



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

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AGENDA REPORT
Consent | Action

December 2, 2019

TO: Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: Authorize Office Closure on December 24th and December 26th

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider an Executive Officer recommendation to authorize an office closure on Tuesday, December 24th and Thursday, December 26th. Staff would take compensatory time-off during these two days.

BACKGROUND

Adopted Policy on Regular Business Hours

San Diego LAFCO's adopted policy specifies the Commission shall maintain regular business hours between 8:00 a.m. to 5:00 p.m. Monday through Friday less any holidays observed by the County of San Diego. All other office closures require Commission approval.

DISCUSSION

This item is for San Diego LAFCO to consider approving the closure of the office for a portion of the upcoming holiday season to include the day immediately before and after Christmas. The affected dates are Tuesday, December 24th and Thursday, December 26th.

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ANALYSIS

The requested action is consistent with past San Diego LAFCO practice and would result in the office closing for two business days and in doing so extend the Christmas holiday break for employees to three days (December 24th through December 26th.) Approval would separately produce cost-savings by staff drawing down on their compensatory balances during a period when minimal business activity is typically transacted.

RECOMMENDATION

It is recommended San Diego LAFCO approve a holiday office closure for the Christmas break for December 24th and 26th. This action is provided as Alternative Action One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

Alternative One (recommended):

Authorize the LAFCO office to be closed on the following dates in 2019:

- Tuesday, December 24th
- Thursday, December 26th

Alternative Two:

Take no action.

PROCEDURES

This item has been placed on the 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.

Respectfully,



Keene Simonds
Executive Officer

Attachment: none