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AGENDA REPORT
Consent | Action

December 2, 2024

TO: Commissioners

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

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

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a report identifying payments made and received for October 2024. The payments cover all recorded transactions for the one month period and include $0.214 million in total distributions made by the Executive Officer. More than 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 tying to consultant and legal usage. Payments received total $0.042 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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Vice Chair Barry Willis, Alpine Fire Protection
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 October 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 October 2024 total $213,719 with 61% – or $130,923 – 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 $41,507 and primarily involve collecting local agency apportionments with the balance involving two new application filings.

RECOMMENDATION

It is recommended San Diego LAFCO ratify the payments made and received by the Executive Officer for October 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 October 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 October 2024

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SAN DIEGO LAFCO
Expenses by Vendor Detail
October 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E | 3MC Strategies						
	10/23/2024	52370.F · Professional Services	4,600.00	Consultant Services | Intergovernmental	electronic	1000 · County Account (44595)
E | Ace Parking						
	10/7/2024	52530 · Office Lease	240.00	Monthly Parking Rent (AV - 2 months)	electronic	1000 · County Account (44595)
	10/16/2024	52530 · Office Lease	168.00	Parking Validations	electronic	1000 · County Account (44595)
	10/23/2024	52530 · Office Lease	960.00	Monthly Parking Rent	electronic	1000 · County Account (44595)
			1,368.00			
E | AEP						
	10/10/2024	52610 · Non-Travel/In-County	880.00	AEP Training Workshop (JB, MP & MT)	credit card	3558-60 · SDCCU Visa Credit Card
E | After Effects (Adobe)						
	10/10/2024	52270 · Memberships	22.99	Monthly Video Editing Software Subscription	credit card	3558-60 · SDCCU Visa Credit Card
	10/15/2024	52270 · Memberships	19.99	Monthly Adobe DC Pro Upgrade	debit card	3558 · SDCCU Checking
			42.98			
E | Alaska Airlines						
	10/11/2024	52622 · Training/Registration Out-County	139.00	Airfare Change | CALAFCO Conference (KS)	credit card	3558-60 · SDCCU Visa Credit Card
	10/16/2024	52622 · Training/Registration Out-County	139.00	Airfare Change | CALAFCO Conference (AW)	credit card	3558-60 · SDCCU Visa Credit Card
			278.00			
E | Allen's Flowers						
	10/26/2024	52330 · Office Expense	142.75	KS Special Expense: JB	credit card	3558-60 · SDCCU Visa Credit Card
E | Alliant Insurance Services						
	10/23/2024	52138 · Public Liability Insurance	15,598.77	Liability Insurance FY24-25	electronic	1000 · County Account (44595)
E | Amazon						
	10/11/2024	52344 · Stores Unallocated	219.98	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
	10/22/2024	52344 · Stores Unallocated	21.54	General Office Supplies	credit card	3558-60 · SDCCU Visa Credit Card
			241.52			
E | Ambius						
	10/8/2024	52344 · Stores Unallocated	434.23	Monthly Service for Office Plants	check	3558 · SDCCU Checking
E | Ana O'Ryan						
	10/24/2024	46234 · Applications	1,670.25	Refund | Sphere Amendment (CO24-05)	check	3558 · SDCCU Checking
E | ARCC (Assessor Recording County)						
	10/24/2024	52490 · Publications	50.00	NOE Fee | O'Ryan-Calavo (CO24-05)	check	3558 · SDCCU Checking
	10/24/2024	52490 · Publications	50.00	NOE Fee | O'Ryan-Calavo SOI (CO24-05)	check	3558 · SDCCU Checking
	10/28/2024	52490 · Publications	50.00	NOE Fee | Shen-Pinecrest Ave. (OAS24-08)	check	3558 · SDCCU Checking
	10/28/2024	52490 · Publications	50.00	NOE Fee | Nguyen-Busch Dr. (OAS24-11)	check	3558 · SDCCU Checking
			200.00			
E | Arco Gas						
	10/17/2024	52622 · Training/Registration Out-County	19.44	CALAFCO Conference | EO Rental Car Gas	debit card	3558 · SDCCU Checking
E | Assura Software						
	10/23/2024	52074 · Telecommunications	750.00	Website Hosting Support Services	electronic	1000 · County Account (44595)
E | Barry Willis						
	10/24/2024	52622 · Training/Registration Out-County	455.71	CALAFCO Conference | Travel Reimbursements	check	3558 · SDCCU Checking
E | Belly Up						
	10/13/2024	52610 · Non-Travel/In-County	175.61	LAFCO Meeting with Solana Beach	debit card	3558 · SDCCU Checking
E | Blue Barn LLC						
	10/23/2024	52074 · Telecommunications	3,000.00	Video Recording Seervices	electronic	1000 · County Account (44595)
E | CA Cab						
	10/18/2024	52622 · Training/Registration Out-County	25.98	CALAFCO Conference | EO Rideshare	debit card	3558 · SDCCU Checking
E | California Fish Grill						
	10/2/2024	52610 · Non-Travel/In-County	55.46	AEO & Analysts Meeting	credit card	3558-60 · SDCCU Visa Credit Card
E | Canva						
	10/7/2024	52270 · Memberships	12.99	Monthly Subscription	credit card	3558-60 · SDCCU Visa Credit Card
E | Chase Design Inc						
	10/23/2024	52334 · Printing	525.00	Design Work for RGM Brochure & Oceanside MSR	electronic	1000 · County Account (44595)
E | Chili's						
	10/15/2024	52330 · Office Expense	180.70	CALAFCO Conference | Lunch 10/14/24	debit card	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
October 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E | City SD Parking						
	10/4/2024	52610 · Non-Travel/In-County	1.25	AEO Parking	credit card	3558-60 · SDCCU Visa Credit Card
E | Claim Jumper						
	10/9/2024	52610 · Non-Travel/In-County	90.16	EO, AEO, Consultants & Counsel Debriefing	debit card	3558 · SDCCU Checking
E | Colantuono, Highsmith & Whatley						
	10/7/2024	52370.B · Professional Services	5,129.39	Commission Counsel Services	electronic	1000 · County Account (44595)
E | Corodata						
	10/24/2024	52330 · Office Expense	60.45	Document Storage	check	3558 · SDCCU Checking
E | County of San Diego						
	10/1/2024	52354 · Mail/Postage ISF	512.50	Mail/Postage Services	electronic	1000 · County Account (44595)
	10/1/2024	52178 · Vehicle Maintenance	143.20	Vehicle Maintenance Services	electronic	1000 · County Account (44595)
	10/1/2024	52182 · Vehicle Fuel	47.09	Vehicle Fuel	electronic	1000 · County Account (44595)
	10/1/2024	52758 · Vehicle Lease	165.49	Vehicle Lease	electronic	1000 · County Account (44595)
	10/1/2024	52721 et al. · Communications (IT) Services	6,558.58	County IT Services (ITRACK)	electronic	1000 · County Account (44595)
	10/11/2024	51110 et al. · Employee Payroll	56,505.95	Payroll | Pay Period 2025-06	electronic	1000 · County Account (44595)
	10/25/2024	51110 et al. · Employee Payroll	61,587.60	Payroll | Pay Period 2025-07	electronic	1000 · County Account (44595)
	10/31/2024	52270 · Memberships	5,399.91	FY24-25 SanGIS	electronic	1000 · County Account (44595)
	10/31/2024	52504 · Equipment Rental	2.54	County Surcharge | Xerox	electronic	1000 · County Account (44595)
			130,922.86			
E | Cracked Crab						
	10/14/2024	52330 · Office Expense	29.18	CALAFCO Conference | Lunch 10/14/24 (PM)	credit card	3558-60 · SDCCU Visa Credit Card
E | Dieu Ngu						
	10/24/2024	52612 · Employee Auto	640.70	CALAFCO Conference | Rental Car & Gas Reimbursements	check	3558 · SDCCU Checking
E | Donut Star						
	10/7/2024	52330 · Office Expense	40.00	Commission Meeting Refreshments	cash	1040 · Petty Cash
E | Erica Sellen						
	10/24/2024	52622 · Training/Registration Out-County	1,577.84	CALAFCO Conference | Travel Reimbursements	check	3558 · SDCCU Checking
	10/24/2024	52610 · Non-Travel/In-County	1,849.00	Team Bonding - Work Activity (Yosemite Tour)	check	3558 · SDCCU Checking
			3,426.84			
E | Fax Plus						
	10/8/2024	52330 · Office Expense	9.26	Monthly Fax Machine Payment	debit card	3558 · SDCCU Checking
E | Jo MacKenzie						
	10/24/2024	52622 · Training/Registration Out-County	936.28	CALAFCO Conference | Travel Reimbursements	check	3558 · SDCCU Checking
E | Joelle Burila						
	10/10/2024	52610 · Non-Travel/In-County	16.11	Reimbursement | Lunch Meeting	check	3558 · SDCCU Checking
	10/24/2024	52612 · Employee Auto	144.30	CALAFCO Conference | Rental Car Reimbursement	check	3558 · SDCCU Checking
			160.41			
E | Manchester Financial 5th Ave LP						
	10/11/2024	52530 · Office Lease	11,816.47	Office & Storage Rent	electronic	1000 · County Account (44595)
E | Meghan Traynor						
	10/8/2024	52610 · Non-Travel/In-County	88.11	Reimbursement | MTS Pass & Travel to Meetings	check	3558 · SDCCU Checking
	10/24/2024	52622 · Training/Registration Out-County	51.53	CALAFCO Conference | Travel Reimbursements	check	3558 · SDCCU Checking
			139.64			
E | Michaela Peters						
	10/24/2024	52612 · Employee Auto	665.61	CALAFCO Conference | Rental Car & Gas Reimbursements	check	3558 · SDCCU Checking
E | Pacific Apparel						
	10/8/2024	52344 · Stores Unallocated	51.36	Embroidery for Team Jackets	debit card	3558 · SDCCU Checking
E | Priscilla Mumpower						
	10/24/2024	52622 · Training/Registration Out-County	363.04	CALAFCO Conference | Travel Reimbursements	check	3558 · SDCCU Checking
E | QuickBooks						
	10/4/2024	52330 · Office Expense	99.00	Monthly Service for Online QuickBooks	debit card	3558 · SDCCU Checking
E | Ready Refresh						
	10/15/2024	52330 · Office Expense	112.02	Monthly Water Service	credit card	3558-60 · SDCCU Visa Credit Card
E | San Diego Metal Graphics						
	10/8/2024	52330 · Office Expense	108.74	Nameplates for EO, DN & AV	check	3558 · SDCCU Checking
E | San Diego Union Tribune						
	10/8/2024	52490 · Publications	3,787.12	PHNs | Oceanside MSR & CO24-05	check	3558 · SDCCU Checking

SAN DIEGO LAFCO
Expenses by Vendor Detail
October 2024

Payable | Receivable Party	Date	Account	Amount	Purpose	Type	Funding Account
E| Sloan Sakai Yeung & Wong LLP						
	10/7/2024	52370.B · Professional Services	4,396.81	Special Counsel Services	electronic	1000 · County Account (44595)
E | Smokehouse						
	10/18/2024	52330 · Office Expense	175.17	CALAFCO Conference | Lunch 10/18/24	credit card	3558-60 · SDCCU Visa Credit Card
E | Starbucks						
	10/2/2024	52330 · Office Expense	25.00	Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
	10/7/2024	52330 · Office Expense	44.00	Commission Meeting Refreshments	credit card	3558-60 · SDCCU Visa Credit Card
	10/21/2024	52330 · Office Expense	4.25	ES Coffee	credit card	3558-60 · SDCCU Visa Credit Card
			73.25			
E | Stone Brewing						
	10/9/2024	52610 · Non-Travel/In-County	92.43	AEO Meeting	credit card	3558-60 · SDCCU Visa Credit Card
E | Tenaya Lodge						
	10/8/2024	52622 · Training/Registration Out-County	1,562.08	Final Payment | CALAFCO Hotel Rooms (2)	credit card	3558-60 · SDCCU Visa Credit Card
	10/16/2024	52330 · Office Expense	372.35	CALAFCO Conference | Dinner 10/14/24	debit card	3558 · SDCCU Checking
	10/16/2024	52330 · Office Expense	631.29	CALAFCO Conference | Dinner 10/15/24	credit card	3558-60 · SDCCU Visa Credit Card
	10/16/2024	52330 · Office Expense	326.07	CALAFCO Conference | Dinner 10/16/24	credit card	3558-60 · SDCCU Visa Credit Card
	10/18/2024	52330 · Office Expense	235.00	CALAFCO Conference | Breakfast 10/18/24	debit card	3558 · SDCCU Checking
	10/18/2024	52622 · Training/Registration Out-County	5,203.76	Final Payment | CALAFCO Hotel Rooms (7)	credit card	3558-60 · SDCCU Visa Credit Card
	10/20/2024	52622 · Training/Registration Out-County	159.94	Team Lunch	debit card	3558 · SDCCU Checking
			8,490.49			
E | The Tolls Road						
	10/8/2024	52330 · Office Expense	11.00	Transponder Fee	debit card	3558 · SDCCU Checking
	10/8/2024	52610 · Non-Travel/In-County	8.00	Tolls	debit card	3558 · SDCCU Checking
	10/11/2024	52610 · Non-Travel/In-County	0.62	Tolls	debit card	3558 · SDCCU Checking
			19.62			
E | The Westbean Coffee						
	10/30/2024	52610 · Non-Travel/In-County	36.23	Staff Trip to Imperial Beach	credit card	3558-60 · SDCCU Visa Credit Card
E | William Fulton Group						
	10/7/2024	52370.F · Professional Services	10,800.00	Consultant Services | Planning	electronic	1000 · County Account (44595)
E | Xerox						
	10/9/2024	52504 · Equipment Rental	374.05	Xerox Rental	electronic	1000 · County Account (44595)
E | YouTube						
	10/30/2024	52270 · Memberships	13.99	Monthly Streaming Support Services	debit card	3558 · SDCCU Checking
EXPENSE TOTAL			213,719.21			
R | County of San Diego						
	10/31/2024	45918 · LAFCO Apportionment	30,185.23	LAFCO Apportionment FY24-25	electronic	1000 · County Account (44595)
	10/31/2024	49200 · Interest & Dividends	68.84	Interest Payment to Account 46725	electronic	1001 · Committed - Stabilization (min. balance of $250k)
	10/31/2024	49200 · Interest & Dividends	134.65	Interest Payment to Account 46726	electronic	1002 · Committed - Opportunity (min. balance of $300k)
	10/31/2024	49200 · Interest & Dividends	69.15	Interest Payment to Account 46727	electronic	1003 · Assigned - Executive Officer (up to $125k)
			30,457.87			
R | Delgado						
	10/29/2024	46234 · Applications	480.38	Processing Fees (OAS24-12)	check	3558 · SDCCU Checking
R | Huang						
	10/4/2024	46234 · Applications	10,568.25	Processing Fees (CO24-09)	check	1000 · County Account (44595)
REVENUE TOTAL			41,506.50			

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