

December 2, 2013

14

TO: Local Agency Formation Commission

FROM: Executive Officer

SUBJECT: Cancellation of January 6, 2014 Meeting / Holiday Office Closure (December 23-31, 2013) and Approval of the 2014 LAFCO Meeting Calendar

It is requested that the Commission close the LAFCO office during Christmas week and December 30-31. Your Commission has traditionally closed the office for LAFCO business during this holiday time period in previous years to achieve cost-savings and increase opportunities for LAFCO staff to spend time with their families. While several staff will be coming in to work during the office closure, actual business operations are proposed to be shut down. In the event that someone needs to contact a member of the staff, our office voice mail system will be activated and regularly checked. The LAFCO office will reopen on January 2, 2014. Minimal business activity is transacted during this holiday period; therefore, there will be no significant impact to the public. Therefore, it is:

RECOMMENDED: That your Commission

Authorize the Executive Officer to close the LAFCO office from December 23 through December 31, 2013; adjourn the December 2, 2013 meeting to February 3, 2014, and approve the 2014 LAFCO Meeting Calendar.

Respectfully submitted,

MICHAEL D. OTT
Executive Officer

MDO:trl

Attachment

Proposed 2014 Meeting Calendar

PROPOSED

14

2014
LOCAL AGENCY FORMATION COMMISSION
SCHEDULED MEETING DATES
FIRST MONDAY OF EACH MONTH
COUNTY ADMINISTRATION CENTER
1600 PACIFIC HIGHWAY, ROOM 302
9:00 A.M.

February 3, 2014

March 3, 2014

April 7, 2014

May 5, 2014

June 2, 2014

July 7, 2014

August 4, 2014

September 8, 2014*

October 6, 2014

November 3, 2014

December 1, 2014

* **NOTE:** The September 2014 Commission meeting date of Monday, September 1st has been rescheduled to **September 8, 2014**, due to the Labor Day holiday.