



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

5b

AGENDA REPORT
 Consent | Action

August 5, 2024

TO: Commissioners

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

**SUBJECT: Commission Ratification |
 Recorded Payments for May and June 2024**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received between May and June 2024. The payments cover all recorded transactions for the two-month period and include \$0.487 million in total distributions made by the Executive Officer. Nearly one-half 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 involve professional services involving consultant and legal usage. Payments received total \$0.042 million.

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 E lafco@sdcounty.ca.gov www.sdlafco.org</p>	<p>Joel Anderson County of San Diego</p> <p>Jim Desmond 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>Chair Stephen Whitburn City of San Diego</p> <p>Marni von Wilpert, Alt. City of San Diego</p>	<p>Vice Chair Barry Willis Alpine Fire Protection</p> <p>Jo MacKenzie Vista Irrigation</p> <p>David Drake, Alt. Rincon del Diablo</p>	<p>Harry Mathis General Public</p> <p>Vacant, 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 for May and June 2024. A detailing of these transactions is provided in Attachments One (May) and Two (June). The item separately provides the Commission the opportunity to provide feedback to LAFCO staff and inform potential changes in accounting procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer covering May and June 2024 total \$486,652 with 42% – or \$205,632 – 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 total \$42,382 and largely tie to grant reimbursements.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for May and June 2024 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 for May and June 2024 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
Commission Clerk

Attachments:

- 1) Recorded Transactions in May 2024
- 2) Recorded Transactions in June 2024

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SAN DIEGO LAFCO
Expenses by Vendor Detail
 May 2024

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E JMC Strategies LLC						
	5/6/2024	52370.F · Professional Services	9,200.00	Consultant Services Relations + Financial Analysis	electronic	1000 · County Account (44595)
E Ace Parking						
	5/3/2024	52610 · Non-Travel/In-County	10.00	Parking for EO	debit card	3558 · SDCCU Checking
	5/6/2024	52530 · Office Lease	980.00	Monthly Parking Rent & Parking Validations	electronic	1000 · County Account (44595)
	5/31/2024	52530 · Office Lease	1,010.00	Monthly Parking Rent & Parking Validations	electronic	1000 · County Account (44595)
			2,000.00			
E ADW Consulting LLC						
	5/15/2024	52370.F · Professional Services	11,625.00	Consultant Services Relations + Governance Analysis	electronic	1000 · County Account (44595)
E After Effects (Adobe)						
	5/10/2024	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	5/15/2024	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
E Agricultural Impact Associates LLC						
	5/15/2024	52304 · Miscellaneous Expense	17,487.28	SALC Grant	electronic	1000 · County Account (44595)
E Amazon						
	5/30/2024	52344 · Stores Unallocated	298.55	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
E Ambius						
	5/13/2024	52344 · Stores Unallocated	395.07	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E Apple						
	5/15/2024	52270 · Memberships	59.99	PDF Reader Software	credit card	3558-60 · SDCCU Visa Credit Card
E Assura Software						
	5/6/2024	52074 · Telecommunications	550.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
E AT&T Mobility						
	5/13/2024	52074 · Telecommunications	409.90	Monthly Cell Phone LAFCO Staff	check	3558 · SDCCU Checking
E Blue Barn Creative LLC						
	5/31/2024	52074 · Telecommunications	2,000.00	Video Recording Services	electronic	1000 · County Account (44595)
E Canva						
	5/7/2024	52270 · Memberships	12.99	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Chase Design Inc						
	5/15/2024	52334 · Printing	562.50	Analyst Recruitment Flier	electronic	1000 · County Account (44595)
E Chili's						
	5/30/2024	52330 · Office Expense	58.11	Document Storage	check	3558 · SDCCU Checking
E Corodata						
	5/22/2024	52370.B · Professional Services	4,606.00	Commission Counsel Services	electronic	1000 · County Account (44595)
E County of San Diego						
	5/1/2024	52354 · Mail/Postage ISF	523.86	Mail/Postage Services	electronic	1000 · County Account (44595)
	5/1/2024	52178 · Vehicle Maintenance	139.87	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	5/1/2024	52182 · Vehicle Fuel	29.82	Vehicle Fuel	electronic	1000 · County Account (44595)
	5/1/2024	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	5/1/2024	52721 et al. · Communications (IT) Services	10,100.42	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	5/6/2024	52504 · Equipment Rental	5.72	County Surcharge Xerox	electronic	1000 · County Account (44595)
	5/10/2024	51110 et al. · Employee Payroll	42,059.52	Payroll Pay Period 2024-23	electronic	1000 · County Account (44595)
	5/24/2024	51110 et al. · Employee Payroll	45,114.23	Payroll Pay Period 2024-24	electronic	1000 · County Account (44595)
	5/31/2024	52550.B · County Overhead Costs	8,076.75	A-87 4th Quarter	electronic	1000 · County Account (44595)
	5/31/2024	52550.B · County Overhead Costs	17.74	County Surcharge A-87 4th Quarter	electronic	1000 · County Account (44595)
	5/31/2024	52304 · Miscellaneous Expense	3,225.21	SALC Grant Payment to County DPS	electronic	1000 · County Account (44595)
			109,458.63			
E CSDA San Diego Chapter						
	5/15/2024	52610 · Non-Travel/In-County	80.00	Quarterly Dinner (MP)	check	3558 · SDCCU Checking
E Fax Plus						
	5/8/2024	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Indeed						
	5/1/2024	52562 · Investigative/Recruitment	49.19	Recruitment for Two Analysts	credit card	3558-60 · SDCCU Visa Credit Card
E Jitters Express						
	5/15/2024	52610 · Non-Travel/In-County	3.50	EO & Oceanside Mayor Debriefing (Oceanside MSR)	debit card	3558 · SDCCU Checking
E Lazy Dog						
	5/24/2024	52610 · Non-Travel/In-County	77.06	EO Debriefing with BW	debit card	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
 May 2024

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Leaf & Cole LLP						
	5/6/2024	52370.H · Professional Services	3,695.00	Accounting Services	electronic	1000 · County Account (44595)
E Manchester Financial 5th Ave LP						
	5/8/2024	52530 · Office Lease	23,396.24	Office & Storage Rent (Two Months)	electronic	1000 · County Account (44595)
E Peterson Donuts						
	5/6/2024	52330 · Office Expense	60.00	Commission Meeting Refreshments	debit card	3558 · SDCCU Checking
E Plaza Deli & Catering						
	5/30/2024	52610 · Non-Travel/In-County	6.90	EO Briefing with SANDAG	debit card	3558 · SDCCU Checking
E Postal Annex						
	5/1/2024	52332 · Postage	58.47	Mailing Agenda Packet to BW	credit card	3558-60 · SDCCU Visa Credit Card
	5/29/2024	52332 · Postage	72.69	Mailing Agenda Packet to BW	credit card	3558-60 · SDCCU Visa Credit Card
			131.16			
E Priscilla Mumpower						
	5/1/2024	52622 · Training/Registration Out-County	112.55	Reimbursement CALAFCO Conference Items	check	3558 · SDCCU Checking
	5/22/2024	52330 · Office Expense	53.91	Reimbursement Commission Meeting Debriefing	check	3558 · SDCCU Checking
			166.46			
E QuickBooks						
	5/5/2024	52330 · Office Expense	90.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
E SDCCU						
	5/8/2024	52304 · Miscellaneous Expense	25.00	Late Charge on Credit Card	electronic	3558 · SDCCU Checking
E W. Michael Hanemann						
	5/6/2024	52370 · Professional Services	9,000.00	Consultant Services Wholesale MSR	electronic	1000 · County Account (44595)
E Xerox						
	5/10/2024	52504 · Equipment Rental	650.44	Xerox Rental (Two Months)	electronic	1000 · County Account (44595)
E YouTube						
	5/29/2024	52270 · Memberships	13.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
E Zoom						
	5/5/2024	52270 · Memberships	15.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	5/12/2024	52270 · Memberships	15.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			31.98			
EXPENSE TOTAL			196,251.18			
REVENUE TOTAL			0.00	N/A		

SAN DIEGO LAFCO
Expenses by Vendor Detail
 June 2024

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E JMC Strategies						
	6/5/2024	52370.F · Professional Services	10,810.00	Consultant Services Relations + Financial Analysis	electronic	1000 · County Account (44595)
	6/21/2024	52370.F · Professional Services	9,849.96	Consultant Services Relations + Financial Analysis	electronic	1000 · County Account (44595)
	6/30/2024	52370.F · Professional Services	9,240.04	Consultant Services Relations + Financial Analysis	electronic	1000 · County Account (44595)
			29,900.00			
E Ace Parking						
	6/30/2024	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	6/30/2024	52530 · Office Lease	60.00	Parking Validations	electronic	1000 · County Account (44595)
			1,020.00			
E ADW Consulting LLC						
	6/5/2024	52370.F · Professional Services	10,725.00	Consultant Services Relations + Governance Analysis	electronic	1000 · County Account (44595)
	6/30/2024	52370.F · Professional Services	20,775.00	Consultant Services Relations + Governance Analysis	electronic	1000 · County Account (44595)
			31,500.00			
E After Effects (Adobe)						
	6/10/2024	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	6/16/2024	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
E Amazon						
	6/6/2024	52344 · Stores Unallocated	76.48	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
E Ambius						
	6/24/2024	52344 · Stores Unallocated	395.07	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E Assura Software						
	6/4/2024	52074 · Telecommunications	1,050.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
	6/30/2024	52074 · Telecommunications	1,800.00	Website Hosting Support Services (Two Months)	electronic	1000 · County Account (44595)
			2,850.00			
E AT&T Mobility						
	6/4/2024	52074 · Telecommunications	410.82	Monthly Cell Phone LAFCO Staff	check	3558 · SDCCU Checking
	6/28/2024	52074 · Telecommunications	399.58	Monthly Cell Phone LAFCO Staff	check	3558 · SDCCU Checking
			810.40			
E Blue Barn Creative LLC						
	6/21/2024	52074 · Telecommunications	6,000.00	Video Recording Services (Two Months)	electronic	1000 · County Account (44595)
E Canva						
	6/15/2024	52270 · Memberships	12.99	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E Chase Design Inc						
	6/5/2024	52334 · Printing	4,912.50	Map Instructions Booklet & Final Workplan and Budget	electronic	1000 · County Account (44595)
	6/21/2024	52334 · Printing	787.50	Oceanside MSR	electronic	1000 · County Account (44595)
	6/30/2024	52334 · Printing	150.00	Communications Associate Flier	electronic	1000 · County Account (44595)
			5,850.00			
E Chris Cate						
	6/5/2024	52622 · Training/Registration Out-County	419.96	Reimbursement CALAFCO Conference Airfare	check	3558 · SDCCU Checking
E Claim Jumer						
	6/5/2024	52610 · Non-Travel/In-County	114.02	EO, AEO, AW & Counsel Debriefing	debit card	3558 · SDCCU Checking
E Colantuono, Highsmith & Whatley						
	6/5/2024	52370.B · Professional Services	2,342.50	Commission Counsel Services	electronic	1000 · County Account (44595)
	6/30/2024	52370.B · Professional Services	11,695.82	Commission Counsel Services (Three Months)	electronic	1000 · County Account (44595)
			14,038.32			
E Corodata						
	6/28/2024	52330 · Office Expense	116.22	Document Storage (Two Months)	check	3558 · SDCCU Checking
E County of San Diego						
	6/1/2024	52354 · Mail/Postage ISF	2,138.12	Mail/Postage Services (Two Months)	electronic	1000 · County Account (44595)
	6/1/2024	52178 · Vehicle Maintenance	821.64	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	6/1/2024	52182 · Vehicle Fuel	72.43	Vehicle Fuel	electronic	1000 · County Account (44595)
	6/1/2024	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	6/1/2024	52721 et al. · Communications (IT) Services	5,976.99	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	6/7/2024	52504 · Equipment Rental	2.30	County Surcharge Xerox	electronic	1000 · County Account (44595)
	6/7/2024	51110 et al. · Employee Payroll	41,627.43	Payroll Pay Period 2024-25	electronic	1000 · County Account (44595)
	6/21/2024	51110 et al. · Employee Payroll	45,366.35	Payroll Pay Period 2024-26	electronic	1000 · County Account (44595)
	6/30/2024	52504 · Equipment Rental	2.39	County Surcharge Xerox	electronic	1000 · County Account (44595)
			96,173.14			

SAN DIEGO LAFCO
Expenses by Vendor Detail
June 2024

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E Erica Sellen						
	6/12/2024	52566 · Minor Equipment	413.14	Reimbursement Laptops	check	3558 · SDCCU Checking
E Fax Plus						
	6/9/2024	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E Indeed						
	6/1/2024	52562 · Investigative/Recruitment	60.81	Recruitment for Communications Associate	credit card	3558-60 · SDCCU Visa Credit Card
E Leaf & Cole LLP						
	6/5/2024	52370.H · Professional Services	1,480.00	Accounting Services	electronic	1000 · County Account (44595)
	6/30/2024	52370.H · Professional Services	12,825.00	Accounting Services & Audit Prep (Two Months)	electronic	1000 · County Account (44595)
			14,305.00			
Manchester Financial 5th Ave LP						
	6/5/2024	52530 · Office Lease	11,488.57	Office & Storage Rent	electronic	1000 · County Account (44595)
	6/30/2024	52530 · Office Lease	11,488.57	Office & Storage Rent	electronic	1000 · County Account (44595)
			22,977.14			
E Michaela Peters						
	6/28/2024	52610 · Non-Travel/In-County	25.69	Reimbursement New Employee Lunch	check	3558 · SDCCU Checking
E NETROline Historic Aerials						
	6/19/2024	52490 · Publications	90.00	Photo for Carlsbad MSR	credit card	3558-60 · SDCCU Visa Credit Card
E News Library						
	6/12/2024	52490 · Publications	19.95	News Article for Carlsbad MSR	debit card	3558 · SDCCU Checking
E O'Connor & Company						
	6/30/2024	52370.H · Professional Services	9,950.00	Audit Services for FY22-23	electronic	1000 · County Account (44595)
E Peterson Donuts						
	6/3/2024	52330 · Office Expense	60.00	Commission Meeting Refreshments	debit card	3558 · SDCCU Checking
E Priscilla Mumpower						
	6/28/2024	52330 · Office Expense	88.00	Reimbursement Commission Meeting Refreshments (May & June)	check	3558 · SDCCU Checking
E Puesto						
	6/27/2024	52610 · Non-Travel/In-County	134.13	EO, MP & BW Debriefing	debit card	3558 · SDCCU Checking
E QuickBooks						
	6/4/2024	52330 · Office Expense	90.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
E Ready Refresh						
	6/22/2024	52330 · Office Expense	63.15	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E RGS						
	6/5/2024	52370 · Professional Services	917.60	HR Services to AEO	electronic	1000 · County Account (44595)
	6/30/2024	52370 · Professional Services	1,281.68	HR Services to AEO	electronic	1000 · County Account (44595)
			2,199.28			
E San Diego Union Tribune						
	6/13/2024	52490 · Publications	4,112.56	PHN Alternate Public Member	check	3558 · SDCCU Checking
E Sloan Sakai Yeung & Wong LLP						
	6/14/2024	52370.B · Professional Services	6,958.00	Special Counsel Services	electronic	1000 · County Account (44595)
	6/30/2024	52370.B · Professional Services	13,097.36	Special Counsel Services (Three Months)	electronic	1000 · County Account (44595)
			20,055.36			
E Target						
	6/26/2024	52330 · Office Expense	50.72	ES Office	credit card	3558-60 · SDCCU Visa Credit Card
E The Corner Drafthouse						
	6/20/2024	52610 · Non-Travel/In-County	88.48	EO Briefing with AEO, AW and CC	credit card	3558-60 · SDCCU Visa Credit Card
	6/26/2024	52610 · Non-Travel/In-County	124.54	Staff Lunch - ES Return	credit card	3558-60 · SDCCU Visa Credit Card
			213.02			
E The Westbean Cofee						
	6/6/2024	52610 · Non-Travel/In-County	18.81	EO & AEO Debreifing	debit card	3558 · SDCCU Checking
	6/16/2024	52610 · Non-Travel/In-County	25.69	New Analyst Interview with AEO & MP	debit card	3558 · SDCCU Checking
	6/20/2024	52610 · Non-Travel/In-County	43.08	New Analyst Interview & EO Debreifings	credit card	3558-60 · SDCCU Visa Credit Card
			87.58			
E William Futon Group						
	6/5/2024	52370.F · Professional Services	19,500.00	Consultant Services Planning	electronic	1000 · County Account (44595)
	6/30/2024	52370.F · Professional Services	6,000.00	Consultant Services Planning (Two Months)	electronic	1000 · County Account (44595)
			25,500.00			
E Xerox						
	6/10/2024	52504 · Equipment Rental	260.96	Xerox Rental	electronic	1000 · County Account (44595)
	6/30/2024	52504 · Equipment Rental	271.92	Xerox Rental	electronic	1000 · County Account (44595)
			532.88			

SAN DIEGO LAFCO
Expenses by Vendor Detail
 June 2024

Payable Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E YouTube						
	6/25/2024	52270 · Memberships	13.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
E Zoom						
	6/4/2024	52270 · Memberships	15.99	Staff Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
	6/12/2024	52270 · Memberships	15.99	EO Monthly Video Conferencing Subscription	debit card	3558 · SDCCU Checking
			31.98			
		EXPENSE TOTAL	290,401.22			
R County of San Diego						
	6/30/2024	49200 · Interest & Dividends	1,655.28	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of \$250k)
	6/30/2024	49200 · Interest & Dividends	3,515.76	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of \$300k)
	6/30/2024	49200 · Interest & Dividends	982.14	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to \$125k)
			6,153.18			
R State of California						
	6/18/2024	45281 · State Aid Agriculture	36,228.55	SALC Grant	check	1000 · County Account (44595)
		REVENUE TOTAL	42,381.73			

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