



## CITY OF COMMERCE AGENDA REPORT

**TO:** HONORABLE CITY COUNCIL

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

**FROM:** CITY MANAGER

**SUBJECT:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING (1) SPECIAL 2019-2020 & 2020-2021 HOLIDAY SCHEDULES FOR CITY HALL AND OTHER FACILITIES AND (2) LETTER OF AGREEMENTS WITH THE COMMERCE CITY EMPLOYEES' ASSOCIATION

**MEETING DATE:** OCTOBER 15, 2019

---

### **RECOMMENDATION:**

Staff is recommending the City Council adopt a resolution to authorize a special holiday schedule and approve Letter of Agreements with the Commerce City Employees' Association ("CCEA").

### **ANALYSIS:**

The City and the Commerce City Employees' Association met and conferred on the special holiday schedule for 2019 that includes the following:

- City Hall Closure from December 23, 2019 through January 3, 2020
- Authorizing Tuesday, December 24, 2019 and Tuesday, December 31, 2019 as administrative time off for full-time employees scheduled to work those days.
- On December 24, 2019 and January 1, 2020 the following schedule will be in place: Transportation Department will remain open to the public until 6 pm, Central Library would be open from 10 am to 1 pm, and Parks and Recreation Department will be open from 10 am to 5 pm with part-time employees scheduled to work on December 24, 2019 and December 31, 2019.
- Part-time employees affected by the Closure will have the opportunity to be re-assigned their normal hours during the pay period before or after the holidays.

The City and the Commerce City Employees' Association met and conferred on the special holiday schedule for 2020 that includes the following:

- City Hall Closure from December 21, 2020 through December 31, 2020
- Authorizing Thursday, December 24, 2020 and Thursday, December 31, 2020 as administrative time off for full-time employees scheduled to work those days.
- On December 24, 2020 and December 31, 2020 the following schedule will be in place: Transportation Department will remain open to the public until 6 pm, Central

Library would be open from 10 am to 1 pm, and Parks and Recreation Department will be open from 10 am to 5 pm with part –time employees scheduled to work on December 24, 2020 and December 31, 2020.

The City and the Commerce City Employees' Association met and conferred on the following as indicated in the letter of agreement:

- The Full-Time Memorandum of Understanding between the City and CCEA will be amended for 2020 in which all Full Time Employees who work at all City sites shall forfeit their regularly scheduled Birthday and Lincoln holidays. The City shall convert the Birthday holiday and Lincoln holiday to Flexible Leave hours. Flexible Leave hours that are credited to the employee's balance will be based on hours normally worked during their regular scheduled work day.
- Therefore, all City sites, including City Hall, will be open to the public on Lincoln's Birthday, as defined in the MOU as Monday February 10, 2020.

### **FISCAL IMPACT:**

The budget impact from this action will be nominal. There will likely be utility savings from having the main city hall buildings shut down for two weeks

### **ALTERNATIVES:**

1. Approve staff's recommendation
2. Disapprove staff's recommendation
3. Provide staff with further direction.

Prepared by: Ela Pappo, Director of Human Resources  
Budget Impact: Vilko Domic, Assistant City Manager  
Approved as to Form: Noel Tapia, City Attorney  
Respectfully submitted: Edgar Cisneros, City Manager