



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: Approval of Meeting Calendar and Direction on Virtual Attendance

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider approving a meeting schedule for the 2021 calendar year to include each month except for July and September. Direction is also recommended for the Commission to confirm and continue to hold virtual meetings by videoconference for the upcoming calendar year so long as it complies with social distancing orders by Governor Newsom.

BACKGROUND

Policy and Practice

San Diego LAFCO’s adopted policy specifies the Commission shall hold regular meetings every month on the first Monday unless provided otherwise due to holidays and/or anticipated lack of business. The policy also provides all regular meetings of the Commission be held at 9:00 a.m. in the County of San Diego Administration Center at 1600 Pacific Highway, Room 302 in San Diego. It is also the practice of the Commission to review its upcoming workload each December and formally approve a meeting schedule for the upcoming calendar year. Special meetings are also scheduled by practice either in advance by the Commission as part of the annual calendar or as needed through the Chair.

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In April 2020, and with the concurrence of the Chair, the Executive Officer transitioned Commission meetings to virtual attendance by videoconferencing due to COVID-19. The transition to virtual meetings complies with Governor Newsom’s Order No. 29-20 and suspension therein of in-person meeting requirements due to COVID-19. The transition utilizes a restricted Zoom virtual meeting room and paired with online streaming. This latter feature allows members of the public to view and submit e-mail comments in real time.

DISCUSSION

This item is for San Diego LAFCO to consider approving a meeting schedule for the upcoming calendar year. This includes considering anticipated workload and needs therein for scheduling regular and/or special meetings over the next 12-month period. This item also provides the Commission the opportunity to provide direction to staff with respect to its preferences in either continuing virtual attendance or returning to in-person attendance.

ANALYSIS

San Diego LAFCO’s adopted workplan coupled with current and expected proposal activities suggests it would be appropriate to schedule regular meetings for each month in 2021 except for July and September given the first Mondays fall on holidays (Independence and Labor Days, respectively). Pertinently, and as an alternative to rescheduling to other dates due to the holidays, allowing for these two “dark” months provides staff the opportunity to focus on scheduled municipal service reviews and other workplan projects that are time-intensive. No special meetings are proposed at this time. Staff separately believes it would be appropriate to continue to hold virtual meetings going forward into 2021 so long as it remains permissible by the Governor and/or State statute and deemed constructive by the Commission. However, if the Commission prefers otherwise, consideration should be given to what measures should be enacted in returning to in-person meetings for the safety of LAFCO members and the public.

RECOMMENDATION

It is recommended San Diego LAFCO schedule regular meetings for each month in 2021 except for February and July as well as provide formal direction to continue virtual attendance unless otherwise stated. This recommendation is consistent with 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):

(a) Approve regular meetings on the following dates in 2021:

- Monday, January 4th
- Monday, February 1st
- Monday, March 1st
- Monday, April 5th
- Monday, May 3rd
- Monday, June 7th
- Monday, August 2nd
- Monday, October 4th
- Monday, November 1st
- Monday, December 6th

(b) Direct staff to continue to schedule all regular meetings in 2021 by virtual attendance so long as it is legally permissible or specify otherwise.

Alternative Two:

Continue to the next meeting and provide direction to staff as needed.

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

Attachments: none

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