



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

5b

AGENDA REPORT
 Consent | Action

April 6, 2026

TO: Chair Becker and Commissioners

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

SUBJECT: **Commission Ratification |
 Recorded Payments for February 2026**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a financial report covering transactions for February 2026. The report documents \$168,605 in total expenses authorized by the Executive Officer and \$10,716 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 applies 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 in February 2026. 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>Chair Kristi Becker City of Solana Beach</p> <p>Dane White City of Escondido</p> <p>John McCann Alt. City of Chula Vista</p> | <p>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

Expenses transacted by the Executive Officer for February 2026 total \$168,605. More than four-fifths - \$145,931 - involves reimbursing the County of San Diego for two payroll periods and administrative support services, including information technology. Professional services account for a significant portion of the remainder, totaling \$9,078, and cover legal and consultant support for ongoing intergovernmental work and active municipal service reviews as separately covered in Agenda Item No. 5c. Additional details on consultant activities under contract with the Executive Officer are provided in Appendix A. Revenues collected total \$10,716 primarily from three new application filing fees received in February.

RECOMMENDATION

It is recommended that San Diego LAFCO ratify the payments made and received in February 2026 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 February 2026 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

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:

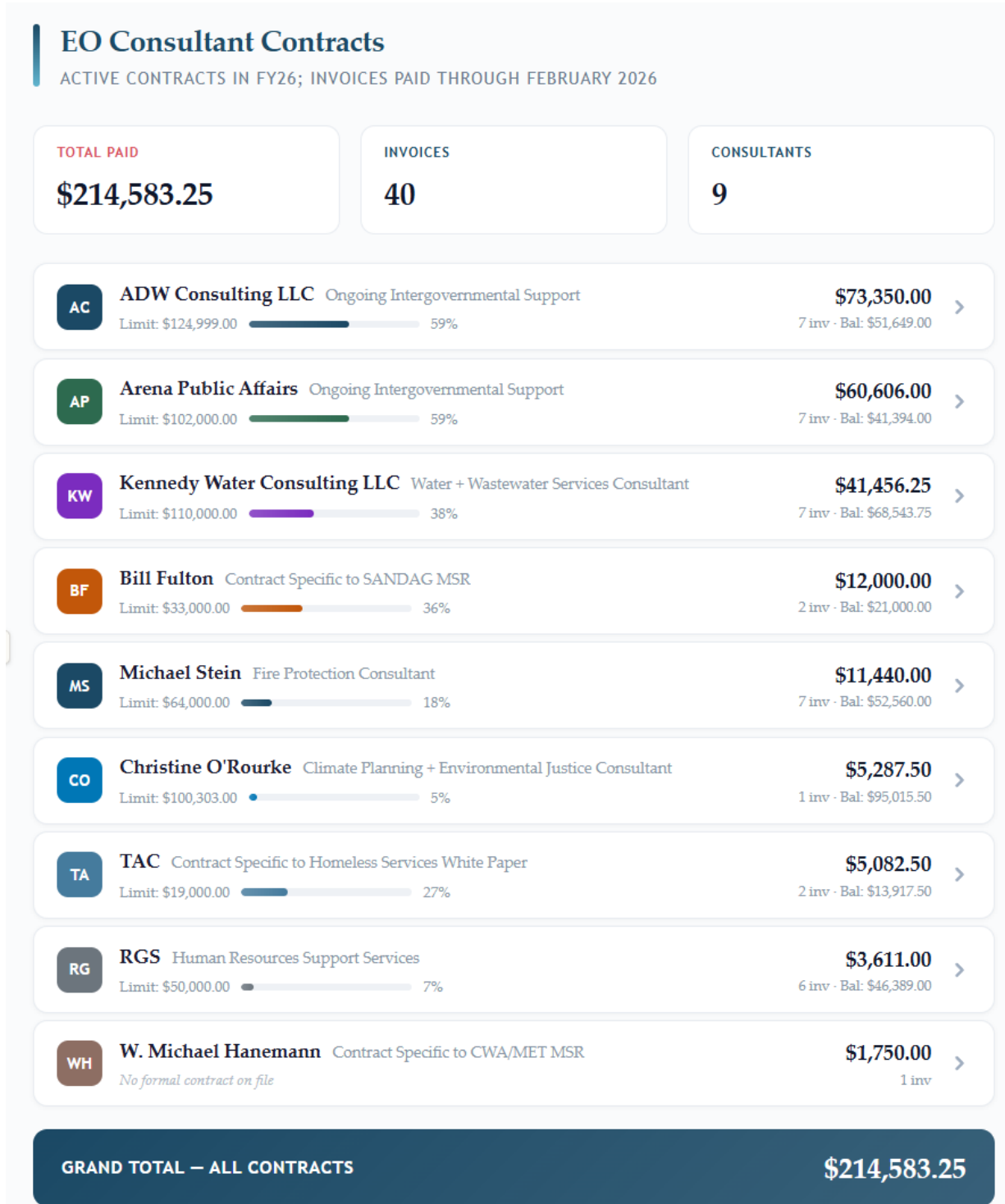


Erica Sellen
Commission Clerk

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



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SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2026

| Payable Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|--|-----------|---|------------|---|-------------|----------------------------------|
| E Ace Parking | 2/20/2026 | 52530 · Office Lease | 1,191.00 | Monthly Parking Rent & Guest Parking Validations | electronic | 1000 · County Account (44595) |
| E After Effects (Adobe) | 2/15/2026 | 52270 · Memberships | 19.99 | Monthly Adobe DC Pro Upgrade | debit card | 3558 · SDCCU Checking |
| E Aiden Velasquez | 2/9/2026 | 52610 · Non-Travel/In-County | 16.93 | Reimbursement SB 707 Training Lunch | check | 3558 · SDCCU Checking |
| E Amazon | 2/24/2026 | 52330 · Office Expense | 149.77 | Annual Prime Membership Fee | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Ambius | 2/24/2026 | 52344 · Stores Unallocated | 460.28 | Monthly Plant Maintenance | check | 3558 · SDCCU Checking |
| E ARCC (Assessor Recording County) | 2/9/2026 | 52490 · Publications | 50.00 | NOE Fee CO25-11 | check | 3558 · SDCCU Checking |
| E Assura Software | 2/12/2026 | 52074 · Telecommunications | 750.00 | Online Project Tracking: Hosting + Support Services | electronic | 1000 · County Account (44595) |
| E BJ's Restaurant | 2/28/2026 | 52330 · Office Expense | 160.47 | Vice Chair Briefing (EO, AEO, MP & BW) | debit card | 3558 · SDCCU Checking |
| E Canva | 2/7/2026 | 52270 · Memberships | 30.00 | Monthly Subscription | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Chase Design Inc | 2/20/2026 | 52334 · Printing | 2,737.50 | Local Directory | electronic | 1000 · County Account (44595) |
| E Chili's | 2/13/2026 | 52330 · Office Expense | 69.49 | Debriefing (EO, AEO & JM) | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Claim Jumper | 2/2/2026 | 52330 · Office Expense | 92.62 | Debriefing (EO, AEO, ED & Counsel) | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Colantuono, Highsmith & Whatley | 2/24/2026 | 52370.B · Professional Services | 14.50 | Commission Counsel Services Special Litigation | electronic | 1004 · SDCCU Holding Account |
| E Corodata | 2/24/2026 | 52330 · Office Expense | 62.40 | Monthly Document Storage | check | 3558 · SDCCU Checking |
| E County of San Diego | 2/1/2026 | 52354 · Mail/Postage ISF | 550.16 | Mail/Postage Services | electronic | 1000 · County Account (44595) |
| | 2/1/2026 | 52178 · Vehicle Maintenance | 146.89 | Vehicle Maintenance Services | electronic | 1000 · County Account (44595) |
| | 2/1/2026 | 52182 · Vehicle Fuel | 0.00 | Vehicle Fuel | electronic | 1000 · County Account (44595) |
| | 2/1/2026 | 52758 · Vehicle Lease | 165.49 | Vehicle Lease | electronic | 1000 · County Account (44595) |
| | 2/1/2026 | 52721 et al. · Communications (IT) Services | 6,207.98 | County IT Services (ITRACK) | electronic | 1000 · County Account (44595) |
| | 2/13/2026 | 52504 · Equipment Rental | 3.36 | County Surcharge Xerox (Two Months) | electronic | 1000 · County Account (44595) |
| | 2/13/2026 | 51110 et al. · Employee Payroll | 63,611.12 | Payroll Pay Period 2026-17 | electronic | 1000 · County Account (44595) |
| | 2/27/2026 | 51110 et al. · Employee Payroll | 60,061.86 | Payroll Pay Period 2026-18 | electronic | 1000 · County Account (44595) |
| | 2/28/2026 | 52550.B · County Overhead Costs | 15,173.05 | A-87 1st Quarter | electronic | 1000 · County Account (44595) |
| | 2/28/2026 | 52550.B · County Overhead Costs | 11.64 | County Surcharge A-87 1st Quarter | electronic | 1000 · County Account (44595) |
| | | | 145,931.55 | | | |
| E CSDA San Diego Chapter | 2/12/2026 | 52610 · Non-Travel/In-County | 80.00 | Quarterly CSDA Dinner Meeting (JB) | debit card | 3558 · SDCCU Checking |
| | 2/22/2026 | 52270 · Memberships | 1,872.00 | Annual Membership FY25-26 | debit card | 3558 · SDCCU Checking |
| | | | 1,952.00 | | | |
| E Dieu Ngu | 2/9/2026 | 52610 · Non-Travel/In-County | 61.71 | Reimbursement SB 707 Training Lunch (DN, ES, JB, MT & PB) | check | 3558 · SDCCU Checking |
| E Fax Plus | 2/8/2026 | 52330 · Office Expense | 9.26 | Monthly Fax Machine Payment | debit card | 3558 · SDCCU Checking |
| E Jo MacKenzie | 2/9/2026 | 52610 · Non-Travel/In-County | 5.65 | Reimbursement Tolls for Travel to Commission Meeting | check | 3558 · SDCCU Checking |
| E Kennedy Water Consulting LLC | 2/11/2026 | 52370.F · Professional Services | 2,750.00 | Consultant Services MSR Work: Utilities | electronic | 1000 · County Account (44595) |
| E Michaela Peters | 2/9/2026 | 52330 · Office Expense | 48.00 | Reimbursement Commission Meeting Refreshments | check | 3558 · SDCCU Checking |
| | 2/9/2026 | 52610 · Non-Travel/In-County | 15.26 | Reimbursement SB 707 Training Lunch | check | 3558 · SDCCU Checking |
| | | | 63.26 | | | |

SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2026

| Payable Receivable Party | Date | Account | Amount | Purpose | Type | Funding Account |
|---|-----------|--|------------|--|-------------|------------------------------------|
| E Michael Stein | 2/11/2026 | 52370.F · Professional Services | 560.00 | Consultant Services MSR Work: Fire Protection | electronic | 1000 · County Account (44595) |
| E Miguels | 2/13/2026 | 52330 · Office Expense | 135.15 | District 1 Briefing (EO, AEO, MP & D1-KL) | credit card | 3558-60 · SDCCU Visa Credit Card |
| E News Library | 2/20/2026 | 52270 · Memberships | 25.95 | SD Tribune Archives Monthly Service | debit card | 3558 · SDCCU Checking |
| E Político Group | 2/20/2026 | 52270 · Memberships | 4,400.00 | Alliance Legislative Advocacy Reimbursements Pending | electronic | 1000 · County Account (44595) |
| E Postal Annex | 2/24/2026 | 52332 · Postage | 24.83 | Agenda Packet Postage (ED) | credit card | 3558-60 · SDCCU Visa Credit Card |
| E QuickBooks | 2/3/2026 | 52330 · Office Expense | 115.00 | Monthly Service for Online QuickBooks | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Ready Refresh Water | 2/5/2026 | 52330 · Office Expense | 63.46 | Monthly Water Services | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Residence Inn | 2/20/2026 | 52622 · Training/Registration Out-County | 378.99 | Deposit Rooms for Alliance Workshop in Orange County | credit card | 3558-60 · SDCCU Visa Credit Card |
| E RGS | 2/11/2026 | 52370 · Professional Services | 612.30 | HR Services to the AEO | electronic | 1000 · County Account (44595) |
| E Starbucks | 2/2/2026 | 52330 · Office Expense | 44.00 | Commission Meeting Refreshments | credit card | 3558-60 · SDCCU Visa Credit Card |
| E Technical Assistance Collaborative Inc | 2/6/2026 | 52370 · Professional Services | 5,082.50 | Consultant Services Homelessness (Two Months) | electronic | 1000 · County Account (44595) |
| E WP Engine | 2/15/2026 | 52370.E · Professional Services | 59.00 | Monthly Web Hosting | debit card | 3558 · SDCCU Checking |
| E Xerox | 2/18/2026 | 52504 · Equipment Rental | 502.37 | Xerox Rental (Two Months) | electronic | 1000 · County Account (44595) |
| E YouTube | 2/11/2026 | 52270 · Memberships | 22.99 | Monthly Streaming Support Services | debit card | 3558 · SDCCU Checking |
| EXPENSE TOTAL | | | 168,604.92 | | | |
| R Allen | 2/24/2026 | 46234 · Applications | 2,021.50 | Processing Fees (OAS26-05) | check | 3558 · SDCCU Checking |
| R Black Op Petroleum, Inc | 2/24/2026 | 46234 · Applications | 480.38 | Processing Fees (OAS26-04) | check | 3558 · SDCCU Checking |
| R County of San Diego | 2/28/2026 | 49200 · Interest & Dividends | 49.09 | Interest Payment to Account 46725 | electronic | 1001 · Committed - Stabilization |
| | 2/28/2026 | 49200 · Interest & Dividends | 75.66 | Interest Payment to Account 46726 | electronic | 1002 · Committed - Opportunity |
| | 2/28/2026 | 49200 · Interest & Dividends | 99.16 | Interest Payment to Account 46727 | electronic | 1003 · Assigned - Executive Office |
| | | | 223.91 | | | |
| R Hallam | 2/2/2026 | 46234 · Applications | 1,585.24 | Processing Fees (CO25-01) | electronic | 3558 · SDCCU Checking |
| R Kukkal | 2/24/2026 | 46234 · Applications | 6,405.00 | Processing Fees (CO25-12) | check | 3558 · SDCCU Checking |
| REVENUE TOTAL | | | 10,716.03 | | | |