



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Consideration to Close City Hall during the Week of December 20, 2010 through January 2, 2011.

RECOMMENDED MOTION:

Approve the City Hall Holiday Closure proposal to close City Hall during the week of December 20, 2010 through January 2, 2011.

SUMMARY AND BACKGROUND

Staff has prepared a draft proposal to close City Hall during the week of December 20, 2010 through January 2, 2011. The proposed proposal would result in City Hall offices being closed for an additional seven days. There will be Maintenance personnel working during the holiday period and the City Library will open Mondays, Tuesdays, Wednesdays, and Thursday December 30th during that same time frame. The Police Department and Fire Department will be fully operational.

The City Council approved this request during the holiday season in 2007, 2008 and 2009. After reviewing the feedback from the last three years, the City Librarian recommends closing the library for a total of seven days. In addition to the two City holidays, the Library will be closed on Sunday, December 26th, and Sunday, January 2nd. The draft City Hall Holiday Closure schedules has been presented to the employees and they agree with the recommendation to close City Hall for the additional days during the holiday week.

It is worth noting that business activity during the week between Christmas and New Years is traditionally slow.

ISSUES

Although the exact dollar amount is not calculable at this time, there will be a positive financial impact in that accumulated leave time is being utilized in-lieu of regular hourly wages.

With the approval of the City Hall Holiday Closure proposal from December 20th, 2010 through January 2, 2011, staff will prepare and send news releases to all local newspapers. Notices will be sent out "In the Loop" and placed on every service counter located at City Hall. The notice will be displayed on the City's website.

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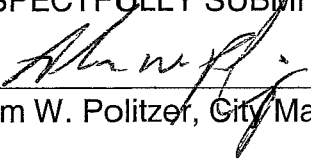
STAFF RECOMMENDATIONS

It is recommended that the City Council approve the City Hall Holiday Closure proposal during the Week of December 20th, 2010 through January 2nd, 2011.

Attachments

A. City Hall Holiday Closure Schedule.

RESPECTFULLY SUBMITTED BY:



Adam W. Politzer, City Manager

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Attachment A

FY 20010-11 Holiday Closure Schedule For City Hall Offices

Employees may be requested to take up to 56 hours time off.

Employees may use paid time off in the following order to cover the holiday closure time off:

1. Floating holidays
2. Compensatory time
3. Vacation
4. If an employee has no accrued or accumulated vacation leave, compensatory time or floating holidays they may be permitted to borrow against future accruals – up to and including time accrued, as of June 30, 2011. Employees may also, at their option, elect to take time off without pay during this period.

Schedule – Christmas and New Year's – City Hall Staff

- City Administrative facilities (Administrative Department, Community Development Department, IT, and Parks and Recreation Department) will be closed during the period of Monday December 20, 2010 through Sunday January 2, 2011.
- Public Work Maintenance staff, Police and Fire personnel will remain fully operational as normally scheduled during the holiday period.
- The Library will remain open Mondays, Tuesdays, Wednesdays and Thursday December 30th.
- The City Hall Holiday Closure period encompasses the City paid holidays of December 24th, and December 31st, and the eight remaining days including December 20th, 21st, 22nd, 23rd, 27th, 28th, 29th, and 30th.
- The City may require or permit, at the discretion of the Department Head, employees to work a regular or partial schedule on one or more of the holiday closure days (December 20th, 21st, 22nd, 23rd, 27th, 28th, 29th, and 30th). Employees permitted to work during the holiday closure period will be paid their regular salaries.

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