



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

**5b**

**AGENDA REPORT**  
 Consent | Action

February 5, 2024

**TO:** Commissioners

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

**SUBJECT:** **Commission Ratification |  
 Recorded Payments for November and December 2023**

**SUMMARY**

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received during November and December 2023. The payments cover all recorded transactions for the two-month period and include \$0.312 million in total distributions made by the Executive Officer. Close to two-thirds of all payments made tie to the County of San Diego for payroll reimbursements as well as charges for general overhead and information technology services. Most of the remaining payments made tie to professional services and marked by legal and consultant usage. The payments received total \$0.072 million and largely divided between new application fees and grant 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.

<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	<b>Chair Jim Desmond</b> County of San Diego  <b>Joel Anderson</b> County of San Diego  <b>Nora Vargas, Alt.</b> County of San Diego	<b>Kristi Becker</b> City of Solana Beach  <b>Dane White</b> City of Escondido  <b>John McCann Alt.</b> City of Chula Vista	<b>Vice Chair Stephen Whitburn</b> City of San Diego  <b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Jo MacKenzie</b> Vista Irrigation  <b>Barry Willis</b> Alpine Fire Protection  <b>David Drake, Alt.</b> Rincon del Diablo	<b>Vacant</b> General Public  <b>Harry Mathis, Alt.</b> General Public
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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 between November and December 2023. A detailing of these transactions is provided in Attachments One (November) and Two (December). 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 November and December 2023 totals \$312,273 with 65% – or \$72,368 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering four pay periods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget. Revenues collected during the two-month period totals \$72,368 and largely tied to collecting new application fees and grant payments.

## RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for November and December 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 November and December 2023 as shown in Attachments One and Two.

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  
Commission Clerk

Attachments:

- 1) Recorded Transactions in November 2023
- 2) Recorded Transactions in December 2023

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   3MC Strategies LLC</b>						
	11/8/2023	52370.F · Professional Services	11,845.00	Consultant Services   Financial Analysis	electronic	1000 · County Account (44595)
<b>E   Ace Parking</b>						
	11/1/2023	52530 · Office Lease	960.00	Monthly Parking Rent at 2550 Fifth Avenue	electronic	1000 · County Account (44595)
<b>E   ADW Consulting LLC</b>						
	11/28/2023	52370.F · Professional Services	10,575.00	Consultant Services   Planning + Governance Analysis	electronic	1000 · County Account (44595)
<b>E   After Effects (Adobe)</b>						
	11/10/2023	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	11/15/2023	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
<b>E   Amazon</b>						
	11/5/2023	52344 · Stores Unallocated	90.85	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	11/17/2023	52330 · Office Expense	267.88	Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	11/30/2023	52330 · Office Expense	115.27	Annual LAFCO Holiday Party Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			474.00			
<b>E   Ambius</b>						
	11/20/2023	52344 · Stores Unallocated	395.07	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   ARCC (Assessor Recording County)</b>						
	11/20/2023	52490 · Publications	50.00	NOE Fee   Escondido North LLC-Stanley Ave.-B (RO23-07b)	check	3558 · SDCCU Checking
	11/20/2023	52490 · Publications	50.00	NOD Fee   Escondido North LLC-Stanley Ave.-B (RO23-07b)	check	3558 · SDCCU Checking
	11/20/2023	52490 · Publications	50.00	NOE Fee   Cambier-W. El Norte Pkwy (RO23-05)	check	3558 · SDCCU Checking
			150.00			
<b>E   AT&amp;T Mobility</b>						
	11/2/2023	52074 · Telecommunications	555.23	Monthly Cell Phone   LAFCO Staff	check	3558 · SDCCU Checking
<b>E   Barry Willis</b>						
	11/20/2023	52622 · Training/Registration Out-County	187.83	CALAFCO Annual Conference   Travel Reimbursements	check	3558 · SDCCU Checking
<b>E   Billing Hostway</b>						
	11/24/2023	52370.E · Professional Services	269.40	Yearly Website Support	debit card	3558 · SDCCU Checking
<b>E   Blue Barn Creative LLC</b>						
	11/6/2023	52370 · Professional Services	3,000.00	Video Recording Services	electronic	1000 · County Account (44595)
<b>E   Brian J. Brady</b>						
	11/15/2023	52370.F · Professional Services	367.50	Consultant Services   Water-Wastewater Analysis	electronic	1000 · County Account (44595)
<b>E   Chase Design Inc</b>						
	11/1/2023	52334 · Printing	562.50	Design Services: LAFCO Internship Recruitment	electronic	1000 · County Account (44595)
	11/8/2023	52334 · Printing	1,812.50	Property Tax & Study Schedule Brochures	electronic	1000 · County Account (44595)
			2,375.00			
<b>E   Claim Jumper</b>						
	11/8/2023	52610 · Non-Travel/In-County	160.42	EO, Counsel & Staff Debriefing	debit card	3558 · SDCCU Checking
<b>E   Colantuono, Highsmith &amp; Whatley</b>						
	11/17/2023	52370.B · Professional Services	4,670.52	Commission Counsel Services	electronic	1000 · County Account (44595)
<b>E   County of San Diego</b>						
	11/1/2023	52504 · Equipment Rental	2.36	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	11/1/2023	52354 · Mail/Postage ISF	589.60	Mail/Postage Services	electronic	1000 · County Account (44595)
	11/1/2023	52178 · Vehicle Maintenance	139.87	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	11/1/2023	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	11/1/2023	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	11/1/2023	52721 et al. · Communications (IT) Services	7,740.41	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	11/9/2023	51110 et al. · Employee Payroll	51,050.54	Payroll   Pay Period 2024-10	electronic	1000 · County Account (44595)
	11/22/2023	51110 et al. · Employee Payroll	46,924.10	Payroll   Pay Period 2024-11	electronic	1000 · County Account (44595)
			106,612.37			
<b>E   CSDA</b>						
	11/2/2023	52270 · Memberships	1,715.00	2024 State Membership Renewal	check	3558 · SDCCU Checking
<b>E   Fax Plus</b>						
	11/8/2023	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
<b>E   FedEx</b>						
	11/5/2023	52332 · Postage	50.30	Agenda Packet to BW	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Harland Clarke</b>						
	11/1/2023	52330 · Office Expense	26.85	Checks for Holding Account	debit card	3558 · SDCCU Checking

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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   Manchester Financial 5th Ave LP</b>	11/1/2023	52530 · Office Lease	11,775.42	Office & Storage Rent	electronic	1000 · County Account (44595)
<b>E   Motivational Systems Inc</b>	11/20/2023	52330 · Office Expense	953.15	Final Payment for Office Suite Name Signs	check	3558 · SDCCU Checking
<b>E   Pegah's Kitchen</b>	11/8/2023	52610 · Non-Travel/In-County	40.37	Meeting with EO & TK	debit card	3558 · SDCCU Checking
<b>E   Peterson Donut</b>	11/6/2023	52330 · Office Expense	44.00	Commission Meeting Refreshments	debit card	3558 · SDCCU Checking
<b>E   QuickBooks</b>	11/5/2023	52330 · Office Expense	45.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
<b>E   Ready Refresh Water</b>	11/11/2023	52330 · Office Expense	66.44	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   RGS</b>	11/6/2023	52370 · Professional Services	5,172.00	HR Support Services	electronic	1000 · County Account (44595)
	11/28/2023	52370 · Professional Services	2,175.94	HR Support Services	electronic	1000 · County Account (44595)
			7,347.94			
<b>E   San Diego Union Tribune</b>	11/20/2023	52490 · Publications	2,656.08	PHNs   RO23-02 & RO23-04	check	3558 · SDCCU Checking
<b>E   Starbucks</b>	11/6/2023	52330 · Office Expense	40.00	Commission Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Xerox</b>	11/8/2023	52504 · Equipment Rental	267.92	Xerox Rental	electronic	1000 · County Account (44595)
<b>E   YouTube</b>	11/29/2023	52270 · Memberships	13.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
<b>E   Zoom</b>	11/5/2023	52270 · Memberships	15.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	11/10/2023	52270 · Memberships	149.90	Zoom Webinar Upgrade	credit card	3558-60 · SDCCU Visa Credit Card
	11/12/2023	52270 · Memberships	15.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			181.88			
			<b>EXPENSE TOTAL</b>			
			167,871.92			
<b>R   CALAFCO</b>	11/30/2023	52622 · Training/Registration Out-County	615.00	2023 Annual Conference Reimbursement for TL	check	3558 · SDCCU Checking
<b>R   Escondido North LLC</b>	11/30/2023	52490 · Publications	100.00	Recording Fees (RO23-07b)	check	3558 · SDCCU Checking
<b>R   Laurence Tucker</b>	11/2/2023	46234 · Applications	25,363.82	Processing Fees (RO23-01)	check	1000 · County Account (44595)
<b>R   Twin Oaks Valley Vintners, LLC</b>	11/6/2023	46234 · Applications	7,045.50	Processing Fees (CO23-12)	check	1000 · County Account (44595)
			<b>REVENUE TOTAL</b>			
			33,124.32			

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**Expenses by Vendor Detail**  
 December 2023

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>E   3MC Strategies LLC</b>						
	12/22/2023	52370.F · Professional Services	11,730.00	Consultant Services   Financial Analysis	electronic	1000 · County Account (44595)
<b>E   Ace Parking</b>						
	12/1/2023	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	12/8/2023	52610 · Non-Travel/In-County	20.00	Parking for EO	debit card	3558 · SDCCU Checking
	12/29/2023	52530 · Office Lease	748.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
			1,728.00			
<b>E   ADW Consulting LLC</b>						
	12/29/2023	52370.F · Professional Services	9,750.00	Consultant Services   Planning + Governance Analysis	electronic	1000 · County Account (44595)
<b>E   After Effects (Adobe)</b>						
	12/10/2023	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	12/15/2023	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
<b>E   Albertson's</b>						
	12/10/2023	52330 · Office Expense	219.94	Holiday Party Supplies	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Amazon</b>						
	12/5/2023	52344 · Stores Unallocated	173.47	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	12/12/2023	52330 · Office Expense	140.90	Holiday Party Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			314.37			
<b>E   Ambius</b>						
	12/20/2023	52344 · Stores Unallocated	395.07	Monthly Service for Office Plants	check	3558 · SDCCU Checking
<b>E   ARCC (Assessor Recording County)</b>						
	12/1/2023	52490 · Publications	50.00	NOE Fee   Yerba Valley Rd. Reorg (RO23-02)	check	3558 · SDCCU Checking
	12/1/2023	52490 · Publications	50.00	NOE Fee   Yerba Valley Rd. Reorg SOI (RO23-02)	check	3558 · SDCCU Checking
	12/20/2023	52490 · Publications	50.00	NOE Fee   Colina Fuerte-Via Ascenso Reorg (RO23-08)	check	3558 · SDCCU Checking
	12/20/2023	52490 · Publications	50.00	NOE Fee   Colina Fuerte-Via Ascenso Reorg SOI (RO23-08)	check	3558 · SDCCU Checking
	12/20/2023	52490 · Publications	50.00	NOE Fee   N. Iris Lane-Hallmark Development Reorg (RO23-06)	check	3558 · SDCCU Checking
	12/20/2023	52490 · Publications	50.00	NOD Fee   N. Iris Lane-Hallmark Development Reorg (RO23-06)	check	3558 · SDCCU Checking
			300.00			
<b>E   AT&amp;T Mobility</b>						
	12/1/2023	52074 · Telecommunications	511.83	Monthly Cell Phone   LAFCO Staff	check	3558 · SDCCU Checking
<b>E   Blue Barn Creative LLC</b>						
	12/6/2023	52370 · Professional Services	3,000.00	Video Recording Services	electronic	1000 · County Account (44595)
<b>E   Canva</b>						
	12/8/2023	52334 · Printing	68.00	Card Services	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Chase Design Inc</b>						
	12/6/2023	52334 · Printing	487.50	Final Study Schedule	electronic	1000 · County Account (44595)
<b>E   City SD Parking</b>						
	12/3/2023	52610 · Non-Travel/In-County	1.25	Parking for EO	debit card	3558 · SDCCU Checking
<b>E   Claim Jumper</b>						
	12/6/2023	52610 · Non-Travel/In-County	38.07	EO & Counsel Debriefing	debit card	3558 · SDCCU Checking
<b>E   Clear Checks</b>						
	12/26/2023	52562 · Investigative/Recruitment	69.98	Background Check for New Employee (JB)	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   Copy 2 Copy</b>						
	12/1/2023	52334 · Printing	462.19	Study Schedule	check	3558 · SDCCU Checking
<b>E   Corodata</b>						
	12/1/2023	52330 · Office Expense	58.11	Document Storage	check	3558 · SDCCU Checking
	12/20/2023	52330 · Office Expense	58.11	Document Storage	check	3558 · SDCCU Checking
			116.22			
<b>E   Costco</b>						
	12/10/2023	52330 · Office Expense	222.57	LAFCO Holiday Party	credit card	3558-60 · SDCCU Visa Credit Card
<b>E   County of San Diego</b>						
	12/1/2023	52504 · Equipment Rental	2.96	County Surcharge   Xerox	electronic	1000 · County Account (44595)
	12/1/2023	52354 · Mail/Postage ISF	577.09	Mail/Postage Services	electronic	1000 · County Account (44595)
	12/1/2023	52178 · Vehicle Maintenance	139.87	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	12/1/2023	52182 · Vehicle Fuel	95.09	Vehicle Fuel	electronic	1000 · County Account (44595)
	12/1/2023	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	12/1/2023	52721 et al. · Communications (IT) Services	7,545.59	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	12/8/2023	51110 et al. · Employee Payroll	41,003.10	Payroll   Pay Period 2024-12	electronic	1000 · County Account (44595)





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

Payable   Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
<b>R   B &amp; S Eckelman</b>						
	12/28/2023	52490 · Publications	1,428.08	PHN & Recording Fees (RO23-08)	check	3558 · SDCCU Checking
<b>R   County of San Diego</b>						
	12/31/2023	45918 · LAFCO Apportionment	11.82	LAFCO Apportionment FY23-24	electronic	1000 · County Account (44595)
	12/31/2023	49200 · Interest & Dividends	735.35	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	12/31/2023	49200 · Interest & Dividends	1,543.36	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	12/31/2023	49200 · Interest & Dividends	481.63	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			2,772.16			
<b>R   Iris Lane 102 LLC</b>						
	12/28/2023	52490 · Publications	100.00	Recording Fees (RO23-06)	check	3558 · SDCCU Checking
<b>R   Joe &amp; Sarai Garcia</b>						
	12/28/2023	46234 · Applications	1,921.50	Processing Fees (OAS23-14)	check	3558 · SDCCU Checking
<b>R   Lakeside WD</b>						
	12/28/2023	52490 · Publications	1,428.08	PHN & Recording Fees (RO23-02)	check	3558 · SDCCU Checking
<b>R   Mexita Inc. DBA Investment Design Studio</b>						
	12/28/2023	52490 · Publications	350.00	SBE Fees (CO22-15)	check	3558 · SDCCU Checking
<b>R   Ocean Air Homes, LLC</b>						
	12/28/2023	52490 · Publications	50.00	Recording Fees (RO23-05)	check	3558 · SDCCU Checking
<b>R   State of California</b>						
	12/29/2023	45281 · State Aid Agriculture	31,193.71	SALC Grant	check	1000 · County Account (44595)
			<u>39,243.53</u>			
		<b>REVENUE TOTAL</b>				

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