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AGENDA REPORT
Consent | Action

October 7, 2024

TO: Commissioners

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

SUBJECT: **Commission Ratification | Recorded Payments for July and August 2024**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received between July and August 2024. The payments cover all recorded transactions for the two-month period and include $0.351 million in total distributions made by the Executive Officer. Nearly three-fourths 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 tying to consultant and legal usage. Payments received total $1.8 million and primarily involve receipt of several local agency apportionments.

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.

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

Joel Anderson, County of San Diego
Jim Desmond, County of San Diego
Nora Vargas, Alt., County of San Diego
Kristi Becker, City of Solana Beach
Dane White, City of Escondido
John McCann Alt., City of Chula Vista
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Jo MacKenzie, Vista Irrigation
David Drake, Alt., Rincon del Diablo
Harry Mathis, General Public
Brigette Browning, Alt., General Public

DISCUSSION

This item is for San Diego LAFCO to consider ratification of all payments made and received by the Executive Officer for July and August 2024. A detailing of these transactions is provided in Attachments One (July) and Two (August). The item separately provides the Commission the opportunity to provide feedback to LAFCO staff and inform potential changes in purchasing practices and/or accounting procedures going forward.

ANALYSIS

San Diego LAFCO's recorded payments made by the Executive Officer covering July and August 2024 total $350,823 with 74% – or $237,421 – tied to transactions with the County of San Diego. This includes payroll reimbursements covering five pay periods as well as expenses for general overhead and information technology services. All expenses are consistent with the adopted budget. Revenues collected total $1,791,134 and primarily involve collecting local agency apportionments with the balance involving three application filings.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for July and August 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 July and August 2024 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.[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 A. Sellen

Erica Sellen
Commission Clerk

Attachments:

1) Recorded Transactions in July 2024
2) Recorded Transactions in August 2024

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SAN DIEGO LAFCO
Expenses by Vendor Detail
July 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E | Ace Parking						
	7/26/2024	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
E | After Effects (Adobe)						
	7/10/2024	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	7/28/2024	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
E | Alaska Airlines						
	7/25/2024	52622 · Training/Registration Out-County	1,817.20	Airfare | CALAFCO Conference (KS, MP, MT, DN, JM, & AW)	credit card	3558-60 · SDCCU Visa Credit Card
E | Amazon						
	7/6/2024	52566 · Minor Equipment	848.30	Monitors for New Employee	credit card	3558-60 · SDCCU Visa Credit Card
	7/14/2024	52344 · Stores Unallocated	99.46	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	7/25/2024	52566 · Minor Equipment	377.76	Monitor for New Employee	credit card	3558-60 · SDCCU Visa Credit Card
			1,325.52			
E | Ambius						
	7/16/2024	52344 · Stores Unallocated	434.23	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E | Assura Software						
	7/23/2024	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
E | Barrio Star						
	7/22/2024	52610 · Non-Travel/In-County	182.68	Staff Lunch (MT First Day Onboarding)	credit card	3558-60 · SDCCU Visa Credit Card
E | CALAFCO						
	7/24/2024	52270 · Memberships	12,509.00	Membership Dues FY24-25	electronic	1000 · County Account (44595)
	7/25/2024	52622 · Training/Registration Out-County	3,500.00	Annual Conference Registration (KS, PM, ES, DN & JM)	debit card	3558 · SDCCU Checking
	7/25/2024	52622 · Training/Registration Out-County	3,825.00	Annual Conference Registration (MP, JB, MT, BW & AW)	check	3558 · SDCCU Checking
			19,834.00			
E | Canva						
	7/7/2024	52270 · Memberships	12.99	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E | Clear Checks						
	7/2/2024	52562 · Investigative/Recruitment	69.98	Background Check for New Employee	credit card	3558-60 · SDCCU Visa Credit Card
E | Corodata						
	7/16/2024	52330 · Office Expense	60.45	Document Storage	check	3558 · SDCCU Checking
E | County of San Diego						
	7/1/2024	52354 · Mail/Postage ISF	214.89	Mail/Postage Services	electronic	1000 · County Account (44595)
	7/1/2024	52178 · Vehicle Maintenance	139.87	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	7/1/2024	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	7/1/2024	52758 · Vehicle Lease	165.47	Vehicle Lease	electronic	1000 · County Account (44595)
	7/1/2024	52721 et al. · Communications (IT) Services	5,820.18	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	7/5/2024	51110 et al. · Employee Payroll	40,576.99	Payroll | Pay Period 2025-01	electronic	1000 · County Account (44595)
	7/19/2024	51110 et al. · Employee Payroll	44,812.68	Payroll | Pay Period 2025-02	electronic	1000 · County Account (44595)
			91,730.08			
E | CSDA San Diego Chapter						
	7/16/2024	52270 · Memberships	250.00	Annual Membership Fee	check	3558 · SDCCU Checking
E | Fax Plus						
	7/8/2024	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E | Jimbo's						
	7/24/2024	52610 · Non-Travel/In-County	27.61	Refreshments for SALC Open House	credit card	3558-60 · SDCCU Visa Credit Card
	7/25/2024	52610 · Non-Travel/In-County	122.17	Refreshments for SALC Open House	debit card	3558 · SDCCU Checking
			149.78			
E | Michaela Peters						
	7/25/2024	52610 · Non-Travel/In-County	12.51	Reimbursement | New Employee First Day Gift	check	3558 · SDCCU Checking
E | Postal Annex						
	7/31/2024	52332 · Postage	46.25	Mailing Agenda Packet to BW	credit card	3558-60 · SDCCU Visa Credit Card
E | QuickBooks						
	7/4/2024	52330 · Office Expense	90.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
E | Ready Refresh						
	7/23/2024	52330 · Office Expense	63.15	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E | San Diego Union Tribune						
	7/16/2024	52490 · Publications	3,244.16	PHN | CO23-13	check	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
July 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E | Stone Brewing						
	7/25/2024	52610 · Non-Travel/In-County	71.05	SALC Consultant Briefing (AEO, MP & MT)	credit card	3558-60 · SDCCU Visa Credit Card
E | The Brigantine						
	7/11/2024	52610 · Non-Travel/In-County	165.97	Port Debriefing (EO, AEO, MP, CC, AW & DG)	credit card	3558-60 · SDCCU Visa Credit Card
E | The Corner Drafthouse						
	7/9/2024	52610 · Non-Travel/In-County	226.15	Staff Lunch (JB Last Day)	credit card	3558-60 · SDCCU Visa Credit Card
	7/20/2024	52610 · Non-Travel/In-County	87.40	Port Debriefing (EO, CC, AW & DG)	credit card	3558-60 · SDCCU Visa Credit Card
			313.55			
E | The Marketplace						
	7/10/2024	52610 · Non-Travel/In-County	39.57	Refreshments for Port Meeting	credit card	3558-60 · SDCCU Visa Credit Card
E | Voice of San Diego						
	7/24/2024	52330 · Office Expense	184.36	Annual Subscription	debit card	3558 · SDCCU Checking
E | YouTube						
	7/29/2024	52270 · Memberships	13.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
EXPENSE TOTAL			121,871.71			
R | A.M. Ortega Construction, Inc.						
	7/16/2024	46234 · Applications	2,400.00	Processing Fees (CO19-04)	check	3558 · SDCCU Checking
R | CALAFCO						
	7/16/2024	52622 · Training/Registration Out-County	525.00	Refund | 2024 Staff Workshop (MP)	check	3558 · SDCCU Checking
R | City of Carlsbad						
	7/16/2024	52490 · Publications	2,714.38	PHN, Recording & Postage Fees (RO23-09)	check	3558 · SDCCU Checking
R | County of San Diego						
	7/31/2024	45918 · LAFCO Apportionment	1,292,521.46	LAFCO Apportionment FY24-25	electronic	1000 · County Account (44595)
	7/31/2024	49200 · Interest & Dividends	1,150.78	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of $250k)
	7/31/2024	49200 · Interest & Dividends	2,435.60	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of $300k)
	7/31/2024	49200 · Interest & Dividends	703.84	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to $125k)
			1,296,811.68			
REVENUE TOTAL			1,302,451.06			

SAN DIEGO LAFCO
Expenses by Vendor Detail
August 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E | 3MC Strategies						
	8/14/2024	52370.F · Professional Services	10,120.00	Consultant Services | Intergov	electronic	1000 · County Account (44595)
E | Ace Parking						
	8/4/2024	52610 · Non-Travel/In-County	10.00	EO Parking	debit card	3558 · SDCCU Checking
	8/27/2024	52610 · Non-Travel/In-County	12.00	EO Parking | Grand Jury	debit card	3558 · SDCCU Checking
	8/30/2024	52530 · Office Lease	720.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
	8/30/2024	52530 · Office Lease	36.00	Parking Validations	electronic	1000 · County Account (44595)
			778.00			
E | ADW Consulting LLC						
	8/30/2024	52370.F · Professional Services	11,025.00	Consultant Services | Intergov	electronic	1000 · County Account (44595)
E | After Effects (Adobe)						
	8/11/2024	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	8/15/2024	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
E | Agricultural Impact Associates LLC						
	8/22/2024	52304 · Miscellaneous Expense	1,200.00	SALC Grant | Reimbursement for Data Collection	check	3558 · SDCCU Checking
E | Alaska Airlines						
	8/1/2024	52622 · Training/Registration Out-County	158.10	Airfare | CALAFCO Conference (JB-Return Flight)	credit card	3558-60 · SDCCU Visa Credit Card
E | AllModern						
	8/31/2024	52344 · Stores Unallocated	538.75	Conference Room Chairs	debit card	3558 · SDCCU Checking
E | Allposters						
	8/15/2024	52344 · Stores Unallocated	61.00	Office Wall Art (MT)	credit card	3558-60 · SDCCU Visa Credit Card
E | Amazon						
	8/11/2024	52344 · Stores Unallocated	805.04	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	8/20/2024	52566 · Minor Equipment	142.11	Shelf for Office (DN)	credit card	3558-60 · SDCCU Visa Credit Card
	8/29/2024	52566 · Minor Equipment	253.81	Conference Room TV	credit card	3558-60 · SDCCU Visa Credit Card
			1,200.96			
E | Ambius						
	8/22/2024	52344 · Stores Unallocated	434.23	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E | Assura Software						
	8/14/2024	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
E | AT&T Mobility						
	8/1/2024	52074 · Telecommunications	391.57	Monthly Cell Phone | LAFCO Staff	check	3558 · SDCCU Checking
	8/29/2024	52074 · Telecommunications	506.20	Monthly Cell Phone | LAFCO Staff	check	3558 · SDCCU Checking
			897.77			
E | Bloem Décor						
	8/6/2024	52330 · Office Expense	224.89	KS Special Expense: DG	credit card	3558-60 · SDCCU Visa Credit Card
E | Blue Barn Creative LLC						
	8/30/2024	52074 · Telecommunications	3,000.00	Video Recording Services	electronic	1000 · County Account (44595)
E | Canva						
	8/7/2024	52270 · Memberships	12.99	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E | Claim Jumer						
	8/5/2024	52610 · Non-Travel/In-County	78.28	AEO, MP, MT & Counsel Debriefing	debit card	3558 · SDCCU Checking
E | Clear Checks						
	8/25/2024	52562 · Investigative/Recruitment	69.98	Background Check for New Employee	credit card	3558-60 · SDCCU Visa Credit Card
E | Coast News						
	8/11/2024	52490 · Publications	1,215.00	PHN | Oceanside MSR	debit card	3558 · SDCCU Checking
E | Colantuono, Highsmith & Whatley						
	8/30/2024	52370.B · Professional Services	1,291.12	Commission Counsel Services	electronic	1000 · County Account (44595)
E | Copy2Copy						
	8/29/2024	52334 · Printing	1,508.45	Map Instructions Booklet	check	3558 · SDCCU Checking
E | Corodata						
	8/1/2024	52330 · Office Expense	60.45	Document Storage	check	3558 · SDCCU Checking
E | County of San Diego						
	8/1/2024	52354 · Mail/Postage ISF	1,040.44	Mail/Postage Services	electronic	1000 · County Account (44595)
	8/1/2024	52178 · Vehicle Maintenance	143.20	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	8/1/2024	52182 · Vehicle Fuel	65.62	Vehicle Fuel	electronic	1000 · County Account (44595)
	8/1/2024	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)

SAN DIEGO LAFCO
Expenses by Vendor Detail
August 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
	8/1/2024	52721 et al. · Communications (IT) Services	5,948.83	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	8/2/2024	51110 et al. · Employee Payroll	47,347.94	Payroll | Pay Period 2025-03	electronic	1000 · County Account (44595)
	8/16/2024	51110 et al. · Employee Payroll	49,147.64	Payroll | Pay Period 2025-04	electronic	1000 · County Account (44595)
	8/30/2024	51110 et al. · Employee Payroll	47,522.13	Payroll | Pay Period 2025-05	electronic	1000 · County Account (44595)
	8/30/2024	52550.B · County Overhead Costs	14,307.47	A-87 1st Quarter	electronic	1000 · County Account (44595)
	8/30/2024	52504 · Equipment Rental	2.46	County Surcharge | Xerox	electronic	1000 · County Account (44595)
			165,691.22			
E | CSDA San Diego Chapter						
	8/1/2024	52610 · Non-Travel/In-County	160.00	Quarterly Dinner Meeting Registration (MP & MT)	check	3558 · SDCCU Checking
E | Dieu Ngu						
	8/1/2024	52610 · Non-Travel/In-County	222.56	Reimbursement | ESRI Conference Expenses	check	3558 · SDCCU Checking
E | Dirty Birds						
	8/25/2024	52610 · Non-Travel/In-County	150.24	Quarterly Staff Bonding Activity (Lunch)	credit card	3558-60 · SDCCU Visa Credit Card
E | Erica Sellen						
	8/1/2024	52332 · Postage	6.90	Reimbursement | Mailing CALAFCO Registration Checks	check	3558 · SDCCU Checking
E | Fax Plus						
	8/8/2024	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E | Government Finance Officers Assoc.						
	8/28/2024	52270 · Memberships	150.00	Annual Membership Fee (KS)	debit card	3558 · SDCCU Checking
E | Indeed						
	8/2/2024	52562 · Investigative/Recruitment	75.00	Recruitment for Communications Associate	credit card	3558-60 · SDCCU Visa Credit Card
E | Lazy Dog						
	8/2/2024	52610 · Non-Travel/In-County	56.70	EO Briefing with DD w/CWA	debit card	3558 · SDCCU Checking
	8/25/2024	52610 · Non-Travel/In-County	76.61	EO & AEO Briefing with BW	debit card	3558 · SDCCU Checking
	8/30/2024	52610 · Non-Travel/In-County	47.00	EO & RM Briefing - Onboarding	debit card	3558 · SDCCU Checking
			180.31			
E | Los Angeles Times						
	8/19/2024	52330 · Office Expense	97.76	Annual Digital Subscription	debit card	3558 · SDCCU Checking
E | Manchester Financial 5th Ave LP						
	8/14/2024	52530 · Office Lease	11,816.47	Office & Storage Rent	electronic	1000 · County Account (44595)
E | Meghan Traynor						
	8/1/2024	52610 · Non-Travel/In-County	100.00	Reimbursement | MTS Pass & Travel to Meetings	check	3558 · SDCCU Checking
E | Michaela Peters						
	8/1/2024	52610 · Non-Travel/In-County	43.45	Reimbursement | SALC Open House Refreshments	check	3558 · SDCCU Checking
E | Panama 66						
	8/11/2024	52610 · Non-Travel/In-County	150.90	Staff Lunch (JB First Day)	credit card	3558-60 · SDCCU Visa Credit Card
E | Pannikin Coffee						
	8/20/2024	52610 · Non-Travel/In-County	17.54	EO & MP Debriefing	debit card	3558 · SDCCU Checking
E | Peterson Donuts						
	8/5/2024	52330 · Office Expense	60.00	Commission Meeting Refreshments	debit card	3558 · SDCCU Checking
E | Priscilla Mumpower						
	8/22/2024	52610 · Non-Travel/In-County	24.29	Reimbursement | Coffee for Interviewee	check	3558 · SDCCU Checking
E | QuickBooks						
	8/4/2024	52330 · Office Expense	99.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
E | Ready Refresh						
	8/18/2024	52330 · Office Expense	69.15	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E | San Diego Metal Graphics						
	8/29/2024	52330 · Office Expense	139.99	Name Plates for MP, JB, MT & BB	check	3558 · SDCCU Checking
E | San Diego Union Tribune						
	8/22/2024	52490 · Publications	1,461.12	PHN | Alternate Public Member	check	3558 · SDCCU Checking
E | Sloan Sakai Yeung & Wong LLP						
	8/30/2024	52370.B · Professional Services	10,798.54	Special Counsel Services	electronic	1000 · County Account (44595)
E | Starbucks						
	8/5/2024	52330 · Office Expense	44.00	Commission Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
E | Tenaya Lodge						
	8/1/2024	52622 · Training/Registration Out-County	2,094.12	Deposit | CALAFCO Conference (9 Rooms)	credit card	3558-60 · SDCCU Visa Credit Card
E | The Loma Club						
	8/25/2024	52610 · Non-Travel/In-County	109.50	Quarterly Staff Bonding Activity	credit card	3558-60 · SDCCU Visa Credit Card

SAN DIEGO LAFCO
Expenses by Vendor Detail
August 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E | The Switchboard						
	8/25/2024	52610 · Non-Travel/In-County	88.69	EO Debriefing (Oceanside MSR)	debit card	3558 · SDCCU Checking
E | The Westbean Cofee						
	8/12/2024	52610 · Non-Travel/In-County	12.62	New Communications Associates Interview	credit card	3558-60 · SDCCU Visa Credit Card
	8/30/2024	52610 · Non-Travel/In-County	37.75	EO + AEO Briefing on WP Projects	debit card	3558 · SDCCU Checking
			50.37			
E | Xerox						
	8/14/2024	52504 · Equipment Rental	361.33	Xerox Rental	electronic	1000 · County Account (44595)
E | YouTube						
	8/29/2024	52270 · Memberships	13.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
EXPENSE TOTAL			228,951.65			
R | County of San Diego						
	8/30/2024	45918 · LAFCO Apportionment	468,123.13	LAFCO Apportionment FY24-25	electronic	1000 · County Account (44595)
R | Dhillon						
	8/29/2024	46234 · Applications	10,568.25	Processing Fees (RO24-13)	check	3558 · SDCCU Checking
R | Dravgovic						
	8/29/2024	46234 · Applications	1,921.50	Processing Fees (OAS24-10)	check	3558 · SDCCU Checking
R | Padre Dam MWD						
	8/1/2024	52490 · Publications	5,470.40	PHNs, Recording & Postage Fees (CO23-13)	check	3558 · SDCCU Checking
R | SD Unified Port District						
	8/1/2024	46234 · Applications	2,600.00	Request for Reconsideration (May 6, 2024: Item 8a)	check	3558 · SDCCU Checking
REVENUE TOTAL			488,683.28			

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