

December 1, 2003

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TO: Local Agency Formation Commission

FROM: Executive Officer

SUBJECT: Holiday Office Closure / Cancellation of January 5, 2004 Meeting

This is a request to close the LAFCO office from December 22 through 26, 2003. Your Commission has closed the office during this time period in previous years to achieve cost-savings and increase opportunities for LAFCO staff to spend time with their families. If the Commission authorizes the office closure, then LAFCO staff will use vacation and compensatory time-off during the closure period. In the event that someone needs to contact a member of the staff, our office voice mail system will be activated and regularly checked. The LAFCO office would reopen December 29, 2003; however, office coverage will be minimal because a very limited amount of business activity is usually transacted during this holiday period.

In addition to the holiday office closure, it is recommended that the Commission cancel the January 5, 2004 LAFCO meeting. No proposals will be adversely affected by the meeting cancellation. If the Commission cancels the January meeting, then the first meeting of 2004 would be on February 2. Following the regular meeting on February 2 will be a final Joint Meeting of the LAFCO, Municipal Services Review Working Group, and Special Districts Advisory Committee. The recommended water and sewer municipal services review for the Southern San Diego County region will be presented at the Joint Meeting. Agendas will be mailed approximately two weeks before the meetings. A LAFCO meeting schedule for 2004 is attached for your information. It is

RECOMMENDED:

That your Commission authorize the Executive Officer to close the LAFCO office from December 22 through 26, 2003, and adjourn the December 1, 2003 meeting to February 2, 2004.

Respectfully submitted,

MICHAEL D. OTT  
Executive Officer

MDO:tjm  
Attachment: 2004 Meeting Calendar

**2004**  
**LOCAL AGENCY FORMATION COMMISSION**  
**SCHEDULED MEETING DATES**

**2004**

Monday: January 5, 2004 (no Commission meeting scheduled)

February 2, 2004

March 1, 2004

April 5, 2004

May 3, 2004

June 7, 2004

July 12, 2004

August 2, 2004

September 13, 2004

October 4, 2004

November 1, 2004

December 6, 2004

**Note:** The July and September 2004 Commission meeting dates of Monday, July 5 and September 6 have been rescheduled to **July 12, 2004 and September 13, 2004**, due to Independence Day and Labor Day holidays.