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AGENDA REPORT

December 4, 2017

Item No. 3 (Consent/Action)

November 22, 2017

TO: Commissioners

FROM: Executive Officer

**SUBJECT: Self-Approved Expense Claims |
Executive Officer’s Report for First Quarter in 2017-2018**

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will receive the first quarter claims report by the Executive Officer as required under adopted policy. No claims were made. The report is being presented to the Commission 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 first quarter in 2017-2018 to accept and file. No claims were made.

ANALYSIS

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

San Diego LAFCO

December 4, 2017 Regular Meeting

Agenda Item No. 3 | Executive Officer's Report on Self-Approved Claims through First Quarter of FY2017-18

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 as requested.

RECOMMENDATION

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

PROCEDURES

This item has been agendized 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

Attachments: none