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AGENDA REPORT
Consent | Action

December 4, 2023

TO: Commissioners

FROM: Keene Simonds, Executive Officer
Erica Sellen, Acting Commission Clerk

SUBJECT: **Approval of 2024 Meeting Calendar**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider approving a regular meeting schedule for the 2024 calendar year. It is recommended the Commission follow recent practice and approve regular meetings on the first Monday of each month except for January, July, and September with the former (New Years) and latter (Labor Day) both falling on State holidays. No special meetings are proposed at this time.

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 starting at 8:00 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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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. The item also serves as an opportunity for the Commission to review its policies and practices in conducting meetings (place, time, location, frequency, etc.) and provide related direction to staff for possible actions at a future meeting.

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 2024 except for January, July, and September. This proposed schedule is consistent with recent practice and avoids the need to find alternative meetings dates in January and September given their first Mondays fall on observed holidays (New Years and Labor Days). No special meetings are proposed at this time.[1]

RECOMMENDATION

It is recommended San Diego LAFCO schedule regular meetings for each month in 2024 except for January, July, and September as well as confirm direction to continue to meet at the place and time provided under policy. 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 2024:

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

[1] Should the need for a special meeting develop staff will work with the Chair to schedule a time/place.

(b) Confirm all regular meetings shall be held at the County of San Diego Administrative Center at 1600 Pacific Highway in Room 302 starting at 8:00 A.M.

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.

On behalf of the Executive Officer:

Erica A. Sellen

Erica Sellen
Acting Commission Clerk

Attachments: none

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