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 2, 2024

TO: Commissioners

FROM: Keene Simonds, Executive Officer
Priscilla Mumpower, Assistant Executive Officer

SUBJECT: **Authorize Holiday Office Closures**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider authorizing the closing of the office for the four immediate workdays following Christmas – Thursday, December 26th through Tuesday, December 31st. 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, however 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 to the public immediately after Christman Day through New Years Eve. (Christmas Day and New Years Day are observed paid holidays.) Participating staff would take compensatory time-off should the

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closures be approved. Remaining staff would work their regular work hours for all four days; however, the office would remain closed to the public.

ANALYSIS

The requested action is consistent with San Diego LAFCO's family-friendly practices to allow staff to be with their families during the holidays. Approval would separately produce cost-savings by participating staff using their compensatory balances during a period when minimal business activity is typically transacted. The LAFCO main telephone line would be temporarily transferred to the mobile assigned to the Assistant Executive Officer.

RECOMMENDATION

It is recommended San Diego LAFCO approve the holiday office closure beginning Thursday, December 26th through Tuesday, December 31st consistent with 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 2024:

- Thursday, December 26th
- Friday, December 27th
- Monday, December 30th
- Tuesday, December 31st

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.

On behalf of the Executive Officer,



Priscilla Mumpower
Assistant Executive Officer