

Chair

Jo MacKenzie, Director
Vista Irrigation District

Vice Chair

Ed Sprague, Director
Olivenhain Municipal Water

Members

Catherine Blakespear, Mayor
City of Encinitas

Bill Horn, Supervisor
County of San Diego

Dianne Jacob, Supervisor
County of San Diego

Andrew Vanderlaan
Public Member

Bill Wells, Mayor
City of El Cajon

Lorie Zapf, Councilmember
City of San Diego

Alternate Members

Lorie Bragg, Councilmember
City of Imperial Beach

Chris Cate, Councilmember
City of San Diego

Greg Cox, Supervisor
County of San Diego

Judy Hanson, Director
Leucadia Wastewater District

Harry Mathis
Public Member

Executive Officer

Keene Simonds

Counsel

Michael G. Colantuono

8

AGENDA REPORT

Consent | Action

December 3, 2018

TO: San Diego Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: Authorize Holiday Office Closure |
December 24th through December 28th

SUMMARY

The San Diego Local Agency Formation Commission (LAFCO) will consider a request by the Executive Officer to authorize closing the office for the week of December 24th. The request is consistent with past Commission practice.

BACKGROUND

[Adopted Policy | Regular Business Hours](#)

San Diego LAFCO's adopted policy provides 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.

DISCUSSION

This item is for San Diego LAFCO to consider approving a request to close the office for the upcoming holiday season starting on Monday, December 24th and extending through Friday, December 28th. Staff would take vacation and/or other compensatory time-off during this period.

ANALYSIS

The requested action is consistent with past San Diego LAFCO practice and would result in the office closing for four business days with the other day also closed as a national holiday (December 25th.) Approval would produce cost-savings by staff drawing down on their compensatory balances during a period when 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.

RECOMMENDATION

It is recommended San Diego LAFCO approve a holiday office closure for the Christmas break. This action is provided as Alternative Action One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Authorize the LAFCO office to be closed on the following dates:

- Monday, December 24th
- Wednesday, December 26th
- Thursday, December 27th
- Friday, December 28th

Alternative Two:

Take no action.

PROCEDURES

This item has been placed on 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