



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

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AGENDA REPORT
 Business | Action

December 2, 2019

TO: Commissioners

FROM: Keene Simonds, Executive Officer

SUBJECT: **Approval of Meeting Schedule for Calendar Year 2020**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider approving a meeting schedule for the upcoming calendar year. It is recommended the Commission approve regular meetings for each month with the exception of February, July, and September. No special meetings are proposed at this time.

BACKGROUND

**Scheduling Meetings |
 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 at 9:00 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 either in advance by the

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Commission as part of the annual calendar or as needed or through the Chair; examples of the former include holding retreats or topic-specific workshops.

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. Also – and implicitly – this item 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 except for February, July, and September. Scheduling these three “dark” months in the regular meeting calendar, markedly, follows recent practice and helps provide predictability with respect to keeping the other nine regular meeting dates by reducing the potential for cancelations due to a lack of business. Scheduling dark months also provides staff the opportunity to focus on scheduled municipal service reviews and other workplan projects that are time-intensive. No special meetings are proposed at this time.¹

On a related matter, staff has been informed Room 302 will substantively revert to its prior seating capacity once the remodeling project for the third floor at the County Administration Center is complete. The County anticipates the remodeling will be finished by the end of this calendar year and will facilitate the return of approximately 20 audience seats to Room 302. Accordingly, and in contrast to earlier expectations, the Commission will be able to continue to hold its regular meetings in Room 302 unless the membership prefers otherwise.

RECOMMENDATION

It is recommended San Diego LAFCO schedule regular meetings for each month in 2020 except for February, July, and September. This action is provided as Alternative Action One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO through a single motion:

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

Alternative One (recommended):

Approve regular meetings on the following dates in 2020:

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

Alternative Two:

Continue to the next regular meeting and provide direction to staff as needed.

PROCEDURES

This item has been placed on San Diego LAFCO's agenda as part of the business calendar given interest from Commissioners to discuss the topic in more detail. The following procedures are suggested in the consideration of this item:

- 1) Receive verbal report from staff unless waived; and
- 2) Discuss item and consider recommendation.

Respectfully,



Keene Simonds
Executive Officer

Attachments: none

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