



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

5b

AGENDA REPORT
 Consent | Action

November 3, 2025

TO: Chair Whitburn and Commissioners

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

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

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a financial report covering transactions for September 2025. The report documents \$202,447 in total expenses authorized by the Executive Officer and \$16,235 in payments received. All transactions are consistent with the adopted budget. Staff recommends the Commission ratify these payments with the option to pull the item for discussion if needed.

BACKGROUND

San Diego LAFCO's policies require the Executive Officer to maintain appropriate accounting controls for all Commission financial transactions. Competitive bidding is mandatory for purchases between \$10,000 and \$124,999, unless waived due to unique circumstances. Transactions of \$125,000 or more require Commission approval.

DISCUSSION

This item seeks San Diego LAFCO's ratification of all payments made and received by the Executive Officer during September 2025. Detailed transactions appear in Attachment One. The Commission may pull the item for discussion or provide feedback.

| | | | | | |
|--|--|---|--|---|--|
| <p>Administration 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>Paloma Aguirre County of San Diego</p> <p>Joel Anderson County of San Diego</p> <p>Monica M. Steppe, 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>Brigitte Browning General Public</p> <p>Eileen Delaney, Alt. General Public</p> |
|--|--|---|--|---|--|

ANALYSIS

September expenses by the Executive Officer total \$202,447 with nearly three-fifths - \$115,521 - going to the County of San Diego to cover payroll reimbursements for two pay periods and information technology services. The remaining expenses largely involve professional services and liability insurance, with all consultant charges under contract by the Executive Officer detailed in Appendix A. Revenues collected total \$16,235 and primarily from local agency apportionment payments.

RECOMMENDATION

It is recommended that San Diego LAFCO ratify the payments made and received by the Executive Officer for September 2025 as presented, consistent with Alternative One below.

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 September 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.¹

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: as stated
Attachment: as stated

¹ Payment ratifications are not required under LAFCO policy but are presented to the Commission per practice.

Appendix A Consultant Expenses

Executive Officer Contracts

September 2025

| | | |
|-----------------------------------|-------------------------------|-------------------------------------|
| SEPTEMBER 2025 \$41,049 | FY TO DATE \$71,087 | ACTIVE CONSULTANTS 5 of 9 |
|-----------------------------------|-------------------------------|-------------------------------------|

| CONSULTANT | PROFESSIONAL SERVICE | SEPTEMBER | FY TO DATE |
|------------------------------------|--|-----------------|-----------------|
| Arena Public Affairs LLC | Intergovernmental Services | \$16,312 | \$16,312 |
| ADW Consulting LLC | Intergovernmental Services | \$10,425 | \$20,775 |
| Kennedy Water Consulting LLC | Water and Wastewater Services | \$7,425 | \$15,813 |
| Christine O'Rourke | Climate + Environmental Planning | \$5,288 | \$5,288 |
| Michael Stein | Fire Protection, Rescue, EMS + Ambulance | \$1,600 | \$5,400 |
| William Fulton Group | Transportation Planning | \$0 | \$7,500 |
| Progressive Healthcare | Healthcare Services | \$0 | \$0 |
| Michael Haneman | Water Economics | \$0 | \$0 |
| Technical Assistance Collaborative | Homeless Services | \$0 | \$0 |
| TOTAL PROFESSIONAL SERVICES | | \$41,049 | \$71,087 |

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SAN DIEGO LAFCO
Expenses by Vendor Detail
September 2025

| Payable Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|--|-----------|---|------------|--|-------------|----------------------------------|
| E Ace Parking | | | | | | |
| | 9/7/2025 | 52610 · Non-Travel/In-County | 10.00 | AEO SDCWA Event Parking | credit card | 3558-60 · SDCCU Visa Credit Card |
| | 9/17/2025 | 52530 · Office Lease | 1,125.00 | Monthly Parking Rent | electronic | 1000 · County Account (44595) |
| | 9/17/2025 | 52530 · Office Lease | 26.00 | Parking Validations | electronic | 1000 · County Account (44595) |
| | | | 1,161.00 | | | |
| E ADW Consulting LLC | | | | | | |
| | 9/29/2025 | 52370.F · Professional Services | 10,425.00 | Consultant Services Intergovernmental | electronic | 1000 · County Account (44595) |
| E After Effects (Adobe) | | | | | | |
| | 9/15/2025 | 52270 · Memberships | 19.99 | Monthly Adobe DC Pro Upgrade | debit card | 3558 · SDCCU Checking |
| E Alliant Insurance Services | | | | | | |
| | 9/29/2025 | 52138 · Public Liability Insurance | 16,774.97 | Liability Insurance FY25-26 | electronic | 1000 · County Account (44595) |
| E Amazon | | | | | | |
| | 9/10/2025 | 52344 · Stores Unallocated | 109.31 | General Office Supplies | credit card | 3558-60 · SDCCU Visa Credit Card |
| | 9/25/2025 | 52344 · Stores Unallocated | 13.95 | General Office Supplies | credit card | 3558-60 · SDCCU Visa Credit Card |
| | | | 123.26 | | | |
| E Ambius | | | | | | |
| | 9/9/2025 | 52344 · Stores Unallocated | 460.28 | Monthly Service for Office Plants | check | 3558 · SDCCU Checking |
| E Arena Public Affairs LLC | | | | | | |
| | 9/17/2025 | 52370.F · Professional Services | 16,311.75 | Consultant Services Intergovernmental (Two Months) | electronic | 1000 · County Account (44595) |
| E Assura Software | | | | | | |
| | 9/16/2025 | 52074 · Telecommunications | 750.00 | Website Hosting Support Services | electronic | 1000 · County Account (44595) |
| E AT&T Mobility | | | | | | |
| | 9/9/2025 | 52074 · Telecommunications | 586.14 | Monthly Cell Phone LAFCO Staff | check | 3558 · SDCCU Checking |
| | 9/30/2025 | 52074 · Telecommunications | 578.35 | Monthly Cell Phone LAFCO Staff | check | 3558 · SDCCU Checking |
| | | | 1,164.49 | | | |
| E Canva | | | | | | |
| | 9/8/2025 | 52270 · Memberships | 30.00 | Monthly Subscription | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Christine O'Rourke | | | | | | |
| | 9/17/2025 | 52370.F · Professional Services | 5,287.50 | Consultant Services Climate Action Plan | electronic | 1000 · County Account (44595) |
| E Colantuono, Highsmith & Whatley | | | | | | |
| | 9/9/2025 | 52370.B · Professional Services | 5,819.50 | Commission Counsel Services Litigation | check | 1004 · SDCCU Holding Account |
| | 9/17/2025 | 52370.B · Professional Services | 6,224.21 | Commission Counsel Services | electronic | 1000 · County Account (44595) |
| | | | 12,043.71 | | | |
| E Copy 2 Copy | | | | | | |
| | 9/9/2025 | 52490 · Publications | 2,505.13 | SALC 1.0 Brochures | check | 3558 · SDCCU Checking |
| E Corodata | | | | | | |
| | 9/30/2025 | 52330 · Office Expense | 187.20 | Monthly Document Storage (Three Months) | check | 3558 · SDCCU Checking |
| E County of San Diego | | | | | | |
| | 9/1/2025 | 52354 · Mail/Postage ISF | 622.06 | Mail/Postage Services | electronic | 1000 · County Account (44595) |
| | 9/1/2025 | 52178 · Vehicle Maintenance | 201.65 | Vehicle Maintenance Services | electronic | 1000 · County Account (44595) |
| | 9/1/2025 | 52182 · Vehicle Fuel | 0.00 | Vehicle Fuel | electronic | 1000 · County Account (44595) |
| | 9/1/2025 | 52758 · Vehicle Lease | 165.49 | Vehicle Lease | electronic | 1000 · County Account (44595) |
| | 9/1/2025 | 52721 et al. · Communications (IT) Services | 6,282.14 | County IT Services (ITRACK) | electronic | 1000 · County Account (44595) |
| | 9/15/2025 | 52504 · Equipment Rental | 1.58 | County Surcharge Xerox | electronic | 1000 · County Account (44595) |
| | 9/12/2025 | 51110 et al. · Employee Payroll | 56,279.12 | Payroll Pay Period 2026-06 | electronic | 1000 · County Account (44595) |
| | 9/26/2025 | 51110 et al. · Employee Payroll | 51,968.97 | Payroll Pay Period 2026-07 | electronic | 1000 · County Account (44595) |
| | | | 115,521.01 | | | |
| E CSDA San Diego Chapter | | | | | | |
| | 9/9/2025 | 52610 · Non-Travel/In-County | 63.00 | CoWU Lunch Meeting Registration (MT) | debit card | 3558 · SDCCU Checking |
| E Einstein Bagels | | | | | | |
| | 9/21/2025 | 52330 · Office Expense | 40.79 | Cities Meeting Refreshments | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Fax Plus | | | | | | |
| | 9/8/2025 | 52330 · Office Expense | 9.26 | Monthly Fax Machine Payment | debit card | 3558 · SDCCU Checking |
| E Granicus | | | | | | |
| | 9/29/2025 | 52370.I · Professional Services | 9,546.77 | Webiste Support Services FY25-26 | electronic | 1000 · County Account (44595) |

SAN DIEGO LAFCO
Expenses by Vendor Detail
September 2025

| Payable Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|---|-----------|---------------------------------|-------------------|---------------------------------------|-------------|-------------------------------------|
| E Izzy's Café | | | | | | |
| | 9/9/2025 | 52610 · Non-Travel/In-County | 51.68 | EO & JA Briefing | debit card | 3558 · SDCCU Checking |
| E Kennedy Water Consulting LLC | | | | | | |
| | 9/17/2025 | 52370.F · Professional Services | 7,425.00 | Consultant Services Utilities | electronic | 1000 · County Account (44595) |
| E Michaela Peters | | | | | | |
| | 9/30/2025 | 52610 · Non-Travel/In-County | 44.00 | Cities Meeting Refreshments | check | 3558 · SDCCU Checking |
| E Michael Stein | | | | | | |
| | 9/24/2025 | 52370.F · Professional Services | 1,600.00 | Consultant Services Fire | electronic | 1000 · County Account (44595) |
| E News Library | | | | | | |
| | 9/21/2025 | 52270 · Memberships | 25.95 | SD Tribune Archives Monthly Service | debit card | 3558 · SDCCU Checking |
| E QuickBooks | | | | | | |
| | 9/4/2025 | 52330 · Office Expense | 115.00 | Monthly Service for Online QuickBooks | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Ready Refresh Water | | | | | | |
| | 9/21/2025 | 52330 · Office Expense | 86.94 | Monthly Water Services | credit card | 3558-60 · SDCCU Visa Credit Card |
| E RGS | | | | | | |
| | 9/17/2025 | 52370 · Professional Services | 31.40 | HR Services to the AEO | electronic | 1000 · County Account (44595) |
| E San Diego Metal Graphics | | | | | | |
| | 9/8/2025 | 52330 · Office Expense | 86.20 | Nameplates for New Commissioners | check | 3558 · SDCCU Checking |
| E Starbucks | | | | | | |
| | 9/7/2025 | 52330 · Office Expense | 10.00 | Payroll Meeting Donation (ES) | credit card | 3558-60 · SDCCU Visa Credit Card |
| E The Brigantine | | | | | | |
| | 9/12/2025 | 52610 · Non-Travel/In-County | 48.01 | EO & Port CEO Meeting | debit card | 3558 · SDCCU Checking |
| E The Corner Drafthouse | | | | | | |
| | 9/17/2025 | 52610 · Non-Travel/In-County | 64.33 | AEO Meeting with Consultants | credit card | 3558-60 · SDCCU Visa Credit Card |
| E The Market Place | | | | | | |
| | 9/4/2025 | 52610 · Non-Travel/In-County | 93.75 | Monthly Staff Meeting: Agenda Prep | debit card | 3558 · SDCCU Checking |
| | 9/4/2025 | 52610 · Non-Travel/In-County | 22.57 | Monthly Staff Meeting: Agenda Prep | credit card | 3558-60 · SDCCU Visa Credit Card |
| | | | 116.32 | | | |
| E WP Engine | | | | | | |
| | 9/15/2025 | 52370.E · Professional Services | 59.00 | Monthly Web Hosting | debit card | 3558 · SDCCU Checking |
| E Xerox | | | | | | |
| | 9/15/2025 | 52504 · Equipment Rental | 235.41 | Xerox Rental | electronic | 1000 · County Account (44595) |
| E YouTube | | | | | | |
| | 9/11/2025 | 52270 · Memberships | 22.99 | Monthly Streaming Support Services | debit card | 3558 · SDCCU Checking |
| EXPENSE TOTAL | | | <u>202,447.34</u> | | | |
| R Alta Parcels, L.P. | | | | | | |
| | 9/30/2025 | 46234 · Applications | 610.00 | Time Extension Fee (CO22-20) | check | 3558 · SDCCU Checking |
| R County of San Diego | | | | | | |
| | 9/30/2025 | 45918 · LAFCO Apportionment | 13,789.98 | LAFCO Apportionment FY25-26 | electronic | 1000 · County Account (44595) |
| | 9/30/2025 | 49200 · Interest & Dividends | 40.36 | Interest Payment to Account 46725 | electronic | 1001 · Committed - Stabilization |
| | 9/30/2025 | 49200 · Interest & Dividends | 62.20 | Interest Payment to Account 46726 | electronic | 1002 · Committed - Opportunity |
| | 9/30/2025 | 49200 · Interest & Dividends | 81.52 | Interest Payment to Account 46727 | electronic | 1003 · Assigned - Executive Officer |
| | | | 13,974.06 | | | |
| R Pine Vally Improvement Club | | | | | | |
| | 9/30/2025 | 52490 · Publications | 50.00 | Recording Fees (CO25-07) | check | 3558 · SDCCU Checking |
| | 9/30/2025 | 46234 · Applications | 1,601.25 | Processing Fees (CO25-13) | check | 3558 · SDCCU Checking |
| REVENUE TOTAL | | | <u>16,235.31</u> | | | |