



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

5C

AGENDA REPORT
 Consent | Action

December 1, 2025

TO: Chair Whitburn and Commissioners
FROM: Keene Simonds, Executive Officer
 Priscilla Mumpower, Assistant Executive Officer
SUBJECT: Authorize 2025 Holiday Office Closure

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will consider authorizing closure of the LAFCO office to the public for the four workdays immediately following Christmas – Friday, December 26 through Wednesday, December 31, 2025. Participating staff would take compensatory time off should the closure 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 Christmas Day through New Years Eve. (Christmas Day and New Years Day are observed paid holidays.) Participating staff would use accrued compensatory time-off should the closure be approved. Remaining staff would continue to work their regular schedules; however, the office would remain closed to the public.

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ANALYSIS

The proposed action aligns with San Diego LAFCO's family-friendly practices to allow staff to be with their families during the holidays. Approval would also separately produce cost-savings by encouraging the use of accrued compensatory time during a period when normal business activity is limited.

RECOMMENDATION

It is recommended San Diego LAFCO approve the holiday office closure beginning Friday, December 26 through Wednesday, December 31, 2025, 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 2025:

- Friday, December 26
- Monday, December 29
- Tuesday, December 30
- Wednesday, December 31

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