



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

5b

AGENDA REPORT
 Consent | Action

May 1, 2023

TO: Commissioners

FROM: Keene Simonds, Executive Officer
 Erica Sellen, Executive Assistant

**SUBJECT: Commission Ratification |
 Recorded Payments for February and March 2023**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received for February and March 2023. The payments cover all recorded transactions for the two-month period and include \$0.371 million in total distributions made by the Executive Officer. Two-thirds of these payments are tied to the County of San Diego for payroll reimbursements as well as charges for general overhead and information technology services. The payments received total \$0.103 million with the majority tied to applicant payments.

BACKGROUND

Accounting Policies and Procedures

San Diego LAFCO’s policies provide direction to the Executive Officer to maintain appropriate accounting controls for all financial transactions on behalf of the Commission. Spending allowances are specified and include bid procedures for financial transactions at or above \$10,000 (unless waived due to unique circumstances) and separate Commission approval for any transactions at or above \$125,000.

<p>Administration Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 www.sdlafco.org lafco@sdcounty.ca.gov</p>	<p>Chair Jim Desmond County of San Diego</p> <p>Joel Anderson County of San Diego</p> <p>Nora Vargas, 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>Stephen Whitburn, Vice Chair City of San Diego</p> <p>Marni von Wilpert, Alt. City of San Diego</p>	<p>Jo MacKenzie Vista Irrigation</p> <p>Barry Willis Alpine Fire Protection</p> <p>David Drake, Alt. Rincon del Diablo</p>	<p>Andy Vanderlaan General Public</p> <p>Harry Mathis, Alt. General Public</p>
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DISCUSSION

This item is for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer during February and March 2023. A detailing of these transactions is provided in Attachments One (February) and Two (March). The item separately provides the Commission the opportunity to provide feedback and inform potential changes in accounting procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer covering February and March 2023 total \$371,163 with 66% – or \$243,773 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering two pay periods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget with the qualification additional consultant costs are being expended due to the extended vacancy in one of the analyst positions. Revenues collected during the two-month period total \$103,505 and largely applicant payments.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for February and March 2023 as presented. This recommendation is consistent with Alternative One in the proceeding 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 in February and March 2023 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

¹ 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
Executive Assistant

Attachments:

- 1) Recorded Transactions in February 2023
- 2) Recorded Transactions in March 2023

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**SAN DIEGO LAFCO
Expenses by Vendor Detail
February 2023**

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Ace Parking						
	2/2/2023	52610 · Non-Travel/In-County	20.00	Parking for EO: City Hall Visit	debit card	3558 · SDCCU Checking
E ADW Consulting LLC						
	2/22/2023	52370.F · Professional Services	10,050.00	Consultant Services Planning	electronic	1000 · County Account (44595)
E After Effects (Adobe)						
	2/11/2023	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	2/15/2023	52270 · Memberships	14.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			35.98			
E Amazon						
	2/4/2023	52330 · Office Expense	35.55	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	2/26/2023	52330 · Office Expense	149.77	Annual Amazon Prime Membership	credit card	3558-60 · SDCCU Visa Credit Card
			185.32			
E Ambius						
	2/21/2023	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E AT&T Mobility						
	2/2/2023	52074 · Telecommunications	463.10	Monthly Cell Phone LAFCO Staff	check	3558 · SDCCU Checking
E Blue Barn Creative LLC						
	2/22/2023	52370 · Professional Services	1,250.00	Video Recording Services	electronic	1000 · County Account (44595)
E CALAFCO						
	2/2/2023	52622 · Training/Registration Out-County	1,260.00	2023 Staff Workshop (CI, PM & MP)	check	3558 · SDCCU Checking
	2/23/2023	52610 · Non-Travel/In-County	135.23	CALAFCO Webinar	credit card	3558-60 · SDCCU Visa Credit Card
			1,395.23			
E Claim Jumper						
	2/8/2023	52610 · Non-Travel/In-County	217.57	LAFCO Lunch with Dr. Hanemann	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	2/22/2023	52370.B · Professional Services	3,269.50	Legal Services	electronic	1000 · County Account (44595)
E Corodata						
	2/21/2023	52330 · Office Expense	56.16	Document Storage	check	3558 · SDCCU Checking
E County of San Diego						
	2/1/2023	52354 · Mail/Postage ISF	155.23	Mail/Postage Services	electronic	1000 · County Account (44595)
	2/1/2023	52178 · Vehicle Maintenance	118.90	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	2/1/2023	52182 · Vehicle Fuel	35.62	Vehicle Fuel	electronic	1000 · County Account (44595)
	2/1/2023	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	2/1/2023	52721 et al. · Communications (IT) Services	8,904.02	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	2/3/2023	51110 et al. · Employee Payroll	44,866.28	Payroll Pay Period 2023-16	electronic	1000 · County Account (44595)
	2/17/2023	51110 et al. · Employee Payroll	45,644.77	Payroll Pay Period 2023-17	electronic	1000 · County Account (44595)
	2/28/2023	52550.B · County Overhead Costs	7,841.38	A-87 3rd Quarter	electronic	1000 · County Account (44595)
			107,731.69			
E CSDA						
	2/21/2023	52270 · Memberships	1,634.00	2023 CSDA State Membership	check	3558 · SDCCU Checking
E Fax Plus						
	2/8/2023	52330 · Office Expense	9.17	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Leap Coffee						
	2/10/2023	52610 · Non-Travel/In-County	40.70	EO Meeting on Otay 13	debit card	3558 · SDCCU Checking
E Price Self Storage						
	2/10/2023	52504 · Equipment Rental	122.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
E Renato Rodriguez						
	2/21/2023	52330 · Office Expense	55.90	Commission Meeting Refreshments	check	3558 · SDCCU Checking
E San Diego Union Tribune						
	2/21/2023	52490 · Publications	3,615.04	PHNs RO22-05, RO22-19 & Eastern MWD MSR	check	3558 · SDCCU Checking
E SDCCU						
	2/28/2023	52304 · Miscellaneous Expense	8.00	Account Maintenance Fee	electronic	3558 · SDCCU Checking
E Stephen Abbott						
	2/22/2023	52370.F · Professional Services	1,080.00	Consultant Services MSR & Fire	electronic	1000 · County Account (44595)
E The Westbean Coffee						
	2/17/2023	52610 · Non-Travel/In-County	15.39	CI Annual Performance Review	debit card	3558 · SDCCU Checking
E Whole Foods						
	2/7/2023	52330 · Office Expense	34.02	Refreshments for Commission Meeting	debit card	3558 · SDCCU Checking
E Xerox						
	2/8/2023	52504 · Equipment Rental	387.51	Xerox Rental	electronic	1000 · County Account (44595)
E Zoom						
	2/5/2023	52270 · Memberships	14.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	2/12/2023	52270 · Memberships	14.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			29.98			

SAN DIEGO LAFCO
Expenses by Vendor Detail
 February 2023

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
EXPENSE TOTAL			<u>131,816.20</u>			
R D & D Landholdings						
	2/9/2023	46234 · Applications	<u>4,163.25</u>	LAFCO Processing Fees (CO22-20)	check	1000 · County Account (44595)
R Elliott						
	2/23/2023	52490 · Publications	<u>50.00</u>	Recording Fees (RO21-08)	check	3558 · SDCCU Checking
R Leucadia WWD						
	2/23/2023	52490 · Publications	<u>100.00</u>	Recording Fees (CO22-13 & CO22-14)	check	3558 · SDCCU Checking
R Tri Pointe Homes						
	2/23/2023	52490 · Publications	<u>1,335.52</u>	PHN & Recording Fees (RO22-05)	check	3558 · SDCCU Checking
REVENUE TOTAL			<u>5,648.77</u>			

SAN DIEGO LAFCO
Expenses by Vendor Detail
January 2023

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E 3CM Strategies LLC						
	3/23/2023	52370.F · Professional Services	14,605.00	Consultant Services Financial Analysis	check	3558 · SDCCU Checking
E Ace Parking						
	3/1/2023	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	3/4/2023	52610 · Non-Travel/In-County	15.00	Parking for EO City Hall Visit	debit card	3558 · SDCCU Checking
	3/29/2023	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
			1,935.00			
E After Effects (Adobe)						
	3/12/2023	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	3/15/2023	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
E Albertson's						
	3/16/2023	52330 · Office Expense	21.97	SDAC & Cities Meetings Refreshments	debit card	3558 · SDCCU Checking
E Amazon						
	3/15/2023	52344 · Stores Unallocated	757.61	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
E Ambius						
	3/16/2023	52370.J · Professional Services	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E ARCC (Assesor Recorder County)						
	3/2/2023	52490 · Publications	50.00	NOE Fee Briggs-Copper Crest Rd. (CO22-14)	check	3558 · SDCCU Checking
	3/2/2023	52490 · Publications	50.00	NOE Fee Stits-Eolus Ave. (CO22-13)	check	3558 · SDCCU Checking
	3/2/2023	52490 · Publications	50.00	NOE Fee Weston Boundry Cleanup (RO22-05)	check	3558 · SDCCU Checking
	3/2/2023	52490 · Publications	50.00	NOE Fee Weston Boundry Cleanup SOI (RO22-05)	check	3558 · SDCCU Checking
	3/28/2023	52490 · Publications	50.00	NOD Fee Pastrana-Artesian (CO22-02)	check	3558 · SDCCU Checking
			250.00			
E AT&T Mobility						
	3/16/2023	52074 · Telecommunications	462.84	Monthly Cell Phone LAFCO Staff	check	3558 · SDCCU Checking
	3/28/2023	52074 · Telecommunications	465.05	Monthly Cell Phone LAFCO Staff	check	3558 · SDCCU Checking
			927.89			
E Blue Barn Creative LLC						
	3/15/2023	52370 · Professional Services	1,250.00	Video Recording Services Commission Meeting	electronic	1000 · County Account (44595)
	3/29/2023	52370 · Professional Services	2,500.00	Video Recording Services SDAC & Cities Meetings	electronic	1000 · County Account (44595)
			3,750.00			
E Borrego Sun						
	3/28/2023	52490 · Publications	175.00	PHN Borrego Springs FPD (RO22-19)	check	3558 · SDCCU Checking
	3/28/2023	52490 · Publications	175.00	PHN Borrego Springs FPD (RO22-19) Protest Hearing	check	3558 · SDCCU Checking
			350.00			
E Brian J. Brady						
	3/22/2023	52370.F · Professional Services	2,205.00	Consultant Services MSRs	electronic	1000 · County Account (44595)
E Chase Design Inc						
	3/6/2023	52334 · Printing	1,387.50	FY23-24 Workplan & Escondido MSR	electronic	1000 · County Account (44595)
	3/29/2023	52334 · Printing	337.50	FY23-24 Workplan & Escondido MSR Edits	electronic	1000 · County Account (44595)
			1,725.00			
E Claim Jumper						
	3/8/2023	52610 · Non-Travel/In-County	45.86	EO + Counsel Debriefing	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	3/29/2023	52370.B · Professional Services	11,377.29	Legal Services	electronic	1000 · County Account (44595)
E Copy 2 Copy						
	3/16/2023	52490 · Publications	359.83	Escondido MSR	check	3558 · SDCCU Checking
	3/16/2023	52490 · Publications	1,215.37	LAFCO Brochure	check	3558 · SDCCU Checking
			1,575.20			
E Corodata						
	3/28/2023	52330 · Office Expense	56.16	Document Storage	check	3558 · SDCCU Checking
E Costco						
	3/16/2023	52610 · Non-Travel/In-County	126.25	SDAC & Cities Meetings Refreshments	debit card	3558 · SDCCU Checking
E County of San Diego						
	3/1/2023	52354 · Mail/Postage ISF	197.37	Mail/Postage Services	electronic	1000 · County Account (44595)
	3/1/2023	52178 · Vehicle Maintenance	118.90	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	3/1/2023	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	3/1/2023	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	3/1/2023	52721 et al. · Communications (IT) Services	8,338.42	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	3/3/2023	52504 · Equipment Rental	2.06	County Surcharge Xerox	electronic	1000 · County Account (44595)
	3/3/2023	51110 et al. · Employee Payroll	44,325.62	Payroll Pay Period 2023-18	electronic	1000 · County Account (44595)
	3/17/2023	51110 et al. · Employee Payroll	46,549.43	Payroll Pay Period 2023-19	electronic	1000 · County Account (44595)
	3/30/2023	51110 et al. · Employee Payroll	36,344.42	Payroll Pay Period 2023-20	electronic	1000 · County Account (44595)
			136,041.71			
E Einstein Bagels						
	3/19/2023	52610 · Non-Travel/In-County	59.98	SDAC & Cities Meetings Refreshments	debit card	3558 · SDCCU Checking
E Fax Plus						
	3/8/2023	52330 · Office Expense	9.17	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Granicus Inc						
	3/15/2023	52370.I · Professional Services	15,000.00	Website Support Services	electronic	1000 · County Account (44595)

SAN DIEGO LAFCO
Expenses by Vendor Detail
 January 2023

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Iron Mountain						
	3/1/2023	52330 · Office Expense	3.38	Document Storage	debit card	3558 · SDCCU Checking
E iStock						
	3/31/2023	52490 · Publications	220.00	Stock Photos	credit card	3558-60 · SDCCU Visa Credit Card
E Jitters Express						
	3/29/2023	52610 · Non-Travel/In-County	18.60	EO Meeting with Oceanside Mayor	debit card	3558 · SDCCU Checking
E Jo MacKenzie						
	3/2/2023	52622 · Training/Registration Out-County	637.69	CALAFCO Travel Reimbursements	check	3558 · SDCCU Checking
E Leaf & Cole LLP						
	3/1/2023	52370.H · Professional Services	6,305.00	Accounting & Audit Prep Services	electronic	1000 · County Account (44595)
	3/29/2023	52370.H · Professional Services	11,780.00	Accounting & Audit Prep Services	electronic	1000 · County Account (44595)
			18,085.00			
E Manchester Financial 5th Avenue LP						
	3/1/2023	52530 · Office Lease	11,705.79	Office & Storage Rent	electronic	1000 · County Account (44595)
	3/29/2023	52530 · Office Lease	10,655.79	Office & Storage Rent	electronic	1000 · County Account (44595)
			22,361.58			
E Mira Mesa Lanes						
	3/5/2023	52610 · Non-Travel/In-County	145.00	Quarterly Staff Activity	credit card	3558-60 · SDCCU Visa Credit Card
E Parc Bistro Brasserie						
	3/10/2023	52610 · Non-Travel/In-County	145.76	EO Debriefing with Staff	debit card	3558 · SDCCU Checking
	3/31/2023	52610 · Non-Travel/In-County	57.49	EO Debriefing with JM	debit card	3558 · SDCCU Checking
			203.25			
E Price Self Storage						
	3/12/2023	52504 · Equipment Rental	122.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
E Ready Refresh Water						
	3/24/2023	52330 · Office Expense	74.06	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E Renato Rodriguez						
	3/16/2023	52330 · Office Expense	50.00	Commission Meeting Refreshments	check	3558 · SDCCU Checking
E San Diego Metal Graphics						
	3/17/2023	52330 · Office Expense	144.30	Name Plates for PM, ES, and New Commisioners	credit card	3558-60 · SDCCU Visa Credit Card
E San Diego Padres						
	3/26/2023	52610 · Non-Travel/In-County	220.50	Quarterly Staff Activity (May)	credit card	3558-60 · SDCCU Visa Credit Card
E San Diego Union Tribune						
	3/16/2023	52490 · Publications	2,071.04	PHNs RO22-19 & FY23-24 Budget	check	3558 · SDCCU Checking
E Stephen Abbott						
	3/10/2023	52370.F · Professional Services	3,400.00	Consultant Services MSR & Fire	electronic	1000 · County Account (44595)
E The Market Place						
	3/14/2023	52330 · Office Expense	83.96	Staff Lunch Fallbrook Rpt	debit card	3558 · SDCCU Checking
E The Tolls Road						
	3/9/2023	52610 · Non-Travel/In-County	0.50	Tolls	debit card	3558 · SDCCU Checking
E The Westbean Coffee						
	3/10/2023	52610 · Non-Travel/In-County	10.16	EO and CI Meeting	debit card	3558 · SDCCU Checking
E USPS						
	3/22/2023	52332 · Postage	126.00	Postage Stamps for Office	credit card	3558-60 · SDCCU Visa Credit Card
E Whole Foods						
	3/7/2023	52330 · Office Expense	35.55	Commission Meeting Refreshments	debit card	3558 · SDCCU Checking
E Xerox						
	3/13/2023	52504 · Equipment Rental	331.92	Xerox Rental	electronic	1000 · County Account (44595)
E Zoom						
	3/3/2023	52270 · Memberships	15.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	3/12/2023	52270 · Memberships	15.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			31.98			
			<u>239,346.48</u>			
EXPENSE TOTAL						
R Borrego Springs FPD						
	3/28/2023	52490 · Publications	4,703.12	PHN & Recording Fees (RO22-19)	check	3558 · SDCCU Checking
R Bryant						
	3/28/2023	46234 · Applications	480.38	Processing Fees (OAS23-03)	check	3558 · SDCCU Checking
R County of San Diego						
	3/31/2023	49200 · Interest & Dividends	16.07	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	3/31/2023	49200 · Interest & Dividends	9.49	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	3/31/2023	49200 · Interest & Dividends	77.82	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			103.38			
R Fallbrook PUD						
	3/7/2023	46234 · Applications	32,648.91	Processing Fees (RO23-02)	check	1000 · County Account (44595)
R Lakeside WD						

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