

Chair

Jo MacKenzie, Director
Vista Irrigation District

Vice Chair

Ed Sprague, Director
Olivenhain Municipal Water

Members

Catherine Blakespear, Mayor
City of Encinitas

Bill Horn, Supervisor
County of San Diego

Dianne Jacob, Supervisor
County of San Diego

Andrew Vanderlaan
Public Member

Bill Wells, Mayor
City of El Cajon

Lorie Zapf, Councilmember
City of San Diego

Alternate Members

Lorie Bragg, Mayor Pro Tem
City of Imperial Beach

Chris Cate, Councilmember
City of San Diego

Greg Cox, Supervisor
County of San Diego

Judy Hanson, Director
Leucadia Wastewater District

Harry Mathis
Public Member

Executive Officer

Keene Simonds

Counsel

Michael G. Colantuono

3

AGENDA REPORT Consent | Action

February 5, 2018

TO: San Diego Commissioners
FROM: Keene Simonds, Executive Officer
Ruth Arellano, Executive Assistant
SUBJECT: **Self-Approved Expense Claims |
Executive Officer's Report for Second Quarter in 2017-2018**

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will receive the second quarter claims report by the Executive Officer as required under adopted policy. Claims reimbursed during the second quarter tallied \$7,353 with \$6,000 tied to reimbursing the Executive Officer's relocation costs from the San Francisco Bay Area as authorized under the employment agreement. The report is being presented to formally accept and file.

BACKGROUND

[Adopted Policy | Reporting by Executive Officer on Self-Approved Claims](#)

San Diego LAFCO's Rules and Policies permit the Executive Officer to self-approve any single reimbursement claim up to \$500. The Executive Officer, however, must regularly submit all self-approved claims to the Commission and no less than once every fiscal year quarter.

DISCUSSION

This report serves as the Executive Officer's reporting of self-approved claims for the second quarter in 2017-2018 to accept and file. Claims reported total \$7,353 with \$6,000 tied to reimbursing for relocation costs from the Bay Area. A listing of all claims reimbursed is provided in Attachment One.

ANALYSIS

The report fulfills the Executive Officer's duty under policy to report all self-approved claims.

ALTERNATIVES FOR ACTION

The following alternatives are available to the Commission in considering this item:

Alternative One (recommended)

Accept and file the report as presented.

Alternative Two

Continue the item to a future meeting and provide direction to staff with respect to any additional analysis or information requested.

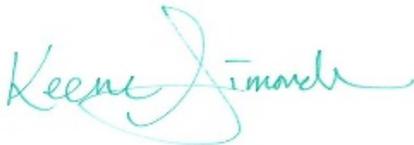
RECOMMENDATION

It is recommended the Commission proceed with Alternative One as outlined in the preceding section.

PROCEDURES

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Respectfully,



Keene Simonds
Executive Officer

Ruth Arellano
Executive Assistant

Attachment: as stated

Executive Officer Reimbursements | FY 2018 Second Quarter

Reimbursement Date	Purpose		Cost
Wednesday, October 18, 2017	Relocation	\$	6,000.00
Monday, November 13, 2017	Breakfast Meeting with Counsel (HW) and Chief Analyst	\$	52.45
	Parking Annual Presentation to GJ	\$	12.00
	Breakfast Meeting with Counsel (DR)	\$	40.42
	Breakfast Meeting with Commissioner (AV)	\$	28.54
	Breakfast Meeting with Commissioner (JH)	\$	35.47
	Lunch Meeting with Commissioner (JM)	\$	61.73
	LAFCO Dinner at CALAFCO Conference	\$	400.82
	Lunch Meeting with Commissioner (ES)	\$	32.42
Thursday, November 30, 2017	Achievement Awards and Shipping (SA and RV)	\$	271.08
Friday, December 15, 2017	Meeting with Commissioner (JM) and Counsel (HW)	\$	54.27
	Commission Meeting Refreshments	\$	35.93
	Dinner Meeting with Chief Analyst Oceanside Visit	\$	39.94
	Southwest Airlines RB Travel to CALAFCO Leg Cmte	\$	287.96
		\$	7,353.03

Notes:

The Commission previously authorized the \$6,000 reimbursement for relocation as part of the Executive Officer's employment agreement. This entry is included in this claims report for completeness.

Blank for Photocopying