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AGENDA REPORT

December 4, 2017
Item No. 6 (Consent/Action)

November 22, 2017

TO: Commissioners

FROM: Executive Officer

SUBJECT: **Holiday Office Closure | Week of December 25th**

SUMMARY

The San Diego Local Agency Formation Commission (Commission) will consider a request by the Executive Officer to close the San Diego LAFCO office for the week of December 25th. The request is consistent with past Commission actions and would result in the office closing for four business days between Christmas on Monday, December 25th and New Year’s on Monday, January 1st

BACKGROUND

[Adopted Policy | Regular Business Hours](#)

San Diego LAFCO’s adopted policy provides the Commission shall maintain regular business hours 8:00AM to 5:00PM Monday through Friday less any holidays observed by the County of San Diego.

DISCUSSION

This item is for the Commission to consider approving a request to close the San Diego LAFCO office for four days starting on Tuesday, December 26th and extending through Friday, December 29th. Staff would take vacation and/or other compensatory time-off during this period.

ANALYSIS

The requested action is consistent with past Commission approvals and would result in the office closing for four business days bookended between Christmas on Monday, December 25th and New Year's Day on Monday, January 1st. Approval would produce cost-savings by staff drawing down on their compensatory balances during a period in which minimal business activity is typically transacted. The Executive Officer will check voice-messages and e-mail during this period and can respond to any time-sensitive matters as needed.

ALTERNATIVES FOR ACTION

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

Alternative One (recommended)

Approve the request and authorize the Executive Officer to close the San Diego LAFCO office for the week of December 25, 2017.

Alternative Two

Disapprove the request.

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