



Local Agency Formation Commission
LAFCO of Napa County

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December 1, 2008
Agenda Item No. 5a (Consent)

November 24, 2008

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Authorizing Office Closure on December 26, 2008 and January 2, 2009
The Commission will consider authorizing the closure of the office on December 26, 2008 and January 2, 2009 with the understanding staff will cover the affected hours using accumulated leave balances.

A. Discussion

The Commission contracts with the County of Napa for staff support services. In accordance with this contract, it is the practice of the Commission to close its office on all County approved paid holidays. County approved paid holidays in 2008-2009 include Thursday, December 25, 2008 (Christmas Day) and Thursday, January 1, 2009 (New Years Day). Staff believes it would be appropriate to close the office on Friday, December 26 and Friday, January 2, 2009 with the understanding employees will cover the affected hours using their accumulated leave balances.

B. Analysis

The days immediately following Christmas and New Years are typically quiet with little to no public inquiries. The closure of the office during these two days will provide an opportunity for staff to coordinate their vacation time during the holidays without adversely affecting the public and at no additional cost to the Commission.

C. Recommendation

It is recommended the Commission take the following action:

- 1) Authorize the closure of the office on Friday, December 26, 2008 and Friday, January 2, 2009.

Respectfully submitted,

Keene Simonds
Executive Officer

Jack Gingles, Commissioner
Mayor, City of Calistoga

Juliana Inman, Commissioner
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner
Councilmember, City of American Canyon

Brad Wagenknecht, Chair
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice-Chair
Representative of the General Public

Gregory Rodeno, Alternate Commissioner
Representative of the General Public

Keene Simonds
Executive Officer