



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** Honorable City Council

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

**FROM:** City Administrator

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

**MEETING DATE:** November 20, 2018

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### **RECOMMENDATION:**

The City Council will consider approval of the City Hall Holiday Closure for a week from December 24, 2018 through January 1, 2019 as tentatively agreed to with the Commerce Employees Association on November, 14 2018.

### **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, full-time City Hall 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, "Holiday Closure Period". It is also recommended that 20 hours of administrative leave hours are granted to Full-time employees to use at the employee's discretion and during the Holiday Closure Period to supplement two of the four required days off during this period. 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, part-time employees could request for additional hours during the preceding weeks prior to the Holiday Closure Period.

This closure would not affect any other facilities, positions or services regularly provided to the public---Library Services, Parks and Recreation, Community Service Officers, Transportation, Crossing Guards and Animal Control would continue providing services to the public. Full Time employees shall use a combination of leave time off, excluding sick time, during the holiday shutdown.

Staff is recommending the following schedule for all City Hall Full Time Employees during the Holiday Closure Period:

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

| <b>Monday<br/>12/24/18</b> | <b>Tuesday<br/>12/25/18</b> | <b>Wednesday<br/>12/26/18</b> | <b>Thursday<br/>12/27/18</b> | <b>Friday<br/>12/28/18</b> | <b>Saturday<br/>12/29/18</b> | <b>Sunday<br/>12/30/18</b> |
|----------------------------|-----------------------------|-------------------------------|------------------------------|----------------------------|------------------------------|----------------------------|
| Employee<br>Leave<br>Hours | Current<br>Holiday          | Employee<br>Leave Hours       | Employee<br>Leave<br>Hours   | Employee<br>Leave<br>Hours | City Hall<br>Closed          | City Hall<br>Closed        |
| <b>Monday<br/>12/31/18</b> | <b>Tuesday<br/>1/1/19</b>   | <b>Wednesday<br/>1/2/19</b>   | <b>Thursday<br/>1/3/19</b>   | <b>Friday<br/>1/4/19</b>   | <b>Saturday<br/>1/5/19</b>   | <b>Sunday<br/>1/6/19</b>   |
| Employee<br>Leave<br>Hours | Current<br>Holiday          | Return to<br>Work             |                              |                            |                              |                            |

### **ALTERNATIVES:**

1. Approve staff recommendation.
2. Reject staff recommendation.
3. Provide further direction to staff.

### **FISCAL IMPACT:**

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

Respectfully submitted by: Edgar P. Cisneros, City Administrator

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

Reviewed by: Vilko Domic, Finance Director

Reviewed by: Noel Tapia, City Attorney