

**LOCAL AGENCY FORMATION COMMISSION
COUNTY OF SAN BERNARDINO**

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DATE: NOVEMBER 10, 2008

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer

TO: LOCAL AGENCY FORMATION COMMISSION

**SUBJECT: AGENDA ITEM #13 – CLOSURE OF LAFCO OFFICE DECEMBER 26, 2008
AND JANUARY 2, 2009**

RECOMMENDATION:

Staff recommends that the Commission authorize the closure of the LAFCO office on December 26, 2008 and January 2, 2009 with the understanding that staff members will use accumulated leave balances for the time off.

BACKGROUND:

The existing holiday schedule approved for LAFCO staff will have the office closed on Wednesday December 24 and Thursday December 25 and reopening for Friday December 26. The same schedule would follow for Wednesday December 31, 2008 and Thursday January 1, 2009. In the past there has been little activity on these days and I have required only a skeleton staff to be present to respond on these days.

The question of the need for having the office staffed for these days is being presented to the Commission for discussion. Typical call volume during the holidays is low and a number of the agencies which we serve will be closed on these days. If authorized by the Commission, staff members will use accumulated leave for the time on these two days.

KRM