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AGENDA REPORT
Consent | Action

November 4, 2024

TO: Commissioners

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

SUBJECT: **Commission Ratification | Recorded Payments for September 2024**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received for September 2024. The payments cover all recorded transactions for the one month period and include $0.167 million in total distributions made by the Executive Officer. More than 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 involve professional services tying to consultant and legal usage. Payments received total $0.374 million and primarily tie to local agency apportionments for 2024-2025.

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.

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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 September 2024. A detailing of these transactions is provided in Attachment One. 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 September 2024 total $166,864 with 70% – or $117,193 – 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. Revenues collected total $373,851 and primarily involve collecting local agency apportionments with the balance involving one new application filing.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for September 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 September 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 A. Sellen

Erica Sellen
Commission Clerk

Attachment:

1) Recorded Transactions in September 2024

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SAN DIEGO LAFCO
Expenses by Vendor Detail
September 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E | 3MC Strategies						
	9/18/2024	52370.F · Professional Services	8,280.00	Consultant Services | Intergovernmental Relations	electronic	1000 · County Account (44595)
E | Accessible						
	9/30/2024	52270 · Memberships	490.00	Website Compliance Annual Fee	credit card	3558-60 · SDCCU Visa Credit Card
E | Ace Parking						
	9/5/2024	52610 · Non-Travel/In-County	10.00	EO Parking	debit card	3558 · SDCCU Checking
	9/25/2024	52530 · Office Lease	840.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
			850.00			
E | ADW Consulting LLC						
	9/25/2024	52370.F · Professional Services	10,650.00	Consultant Services | Intergovernmental Relations	electronic	1000 · County Account (44595)
E | After Effects (Adobe)						
	9/10/2024	52270 · Memberships	20.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	9/15/2024	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			40.98			
E | Alaska Airlines						
	9/3/2024	52622 · Training/Registration Out-County	316.19	Airfare | CALAFCO Conference (AV)	credit card	3558-60 · SDCCU Visa Credit Card
E | Amazon						
	9/2/2024	52344 · Stores Unallocated	210.02	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
E | Ambius						
	9/10/2024	52344 · Stores Unallocated	434.23	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E | ARCC (Assessor Recording County)						
	9/5/2024	52490 · Publications	50.00	NOE Fee | Sky Ranch (CO23-13)	check	3558 · SDCCU Checking
	9/5/2024	52490 · Publications	50.00	NOE Fee | Sky Ranch SOI (CO23-13)	check	3558 · SDCCU Checking
			100.00			
E | Assura Software						
	9/18/2024	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
E | AT&T Mobility						
	9/26/2024	52074 · Telecommunications	560.83	Monthly Cell Phone | LAFCO Staff	check	3558 · SDCCU Checking
E | Barrio Star						
	9/24/2024	52610 · Non-Travel/In-County	237.75	Staff Lunch | AV First Day Onboarding	debit card	3558 · SDCCU Checking
E | CALAFCO						
	9/5/2024	52622 · Training/Registration Out-County	830.00	Annual Conference Registration (AV)	check	3558 · SDCCU Checking
E | Canva						
	9/7/2024	52270 · Memberships	12.99	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E | Chase Design Inc						
	9/25/2024	52334 · Printing	750.00	Design Work for Remaining Jobs	check	3558 · SDCCU Checking
E | Corodata						
	9/26/2024	52330 · Office Expense	60.45	Document Storage	check	3558 · SDCCU Checking
E | County of San Diego						
	9/1/2024	52354 · Mail/Postage ISF	739.80	Mail/Postage Services	electronic	1000 · County Account (44595)
	9/1/2024	52178 · Vehicle Maintenance	143.20	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	9/1/2024	52182 · Vehicle Fuel	0.00	Vehicle Fuel	electronic	1000 · County Account (44595)
	9/1/2024	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	9/1/2024	52721 et al. · Communications (IT) Services	6,811.68	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	9/13/2024	51110 et al. · Employee Payroll	53,940.27	Payroll | Pay Period 2025-06	electronic	1000 · County Account (44595)
	9/27/2024	51110 et al. · Employee Payroll	51,870.07	Payroll | Pay Period 2025-07	electronic	1000 · County Account (44595)
	9/30/2024	52270 · Memberships	3,504.67	FY24-25 ESRI License	electronic	1000 · County Account (44595)
	9/30/2024	52550.B · County Overhead Costs	15.88	County Surcharge | A-87 1st Quarter	electronic	1000 · County Account (44595)
	9/30/2024	52504 · Equipment Rental	1.69	County Surcharge | Xerox	electronic	1000 · County Account (44595)
			117,192.75			
E | DoorDash						
	9/22/2024	52330 · Office Expense	73.88	SDAC Meeting Refreshments	debit card	3558 · SDCCU Checking
E | Fax Plus						
	9/8/2024	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E | Granicus Inc						
	9/4/2024	52370.I · Professional Services	8,678.88	Website Support Services	electronic	1000 · County Account (44595)

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September 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E | Harland Clarke						
	9/4/2024	52330 · Office Expense	539.28	Checks & Deposit Slips Order	debit card	3558 · SDCCU Checking
E | Joelle Burila						
	9/26/2024	52330 · Office Expense	16.00	Reimbursement | AV First Day Gift	check	3558 · SDCCU Checking
E | Lazy Dog						
	9/29/2024	52610 · Non-Travel/In-County	70.92	EO Debriefing with BW	debit card	3558 · SDCCU Checking
E | Manchester Financial 5th Ave LP						
	9/18/2024	52530 · Office Lease	11,816.47	Office & Storage Rent	electronic	1000 · County Account (44595)
	9/25/2024	52330 · Office Expense	190.00	TV Wall Mount Installation & Labor	electronic	1000 · County Account (44595)
			12,006.47			
E | Meghan Traynor						
	9/26/2024	52610 · Non-Travel/In-County	134.02	Reimbursement | MTS Pass & Travel to Meetings	check	3558 · SDCCU Checking
E | Michaela Peters						
	9/26/2024	52610 · Non-Travel/In-County	70.71	Reimbursement | Oceanside MSR Debriefing	check	3558 · SDCCU Checking
E | Motivational Systems Inc						
	9/26/2024	52330 · Office Expense	350.42	Replacement of Office Suite Name Tags & Labor	check	3558 · SDCCU Checking
E | Pacific Apparel						
	9/20/2024	52344 · Stores Unallocated	362.78	Embroidery for LAFCO Team Jackets	debit card	3558 · SDCCU Checking
E | Patagonia						
	9/11/2024	52344 · Stores Unallocated	1,581.82	LAFCO Team Jackets	credit card	3558-60 · SDCCU Visa Credit Card
E | QuickBooks						
	9/4/2024	52330 · Office Expense	99.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
E | Ready Refresh						
	9/17/2024	52330 · Office Expense	83.44	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E | Starbucks						
	9/20/2024	52330 · Office Expense	22.00	SDAC Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
E | Tenaya Lodge						
	9/4/2024	52622 · Training/Registration Out-County	253.43	Deposit | CALAFCO Conference Rooms (1)	credit card	3558-60 · SDCCU Visa Credit Card
E | The Corner Drafthouse						
	9/12/2024	52610 · Non-Travel/In-County	143.08	EO Debriefing with Outside Counsel et al.	debit card	3558 · SDCCU Checking
	9/29/2024	52610 · Non-Travel/In-County	81.72	EO, AEO & HW Briefing	debit card	3558 · SDCCU Checking
			224.80			
E | The Local Eatery						
	9/6/2024	52610 · Non-Travel/In-County	110.43	EO & City of San Diego Briefing	debit card	3558 · SDCCU Checking
E | Trace Wilson						
	9/10/2024	52610 · Non-Travel/In-County	77.73	Reimbursement | La Jolla Proponent Lunch Meeting	debit card	3558 · SDCCU Checking
E | Voice of San Diego						
	9/4/2024	52610 · Non-Travel/In-County	70.04	PolitiFest 2024 Registration (MT)	credit card	3558-60 · SDCCU Visa Credit Card
E | Xerox						
	9/23/2024	52504 · Equipment Rental	248.70	Xerox Rental	electronic	1000 · County Account (44595)
E | YouTube						
	9/29/2024	52270 · Memberships	13.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
EXPENSE TOTAL			166,864.19			

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Expenses by Vendor Detail
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Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
R | 5780 Quarry Rd LLC						
	9/26/2024	46234 · Applications	6,405.00	Processing Fees (CO24-14)	check	3558 · SDCCU Checking
R | Alta Parcels, L.P.						
	9/26/2024	46234 · Applications	610.00	Time Extension Fees (CO22-20)	check	3558 · SDCCU Checking
R | Padre Dam MWD						
	9/30/2024	45918 · LAFCO Apportionment	362,443.48	LAFCO Apportionment FY24-25	electronic	1000 · County Account (44595)
	9/30/2024	49200 · Interest & Dividends	904.25	Interest Payment to Account 46725	electronic	1000 · County Account (44595)
	9/30/2024	49200 · Interest & Dividends	1,906.41	Interest Payment to Account 46726	electronic	1000 · County Account (44595)
	9/30/2024	49200 · Interest & Dividends	571.28	Interest Payment to Account 46727	electronic	1000 · County Account (44595)
			365,825.42			
R | Keys Project LLC						
	9/26/2024	52490 · Publications	50.00	Recording Fees (CO24-01)	check	3558 · SDCCU Checking
R | Nguyen						
	9/26/2024	46234 · Applications	480.38	Processing Fees (OAS24-11)	check	3558 · SDCCU Checking
R | Shen						
	9/26/2024	46234 · Applications	480.25	Processing Fees (OAS24-08)	check	3558 · SDCCU Checking
REVENUE TOTAL			373,851.05			

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