received by the Executive Officer for July and August 2025 as presented. This recommendation is consistent with Alternative One in the preceding 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 July and August 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

Appendix:

- A) Consultant Expenses in July and August 2025

Attachments:

- 1) Transactions in July 2025
- 2) Transactions in August 2025

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**Appendix A  
Consultant Expenses**

**Executive Officer Contracts**

**July and August 2025**

Consultant	Projects	July + August	Total FY
<b>ADW Consulting LLC</b> (Adam Wilson)	General Liaison, CWA-MET MSR, HCD MSR, Carlsbad-Encinitas MSR, RCD 2.0 Working Group	\$10,350.00	\$10,350.00
<b>Arena Public Affairs, LLC</b> (Patrick Bouteller)	General Liaison, SANDAG MSR, CWA-MET MSR, Homeless Governance WP, Legislative	\$0.00	\$0.00
<b>Christine O'Rourke</b>	Climate + EJ Analysis, Proposals and MSR Work	\$0.00	\$0.00
<b>Michael Stein</b>	Fire-EMS-Ambulance Services Analysis, Proposals and MSR Work	\$3,800.00	\$3,800.00
<b>Kennedy Water Consulting, LLC</b> (Tom Kennedy)	Utilities Analysis, Proposals and MSR Work	\$8,387.50	\$8,387.50
<b>Progressive Healthcare, Inc.</b> (Rick Buchsbaum)	HCD MSR	\$0.00	\$0.00
<b>William Fulton Group</b> (Bill Fulton)	SANDAG MSR	\$7,500.00	\$7,500.00
<b>Michael Haneman</b>	CWA-MET MSR	\$0.00	\$0.00
<b>Technical Assistance Collaborative</b> (Douglas Tetrault)	Homeless Governance WP	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$30,037.50</b>	<b>\$30,037.50</b>

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Ace Parking</b>						
	7/18/2025	52530 · Office Lease	1,125.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	7/18/2025	52530 · Office Lease	50.00	Parking Validations	electronic	1000 · County Account (44595)
			1,175.00			
<b>E   After Effects (Adobe)</b>						
	7/23/2025	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
<b>E   Alaska Airlines</b>						
	7/7/2025	52622 · Training/Registration Out-County	388.60	Airfare to Sacramento   AB 356 (AW)	credit card	3558-60 · SDCCU Visa Credit Card
	7/25/2025	52622 · Training/Registration Out-County	281.60	Airfare to Santa Rosa   2025 CSDA Clerks Conference (ES)	credit card	3558-60 · SDCCU Visa Credit Card
			670.20			
<b>E   Amazon</b>						
	7/25/2025	52344 · Stores Unallocated	115.28	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ambius</b>						
	7/29/2025	52344 · Stores Unallocated	460.28	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   Assura Software</b>						
	7/17/2025	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
<b>E   AT&amp;T Mobility</b>						
	7/29/2025	52074 · Telecommunications	573.30	Monthly Cell Phone   LAFCO Staff	check	3558 · SDCCU Checking
<b>E   Canva</b>						
	7/7/2025	52270 · Memberships	30.00	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Corodata</b>						
	7/29/2025	52330 · Office Expense	60.45	Monthly Document Storage	check	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	7/1/2025	52354 · Mail/Postage ISF	524.36	Mail/Postage Services	electronic	1000 · County Account (44595)
	7/1/2025	52178 · Vehicle Maintenance	143.20	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	7/1/2025	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	7/1/2025	52758 · Vehicle Lease	165.47	Vehicle Lease	electronic	1000 · County Account (44595)
	7/1/2025	52721 et al. · Communications (IT) Services	6,773.50	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	7/3/2025	51110 et al. · Employee Payroll	59,709.69	Payroll   Pay Period 2026-01	electronic	1000 · County Account (44595)
	7/18/2025	51110 et al. · Employee Payroll	57,989.49	Payroll   Pay Period 2026-02	electronic	1000 · County Account (44595)
			125,305.71			
<b>E   CSDA San Diego Chapter</b>						
	7/27/2025	52622 · Training/Registration Out-County	1,150.00	Registration   2025 Clerks Conference (ES)	debit card	3558 · SDCCU Checking
	7/30/2025	52270 · Memberships	250.00	FY25-26 Membership Renewal (San Diego Chapter)	debit card	3558 · SDCCU Checking
			1,400.00			
<b>E   Dieu Ngu</b>						
	7/29/2025	52610 · Non-Travel/In-County	142.66	Reimbursement   ESRI Conference Expenses	check	3558 · SDCCU Checking
<b>E   Fax Plus</b>						
	7/8/2025	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   Mnemonic Coffee</b>						
	7/2/2025	52330 · Office Expense	25.00	AEO Special Expense (AV)	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   News Library</b>						
	7/22/2025	52270 · Memberships	25.95	SD Tribune Archives Monthly Service	debit card	3558 · SDCCU Checking
<b>E   QuickBooks</b>						
	7/3/2025	52330 · Office Expense	115.00	Monthly Service for Online QuickBooks	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ready Refresh Water</b>						
	7/9/2025	52330 · Office Expense	71.95	Monthly Water Services	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   San Diego Union Tribune</b>						
	7/29/2025	52490 · Publications	2,518.88	PHN   Public Member (English & Spanish)	check	3558 · SDCCU Checking
<b>E   SDCCU</b>						
	7/31/2025	52304 · Miscellaneous	8.00	Account Service Charge	electronic	3558 · SDCCU Checking
<b>E   Talitha Coffee</b>						
	7/16/2025	52330 · Office Expense	16.10	EO Special Expense	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   The Voice of San Diego</b>						
	7/24/2025	52330 · Office Expense	184.36	Annual Newspaper Subscription	debit card	3558 · SDCCU Checking

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   YouTube</b>						
	7/6/2025	52270 · Memberships	22.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
			<u>22.99</u>			
		<b>EXPENSE TOTAL</b>	<u>133,700.36</u>			
<b>R   Bowles</b>						
	7/31/2025	46234 · Applications	1,921.50	Processing Fees (OAS25-14)	check	3558 · SDCCU Checking
<b>R   County of San Diego</b>						
	7/31/2025	45918 · LAFCO Apportionment	1,391,623.84	LAFCO Apportionment FY25-26	electronic	1000 · County Account (44595)
	7/31/2025	49200 · Interest & Dividends	78.18	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	7/31/2025	49200 · Interest & Dividends	120.48	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	7/31/2025	49200 · Interest & Dividends	157.91	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			<u>1,391,980.41</u>			
<b>R   Pine Valley Improvement Club</b>						
	7/31/2025	46234 · Applications	480.40	Processing Fees (OAS25-13)	check	3558 · SDCCU Checking
<b>R   Shen</b>						
	7/31/2025	46234 · Applications	2,642.06	Processing Fees (RO24-08)	check	3558 · SDCCU Checking
			<u>2,642.06</u>			
		<b>REVENUE TOTAL</b>	<u>1,397,024.37</u>			

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Ace Parking</b>						
	8/7/2025	52610 · Non-Travel/In-County	12.00	AEO Grand Jury Parking	credit card	3558-60 · SDCCU Visa Credit Card
	8/22/2025	52530 · Office Lease	1,125.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	8/22/2025	52530 · Office Lease	52.00	Parking Validations	electronic	1000 · County Account (44595)
			1,189.00			
<b>E   A Delight of France</b>						
	8/31/2025	52610 · Non-Travel/In-County	90.19	Carlsbad MSR Briefing (EO, AEO, AI, and TK)	debit card	3558 · SDCCU Checking
<b>E   ADW Consulting LLC</b>						
	8/25/2025	52370.F · Professional Services	10,350.00	Consultant Services   Intergovernmental	electronic	1000 · County Account (44595)
<b>E   After Effects (Adobe)</b>						
	8/15/2025	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
<b>E   Amazon</b>						
	8/1/2025	52566 · Minor Equipment	348.03	Camera Equipment	credit card	3558-60 · SDCCU Visa Credit Card
	8/12/2025	52330 · Office Expense	40.00	EO Special Expense (JB)	credit card	3558-60 · SDCCU Visa Credit Card
	8/20/2025	52344 · Stores Unallocated	285.23	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			673.26			
<b>E   Ambius</b>						
	8/19/2025	52344 · Stores Unallocated	460.28	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   ARCC (Assessor Recording County)</b>						
	8/6/2025	52490 · Publications	50.00	NOE Fee   Goodwin-Pine Valley Improvement Club (OAS25-13)	check	3558 · SDCCU Checking
	8/6/2025	52490 · Publications	50.00	NOE Fee   450 & 452 Bear Valley Parkway (OAS25-16)	check	3558 · SDCCU Checking
	8/6/2025	52490 · Publications	50.00	NOE Fee   Balazs-Artesian Breeze Way (CO25-07)	check	3558 · SDCCU Checking
	8/6/2025	52490 · Publications	50.00	NOE Fee   Nakano Development Project (RO25-08)	check	3558 · SDCCU Checking
	8/6/2025	52490 · Publications	50.00	NOD Fee   Nakano Development Project (RO25-08)	check	3558 · SDCCU Checking
	8/6/2025	52490 · Publications	50.00	NOE Fee   Valiano-Eden Hills Project (OAS19-26)	check	3558 · SDCCU Checking
	8/6/2025	52490 · Publications	50.00	NOD Fee   Valiano-Eden Hills Project (OAS19-26)	check	3558 · SDCCU Checking
			350.00			
<b>E   Assura Software</b>						
	8/8/2025	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
<b>E   Canva</b>						
	8/7/2025	52270 · Memberships	30.00	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Chase Design Inc</b>						
	8/25/2025	52334 · Printing	10,000.00	Deposit   Logo & Website Design	electronic	1000 · County Account (44595)
<b>E   Chill's</b>						
	8/31/2025	52610 · Non-Travel/In-County	50.08	EO Briefing with Commissioner (JM)	debit card	3558 · SDCCU Checking
<b>E   Claim Jumper</b>						
	8/4/2025	52610 · Non-Travel/In-County	151.99	Debriefing (EO, AEO, Counsel, and Consultants)	debit card	3558 · SDCCU Checking
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	8/22/2025	52370.B · Professional Services	781.81	Commission Counsel Services	electronic	1000 · County Account (44595)
	8/27/2025	52370.B · Professional Services	14,372.90	Commission Counsel Services   Litigation	electronic	1000 · County Account (44595)
			15,154.71			
<b>E   County of San Diego</b>						
	8/1/2025	52354 · Mail/Postage ISF	564.20	Mail/Postage Services	electronic	1000 · County Account (44595)
	8/1/2025	52178 · Vehicle Maintenance	146.89	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	8/1/2025	52182 · Vehicle Fuel	27.57	Vehicle Fuel	electronic	1000 · County Account (44595)
	8/1/2025	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	8/1/2025	52721 et al. · Communications (IT) Services	8,213.91	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	8/1/2025	52504 · Equipment Rental	1.57	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	8/1/2025	51110 et al. · Employee Payroll	59,179.07	Payroll   Pay Period 2026-03	electronic	1000 · County Account (44595)
	8/15/2025	51110 et al. · Employee Payroll	73,544.90	Payroll   Pay Period 2026-04	electronic	1000 · County Account (44595)
	8/29/2025	51110 et al. · Employee Payroll	53,184.70	Payroll   Pay Period 2026-05	electronic	1000 · County Account (44595)
	8/31/2025	52270 · Memberships	5,399.91	SanGIS	electronic	1000 · County Account (44595)
	8/31/2025	52550.B · County Overhead Costs	15,173.05	A-87 1st Quarter	electronic	1000 · County Account (44595)
	8/31/2025	52550.B · County Overhead Costs	11.64	County Surcharge   A-87 1st Quarter	electronic	1000 · County Account (44595)
			215,612.90			
<b>E   CSDA San Diego Chapter</b>						
	8/5/2025	52610 · Non-Travel/In-County	80.00	Quarterly Dinner Meeting Registration (MP)	debit card	3558 · SDCCU Checking



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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>R   Biermann</b>						
	8/27/2025	52490 · Publications	100.00	Recording Fees (RO24-17)	check	3558 · SDCCU Checking
	8/27/2025	52490 · Publications	<u>300.00</u>	SBE Fees (RO24-17)	check	3558 · SDCCU Checking
			400.00			
<b>R   County of San Diego</b>						
	8/31/2025	45918 · LAFCO Apportionment	742,264.26	LAFCO Apportionment FY25-26	electronic	1000 · County Account (44595)
	8/31/2025	49200 · Interest & Dividends	47.87	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	8/31/2025	49200 · Interest & Dividends	73.79	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	8/31/2025	49200 · Interest & Dividends	<u>96.71</u>	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			742,482.63			
<b>R   Pine Vally Improvement Club</b>						
	8/27/2025	52490 · Publications	<u>50.00</u>	Recording Fees (OAS25-13)	check	3558 · SDCCU Checking
<b>R   The Eden Hills Project Owner, LLC</b>						
	8/27/2025	52490 · Publications	100.00	Recording Fees (OAS19-26)	check	3558 · SDCCU Checking
	8/27/2025	52490 · Publications	<u>1,645.82</u>	PHN Fees (OAS19-26)	check	3558 · SDCCU Checking
			1,745.82			
<b>R   Tri Pointe Homes</b>						
	8/27/2025	52490 · Publications	100.00	Recording Fees (RO25-08)	check	3558 · SDCCU Checking
	8/27/2025	52490 · Publications	<u>1,549.23</u>	PHN Fees (RO25-08)	check	3558 · SDCCU Checking
			1,649.23			
		<b>REVENUE TOTAL</b>	<u><u>746,327.68</u></u>			

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