



## **Staff Report**

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HOLIDAY CLOSURE FROM DECEMBER 25, 2008 THROUGH JANUARY 2, 2009

Honorable Mayor and Council Members:

### **Summary**

Staff is proposing a Holiday Closure beginning the period of December 25, 2008 through January 2, 2009, inclusive. City Administrative Offices in City Hall and Recreation Administration would be closed during the proposed time period.

### **Background**

The City implemented a holiday closure during the holidays of December 2003 to January 2004, December 2006 to January 2007 and December 2007 to January 2008.

### **Discussion**

Staff has prepared a draft of the proposed Holiday Closure for December 25, 2008 through January 2, 2009. The proposed closure would result in City Hall and Recreation Administration Offices being closed over the entire closure period. While some parks and streets maintenance personnel may elect to take time off during the closure period, they are not required to do so. There will be maintenance personnel working during the closure period. Of course, the Police Department will be fully operational. The Parks and Recreation Department's Day Care program will also be open during the closure period.

The Holiday Closure Schedule proposal has been presented to both American Federation of State, County and Municipal Employees (AFSCME) and Mid-Management/Confidential Employees Association (MMCEA) representatives. City staff and the two employee organization representatives have met and conferred about the proposal. Both AFSCME and MMCEA are in agreement with the proposal.

### **General Plan/Vision Statement**

There is no impact to the General Plan/Vision Statement.

### **Fiscal Impact**

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.

**Public Contact**

With the approval of the Holiday Closure –December 25, 2008 through January 2, 2009, staff will prepare and send news releases to all local newspapers. Notices will be placed on every service counter located at City Hall and the Recreation Administration Offices. The notice will be prominently displayed on the City’s website.

**Recommendation**

It is recommended that the City Council approve the Holiday Closure for the period beginning December 25, 2008 through January 2, 2009, inclusive.

**Alternatives**

In the alternative, the City Administrative offices (City Hall and the Recreation Administrative Offices) would remain open on December 26<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup>, 2008 and January 2<sup>nd</sup> 2009.

**Attachments**

- A. Resolution
- B. Proposed Holiday Closure Schedule

Respectfully submitted,

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Corazon M. Dino  
Human Resources Director

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Jack R. Crist  
City Manager

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**Staff Contact:**

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**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT  
AUTHORIZING THE HOLIDAY CLOSURE OF CITY ADMINISTRATIVE  
OFFICES IN CITY HALL AND RECREATION ADMINISTRATION FROM  
DECEMBER 25, 2008 THROUGH JANUARY 2, 2009**

**WHEREAS**, the City of Belmont implemented a holiday closure during the holidays of December 2003 to January 2004, December 2006 to January 2007, and December 2007 to January 2008; and

**WHEREAS**, the holiday closure will result in City Hall and Recreation Administrative Offices being closed over the entire closure period; and

**WHEREAS**, while some parks and streets maintenance personnel may elect to take time off during the closure, they are not required to do so; and

**WHEREAS**, there will be maintenance personnel working during the closure period; and

**WHEREAS**, the Police Department will be fully operational; and

**WHEREAS**, the Parks and Recreation Department's Day Care program will also be open during the closure period.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont does hereby authorize the holiday closure of City Administrative Offices in City Hall and Recreation Administration from December 25, 2008 through January 2, 2009.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on October 14, 2008, by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:  
\_\_\_\_\_  
MAYOR of the City of Belmont

**CITY OF BELMONT FY 08-09  
HOLIDAY CLOSURE SCHEDULE**

City Administrative facilities (City Hall and Parks and Recreation Administration) will close during the period of Thursday, December 25, 2008 through Friday, January 2, 2009.

Employees may be required to take up to thirty-two (32) hours of 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
- If employees do not have any accrued or accumulated leave of any kind, they may borrow against future accruals – up to and including time accrued, as of June 30, 2009.
- Employees may also, at their option, elect to take time off without pay during this period.

**Schedule A - Christmas and New Year's – City Hall and Recreation Administration Staff**

- The holiday closure period encompasses the City paid holidays of December 25 and January 1. The December 24/31 holiday will be designated as December 31, 2008. Therefore a total of three (3) City paid holidays will occur during this time period. Although there are some exceptions (noted below), the remaining four (4) days (December 26, December 29, December 30 and January 2) will be designated holiday closure days.
- The City may require or permit, at the discretion of the department head, certain other employees to work a regular or partial schedule on one or more of the holiday closure days (December 26, December 29, December 30 and/or January 2). Employees permitted to work during the holiday closure will be paid their regular salary. Employees required to work will be paid at the overtime rate. Those employees required to work will not have to use accumulated leave time, for the hours they work.

**Schedule B – Christmas and New Year’s – Alternative Work Schedule Employees/ Public Works Maintenance and Parks Maintenance Staff**

- Public Works Maintenance and Parks Maintenance employees, who work a 4/10 schedule, who take off during the holiday closure, if they are regularly off on Monday, they would take the following days off:

Friday, December 26, 2008  
Tuesday, December 30, 2008  
Friday, January 2, 2009

- Public Works Maintenance and Parks Maintenance employees, who work a 4/10 schedule, who take off during the holiday closure, if they are regularly off on Friday, they would take the following days off:

Monday, December 29, 2008  
Tuesday, December 30, 2008

- If on any one or more of these days, all Public Works Maintenance employees elect to take the time off Public Works Maintenance employees who are assigned to be the Stand-by Crew will be compensated at the Stand-by holiday rate for the five days, December 26<sup>th</sup>, December 29<sup>th</sup>, December 30<sup>th</sup>, December 31<sup>st</sup>, and January 2<sup>nd</sup>.