



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 7, 2020

TO: Commissioners
FROM: Keene Simonds, Executive Officer
SUBJECT: Authorize Holiday Office Closures

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider an Executive Officer recommendation to authorize office closures on Thursday, December 24th and Thursday, December 31st. Staff would take compensatory time-off should the closures be approved.

BACKGROUND

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 Christmas and New Year’s Eve on December 24th and December 31st, respectively.

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ANALYSIS

The requested action is consistent with San Diego LAFCO practice and would extend the Christmas and New Year holiday breaks for all employees and provide two consecutive four-day weekends. Approval would separately produce cost-savings by staff using their compensatory balances during a period when minimal business activity is typically transacted.

RECOMMENDATION

It is recommended San Diego LAFCO approve holiday office closures for December 24th and December 31st. 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 2020:

- Thursday, December 24th
- Thursday, December 31st

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