



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

**5b**

**AGENDA REPORT**  
 Consent | Action

June 5, 2023

**TO:** Commissioners

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

**SUBJECT:** **Commission Ratification |  
 Recorded Payments for April 2023**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received for April 2023. The payments cover all recorded transactions for the one-month period and include \$0.200 million in total distributions made by the Executive Officer. Three-fifths 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 \$0.019 million with the majority tied to two new applicant payments filed in April.

**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><b>Administration</b>          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><b>Chair Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, Alt.</b>          County of San Diego</p>	<p><b>Kristi Becker</b>          City of Solana Beach</p> <p><b>Dane White</b>          City of Escondido</p> <p><b>John McCann Alt.</b>          City of Chula Vista</p>	<p><b>Vice Chair Stephen Whitburn</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>David Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</b>          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 in April 2023. A detailing of these transactions is provided in Attachment One. 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 April 2023 total \$200,056 with 60% – or \$120,807 – 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 for the balance of the fiscal year. Revenues collected total \$19,118 and largely tied to applicant payments.

## RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for April 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 April 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.<sup>1</sup>

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<sup>1</sup> 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

Attachment:

- 1) Recorded Transactions in April 2023

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   3MC Strategies LLC</b>						
	4/21/2023	52370.F · Professional Services	7,820.00	Consultant Services   Financial Analysis	electronic	1000 · County Account (44595)
<b>E   Ace Parking</b>						
	4/24/2023	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
<b>E   ADW Consulting LLC</b>						
	4/5/2023	52370.F · Professional Services	9,712.50	Consultant Services   Planning + Governance Analysis	electronic	1000 · County Account (44595)
	4/21/2023	52370.F · Professional Services	11,925.00	Consultant Services   Planning + Governance Analysis	electronic	1000 · County Account (44595)
			21,637.50			
<b>E   After Effects (Adobe)</b>						
	4/12/2023	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	4/16/2023	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
<b>E   Ambius</b>						
	4/19/2023	52344 · Stores Unallocated	109.94	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   ARCO Gas</b>						
	4/30/2023	52622 · Training/Registration Out-County	49.93	PM, CI & MP Travel for CALAFCO Staff Workshop	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Big Horn Burgers</b>						
	4/13/2023	52610 · Non-Travel/In-County	19.82	CI Travel for Borrego Springs FPD Protest Hearing	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Blue Barn Creative LLC</b>						
	4/21/2023	52370 · Professional Services	2,000.00	Website Photography: Headshots	electronic	1000 · County Account (44595)
<b>E   Brian J. Brady</b>						
	4/21/2023	52370.F · Professional Services	4,900.00	Consultant Services   Water-Wastewater Analysis	electronic	1000 · County Account (44595)
<b>E   Chase Design Inc</b>						
	4/14/2023	52334 · Printing	6,225.00	Graphic Design Services   Fallbrook + 60-Year Project	electronic	1000 · County Account (44595)
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	4/14/2023	52370.B · Professional Services	11,515.79	Commission Counsel Services	electronic	1000 · County Account (44595)
<b>E   Corodata</b>						
	4/19/2023	52330 · Office Expense	56.16	Document Storage	check	3558 · SDCCU Checking
<b>E   Costco</b>						
	3/16/2023	52610 · Non-Travel/In-County	126.25	Meetings Refreshments for Cities + Districts' Advisory Committee	debit card	3558 · SDCCU Checking
<b>E   County of San Diego</b>						
	4/1/2023	52354 · Mail/Postage ISF	1,696.39	Mail/Postage Services	electronic	1000 · County Account (44595)
	4/1/2023	52178 · Vehicle Maintenance	152.92	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	4/1/2023	52182 · Vehicle Fuel	50.28	Vehicle Fuel	electronic	1000 · County Account (44595)
	4/1/2023	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	4/1/2023	52721 et al. · Communications (IT) Services	10,945.64	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	4/3/2023	52504 · Equipment Rental	2.45	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	4/14/2023	51110 et al. · Employee Payroll	48,885.47	Payroll   Pay Period 2023-21	electronic	1000 · County Account (44595)
	4/28/2023	51110 et al. · Employee Payroll	51,031.93	Payroll   Pay Period 2023-22	electronic	1000 · County Account (44595)
	4/28/2023	52504 · Equipment Rental	2.14	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	4/30/2023	52550.B · County Overhead Costs	7,841.38	A-87 4th Quarter	electronic	1000 · County Account (44595)
	4/30/2023	52550.B · County Overhead Costs	32.88	County Surcharge   A-87 3rd & 4th Quarter	electronic	1000 · County Account (44595)
			120,806.97			
<b>E   Dieu Ngu</b>						
	4/19/2023	52610 · Non-Travel/In-County	207.24	Travel Reimbursements   Meetings in Escondido & Borrego	check	3558 · SDCCU Checking
<b>E   Embroidme of La Mesa</b>						
	4/7/2023	52330 · Office Expense	111.06	Service Appreciations for Fallbrook Et Al. Ad Hoc Committee	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Fax Plus</b>						
	4/9/2023	52330 · Office Expense	9.17	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   Gold Country Roasters</b>						
	4/30/2023	52622 · Training/Registration Out-County	18.87	PM, CI & MP Travel for CALAFCO Staff Workshop	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Government Finance Officers Assoc.</b>						
	3/1/2023	52270 · Memberships	150.00	Annual Membership	debit card	3558 · SDCCU Checking
<b>E   Hertz</b>						
	4/30/2023	52622 · Training/Registration Out-County	42.46	PM, CI & MP Travel for CALAFCO Staff Workshop	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Jayna Gyro</b>						
	4/30/2023	52622 · Training/Registration Out-County	56.53	PM, CI & MP Travel for CALAFCO Staff Workshop	credit card	3558-60 · SDCCU Visa Credit Card

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Kendall's Café</b>						
	4/14/2023	52610 · Non-Travel/In-County	18.92	CI Travel for Borrego Springs FPD Protest Hearing	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Leaf &amp; Cole LLP</b>						
	4/24/2023	52370.H · Professional Services	2,630.00	Accounting & Audit Prep Services	electronic	1000 · County Account (44595)
<b>E   Murphys Pizza Company</b>						
	4/26/2023	52622 · Training/Registration Out-County	48.55	PM, CI & MP Travel for CALAFCO Staff Workshop	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   News Library</b>						
	4/6/2023	52490 · Publications	29.90	60-Year Project	debit card	3558 · SDCCU Checking
	4/12/2023	52490 · Publications	19.95	60-Year Project	debit card	3558 · SDCCU Checking
			49.85			
<b>E   Palm Canyon Hotel</b>						
	4/14/2023	52610 · Non-Travel/In-County	193.32	CI Travel for Borrego Springs FPD Protest Hearing	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Peet's Coffee</b>						
	4/27/2023	52622 · Training/Registration Out-County	58.27	PM, CI & MP Travel for CALAFCO Staff Workshop	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Planwest Partners Inc</b>						
	4/7/2023	52370.F · Professional Services	13,090.00	Consultant Services   Oceanside MSR	electronic	1000 · County Account (44595)
<b>E   Price Self Storage</b>						
	4/14/2023	52504 · Equipment Rental	122.00	Storage Unit Monthly Payment	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Ready Refresh Water</b>						
	4/26/2023	52330 · Office Expense	45.36	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   San Diego Union Tribune</b>						
	4/14/2023	52330 · Office Expense	1143.32	Annual Subscription for Office Newspaper	debit card	3558 · SDCCU Checking
	4/19/2023	52490 · Publications	4,486.72	PHNs   RO22-16, RO22-19 & FY23-24 Budget	check	3558 · SDCCU Checking
			5,630.04			
<b>E   Sierra Hills Market</b>						
	4/26/2023	52622 · Training/Registration Out-County	18.23	PM, CI & MP Travel for CALAFCO Staff Workshop	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Stater Bros.</b>						
	4/30/2023	52330 · Office Expense	16.97	Refreshments for Commission Meeting	debit card	3558 · SDCCU Checking
<b>E   Tamaron Luckett</b>						
	4/19/2023	52610 · Non-Travel/In-County	272.23	Travel Reimbursements   Meetings in Escondido & Borrego	check	3558 · SDCCU Checking
<b>E   The Tolls Road</b>						
	4/7/2023	52610 · Non-Travel/In-County	2.24	Tolls	debit card	3558 · SDCCU Checking
<b>E   Twitter</b>						
	4/23/2023	52074 · Telecommunications	7.01	Social Media Services	debit card	3558 · SDCCU Checking
<b>E   V Restaurant Bistro</b>						
	4/27/2023	52622 · Training/Registration Out-County	76.81	PM, CI & MP Travel for CALAFCO Staff Workshop	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Xerox</b>						
	4/10/2023	52504 · Equipment Rental	395.78	Xerox Rental	electronic	1000 · County Account (44595)
<b>E   Yeti</b>						
	4/7/2023	52330 · Office Expense	484.88	Service Appreciations for Fallbrook Et Al. Ad Hoc Committee	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Zoom</b>						
	4/4/2023	52270 · Memberships	15.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	4/12/2023	52270 · Memberships	15.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			31.98			
			200,056.11			
<b>EXPENSE TOTAL</b>						

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Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>R   County of San Diego</b>						
	4/30/2023	49200 · Interest & Dividends	5.20	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	4/30/2023	49200 · Interest & Dividends	3.02	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	4/30/2023	49200 · Interest & Dividends	22.70	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			30.92			
<b>R   Deborah Gutierrez</b>						
	4/27/2023	46234 · Applications	6,405.00	Processing Fees (CO23-04)	check	3558 · SDCCU Checking
<b>R   Hallmark Development Company LLC</b>						
	4/27/2023	46234 · Applications	12,681.90	Processing Fees (RO23-06)	check	3558 · SDCCU Checking
			19,117.82			
<b>REVENUE TOTAL</b>						

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