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AGENDA REPORT

December 4, 2017

Item No. 5 (Consent/Action)

November 22, 2017

TO: Commissioners
FROM: Executive Officer
SUBJECT: Approval of Meeting Schedule for Calendar Year 2018

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will consider approving a meeting schedule for the upcoming calendar year. Based on anticipated workload it is recommended the Commission approve regular meetings for each month with the exception of January, July, September, and November. No special meetings are proposed at this time.

BACKGROUND

[Adopted Policy | Scheduling Meetings](#)

San Diego LAFCO’s adopted policy provides 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 9:00AM in the County of San Diego Administrative Center at 1600 Pacific Highway, Room 302 in San Diego.

It is 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 either in advance by the Commission as part of the annual calendar or as needed or through the Chair; examples of the former include holding retreats or topic-specific workshops.

DISCUSSION

This item is for the Commission to consider approving a formal meeting schedule for the upcoming calendar year. This includes considering anticipated workload and need therein for scheduling either regular and/or special meetings over the course of the calendar year. Also – and implicitly – this item serves as an opportunity for the Commission to review its policies on scheduling and holding meetings and request a particular item return for future consideration.

ANALYSIS

San Diego LAFCO's anticipated workload byway of the approved work-plan coupled with current/expected proposal activities suggests it would be appropriate to schedule regular meetings for each month with the exceptions of January, July, September, and November. Creating these four "off" months in the regular meeting calendar, markedly, would provide staff the welcome opportunity to plan and invest additional time in the development and early implementation of the 2018-2022 study schedule; a process that will necessitate holding separate meetings with the Special District Advisory Committee and possibly the City Advisory Committee. Knowingly excluding these four months from the regular meeting schedule at the start of the calendar year also helps provide predictability with respect to keeping the other eight regular meeting dates by reducing the potential for cancelations.¹

No special meetings are proposed at this time. Should the need for a special meeting develop staff will work with the Chair to schedule a time/place and in consultation with Commissioners.

ALTERNATIVES FOR ACTION

The following alternatives are available to the Commission in considering this item:

Alternative One (recommended)

Approve regular meeting dates on the following dates in 2018:

- Monday, February 5
- Monday, March 5
- Monday, April 2
- Monday, May 7
- Monday, June 4
- Monday, August 6
- Monday, October 1
- Monday, December 3

Alternative Two

Continue the item to a future meeting and provide direction to staff as requested.

¹ Should the Commission prefer to hold regular meetings in January and September alternative dates would be needed given holidays (New Years and Labor Days) fall on the first Monday during both months.

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RECOMMENDATION

It is recommended the Commission proceed with Alternative One as outlined in the preceding section.

PROCEDURES

This item has been agendized as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Respectfully,



Keene Simonds
Executive Officer

Attachments: none

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