



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

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AGENDA REPORT
 Public Hearing | Action

May 5, 2025

TO: Chair Whitburn and Commissioners

FROM: Keene Simonds, Executive Officer
 Priscilla Mumpower, Assistant Executive Officer
 Holly Whatley, Commission Counsel

SUBJECT: Annual Workforce Vacancy Report in Compliance with Assembly Bill 2561

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider an annual workforce vacancy report addressing position vacancies at LAFCO as of May 2025. This is a new requirement tied to the passage of Assembly Bill (AB) 2561, signed into law in September 2024, requiring local public agencies to publicly address the status of all agency vacancies. This item is for the Commission to formally receive and file.

BACKGROUND

AB 2561 introduced by Assemblymember McKinnor (California’s 61st Assembly District, Inglewood) amends the Meyers-Milias-Brown Act to address the growing impact of job vacancies on local government services and employee workloads. The legislation – signed into law in September 2024 – requires public agencies, including LAFCOs, to hold at least one public hearing each fiscal year to review staffing vacancies, recruitment, and retention efforts. This hearing must take place prior to final budget adoption. To the extent there are any recognized employee organizations, such organizations are permitted to make presentations during the hearing regarding the vacancies, retention, and recruitment efforts. For agencies with vacancies exceeding 20% of authorized full-time positions, additional disclosures may be required during the discussion.

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DISCUSSION

This item is for San Diego LAFCO to receive and file the Annual Workforce Vacancy Report, as required under AB 2561. Key details follow.

Status of Vacancies

San Diego LAFCO is currently authorized and budgeted for eight full-time positions, including: one Executive Officer, one Assistant Executive Officer, three Analysts, one GIS Analyst, one Communications Associate, and one Commission Clerk. All authorized positions are budgeted and filled with no current vacancies.

Hiring Obstacles

AB 2561 requires agencies to identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. Staff have identified no necessary changes that may present obstacles in the hiring process.

Recruitment and Retention Efforts

LAFCO's current staff composition has remained relatively stable in recent years. Nevertheless, attracting qualified and experienced candidates in a competitive labor market remains a challenge. While LAFCO offers a comprehensive benefits package, many prospective applicants primarily focus on base salaries. To remain competitive in support of retention and in maintaining the team currently in place, the proposed budget includes an approximate 5% salary buffer to accommodate merit-based performance evaluations for eligible employees. This is in addition to budgeting a cost-of-living adjustment (COLA) of 3.8% that would apply to all employees.

To further promote work-life balance and support recruitment and retention, LAFCO continues to offer a hybrid work model, allowing staff to work remotely up to two days per week. Originally introduced during the COVID-19 pandemic, this structure has become a permanent feature of LAFCO's policies, aligning with broader trends in the public and private sector. LAFCO also invests in employee growth by supporting attendance at relevant professional development events.

ANALYSIS

None.

RECOMMENDATION

It is recommended San Diego LAFCO conduct the public hearing and receive and file the Annual Workforce Vacancy Report. This recommendation is consistent with Alternative Action One in the proceeding section.

ALTERNATIVES FOR ACTION

The following alternatives are available to San Diego LAFCO:

Alternative One (recommended):

Receive and file the Annual Workforce Vacancy Report.

Alternative Two:

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

Alternative Three:

Take no action.

PROCEDURES

This item has been placed on the agenda for action as part of a noticed public hearing. The following procedures, accordingly, are recommended in the Commission's consideration.

- 1) Disclose any ex-parte communications.
- 2) Open the hearing and invite comments from the public.
- 3) Close the public hearing, discuss item, and consider recommendation.

On behalf of the Executive Officer and Commission Counsel,



Priscilla Mumpower
Assistant Executive Officer

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