



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

**6b**

**AGENDA REPORT**  
 Public Hearing | Action

May 4, 2026

**TO:** Chair Becker and Commissioners  
**FROM:** Keene Simonds, Executive Officer  
**SUBJECT:** Annual Workforce Vacancy Report

**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 2026. The report satisfies LAFCO’s requirement under AB2561 to publicly address the status of all agency vacancies. This item is for the Commission to formally receive and file.

**BACKGROUND**

This is San Diego LAFCO's second annual workforce vacancy report under AB 2561, which amended the Meyers-Milias-Brown Act in 2024 to require public agencies – including LAFCOs – to hold at least one public hearing each fiscal year to address staffing vacancies and recruitment and retention efforts. The hearing must take place prior to final budget adoption. Where recognized employee organizations exist, they are permitted to make presentations during the hearing on these topics. For agencies with vacancies exceeding 20% of authorized full-time positions, additional disclosures may be required. The Commission first addressed these requirements in May 2025.

**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.

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## 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 presently filled, and there are no current vacancies.

Looking ahead, the proposed FY2027 budget includes funding to add a fourth Analyst position, expanding LAFCO's authorized full-time positions to nine. Recruitment for this position would follow Commission adoption of the budget, and the resulting vacancy would be addressed in next year's annual workforce vacancy report.

## Hiring Obstacles

Staff has reviewed LAFCO's current policies, procedures, and recruitment activities and identified no obstacles to hiring at this time.

## Recruitment and Retention Efforts

LAFCO's current staff composition has remained relatively stable in recent years. Recruitment and retention efforts focus on providing competitive wages and promoting work-life balance. To remain competitive in support of retention, the proposed budget includes an approximate 3.0% salary buffer to accommodate merit-based adjustments for eligible employees. This is in addition to budgeting a cost-of-living adjustment (COLA) of 3.0% that would apply to all employees. LAFCO also continues to offer a hybrid work model as a recruitment and retention tool, allowing staff to work remotely up to two days per week.

## 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 following 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, if any.
- 3) Close the public hearing, discuss item, and consider recommendation.

Respectfully,



Keene Simonds  
Executive Officer

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