



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** Honorable City Council

**Item No. \_\_\_\_\_**

**FROM:** City Administrator

**SUBJECT:** Special Holiday Schedule for City Hall

**MEETING DATE:** November 13, 2018

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### **RECOMMENDATION:**

The City Council will consider approval the Holiday Closure for a week from December 24, 2018 through January 1, 2019.

### **ANALYSIS:**

Historically, on the days following Christmas and New Year's Day, there is little demand from the public and/or business activities conducted at City Hall and other City facilities. This would hold true even more so this particular year, considering that the two holidays fall on Tuesdays. In accordance with the Holidays Policy, Christmas Day and New Year's Day are holidays when City Hall and other City facilities are closed. Generally, at the last meeting in November, or first meeting in December of each year, staff presents for Council's consideration a report regarding the holiday schedule in order to facilitate the preparation of work schedules and public notices to inform employees and the public about the holiday closing schedule. Historically, all city facilities were closed except the parks remaining open and transportation services. All Full-time employees were granted administrative leave of 5 hours on both Christmas and New Years' eve.

It is recommended that the City Council authorize closure of City Hall December 24, 2018 through January 1, 2019. It is also recommended that 10 hours of administrative hours granted to Full-time employees for both December 24 and December 31. By granting two days off, full time employees would have to use two days off for the entire closure period and part time City Hall employees will not be scheduled to work during the Holiday Closure but are eligible to use their leave time hours during their regular scheduled work days to receive compensation during this period. Alternatively, they could request for additional hours during the preceding weeks before shutdown.

This closure would not affect any other facilities or services regularly provided to the public –libraries, parks, CSOs, transportation, crossing guards and animal control would continue providing services to the public. Full Times employees shall use a combination of leave time off, excluding sick time, and holidays to cover the time off during the holiday shutdown.

Staff is presenting the following two alternatives and recommending Option B:

### **Alternative A**

#### **Holiday Shutdown FY 2018-19**

<b>Monday 12/24/18</b>	<b>Tuesday 12/25/18</b>	<b>Wednesday 12/26/18</b>	<b>Thursday 12/27/18</b>	<b>Friday 12/28</b>	<b>Saturday 12/29</b>	<b>Sunday 12/30</b>
Employee Leave Hours	Current Holiday	One day (two half days combined)	Employee Leave Hours	Employee Leave Hours	City Hall Closed	City Hall Closed
<b>Monday 12/31</b>	<b>Tuesday 1/1/18</b>	<b>Wednesday 1/2/18</b>	<b>Thursday 1/3/18</b>	<b>Friday 1/4/18</b>	<b>Saturday 1/5/18</b>	<b>Sunday 1/6/18</b>
Employee Leave Hours	Current Holiday	Return to work				

### **Alternative B**

#### **Holiday Shutdown FY 2018-19**

<b>Monday 12/24/18</b>	<b>Tuesday 12/25/18</b>	<b>Wednesday 12/26/18</b>	<b>Thursday 12/27/18</b>	<b>Friday 12/28</b>	<b>Saturday 12/29</b>	<b>Sunday 12/30</b>
Additional Granted Holiday	Current Holiday	Employee Leave Hours	Employee Leave Hours	Employee Leave Hours	City Hall Closed	City Hall Closed
<b>Monday 12/31</b>	<b>Tuesday 1/1/18</b>	<b>Wednesday 1/2/18</b>	<b>Thursday 1/3/18</b>	<b>Friday 1/4/18</b>	<b>Saturday 1/5/18</b>	<b>Sunday 1/6/18</b>
Additional Granted Holiday	Current Holiday	Return to work				

### **FISCAL IMPACT:**

None aside from minor utilities savings as a result of closing City Hall for the specified time period.

Respectfully submitted by: Edgar Cisneros, City Administrator

Recommended by: Lena Shumway, Administrative Services Director & City Clerk

Reviewed by: Vilko Domic, Finance Director

Reviewed by: Noel Tapia, City Attorney