



**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 4, 2023

**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 the closing of the office for the four workdays following Christmas – Tuesday, December 26<sup>th</sup> through Friday, December 29<sup>th</sup>. Participating staff would take compensatory time-off should the closures be approved. Staff choosing not to take compensatory time off would work their regular schedules, but the office would remain closed to the public.

**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 the full week following Christmas Day on Monday, December 25<sup>th</sup>. The office would be closed to the public for four regular workdays and reopen following New Years Day on Tuesday, January 2<sup>nd</sup>. Participating staff would take compensatory time-off should the closures be approved. Remaining staff would work their regular work hours with the qualification the office would remain closed to the public.

<p><b>Administration</b>          Keene Simonds, Executive Officer          2550 Fifth Avenue, Suite 725          San Diego, California 92103-6624          T 619.321.3380          www.sdlafco.org          lafco@sdcounty.ca.gov</p>	<p><b>Chair Jim Desmond</b>          County of San Diego</p> <p><b>Joel Anderson</b>          County of San Diego</p> <p><b>Nora Vargas, Alt.</b>          County of San Diego</p>	<p><b>Kristi Becker</b>          City of Solana Beach</p> <p><b>Dane White</b>          City of Escondido</p> <p><b>John McCann</b>          City of Chula Vista</p>	<p><b>Vice Chair Stephen Whitburn</b>          City of San Diego</p> <p><b>Marni von Wilpert, Alt.</b>          City of San Diego</p>	<p><b>Jo MacKenzie</b>          Vista Irrigation</p> <p><b>Barry Willis</b>          Alpine Fire Protection</p> <p><b>David A. Drake, Alt.</b>          Rincon del Diablo</p>	<p><b>Andy Vanderlaan</b>          General Public</p> <p><b>Harry Mathis, Alt.</b>          General Public</p>
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## ANALYSIS

The requested action is consistent with San Diego LAFCO's family-friendly practices given a number of staff are expected to be home with children and/or traveling during the Christmas holiday. Approval would separately produce cost-savings by participating 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 beginning Tuesday, December 26<sup>th</sup> through Friday, December 29<sup>th</sup>. This action is provided as Alternative One below.

## 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 2023:

- Tuesday, December 26<sup>th</sup>
- Wednesday, December 27<sup>th</sup>
- Thursday, December 28<sup>th</sup>
- Friday, December 29<sup>th</sup>

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