



Monterey County

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Board Report

Legistar File Number: RES 18-161

December 04, 2018

Introduced: 11/16/2018

Version: 1

Current Status: Agenda Ready

Matter Type: BoS Resolution

Adopt a Resolution to approve closure of selected County departments and/or divisions for the winter holiday from December 26, 2018 through December 31, 2018 and for this purpose only, waive Ordinance No. 766, fixing the days and hours of operation of County offices.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to approve closure of selected County departments and/or divisions for the winter holiday from December 26, 2018 through December 31, 2018 and for this purpose only, waive Ordinance No. 766, fixing the days and hours of operation of County offices.

SUMMARY/DISCUSSION:

As part of negotiated labor agreements with Units F, H, J and K (SEIU), D (Public Defenders' Association), E (Prosecutors Association), and G (County Counsel Employee Association), the County approved a three year "Winter Recess" for Fiscal Years 2016-2017, 2017-2018, and 2018-2019. On April 3, 2018, the Board also granted the Winter Recess to unrepresented Units P, X, XL, Y and Z (excluding elected officials in Unit Y) for FY 2018-19.

The Winter Recess for 2018 has been scheduled for December 26, 27, 28 and 31, 2018. The Winter Recess has a secondary benefit of minimizing the County's carbon footprint by closing many County offices during the historically slow business period between Christmas and New Year's Day. County Departments that can close without significant disruption in services, will close during this time frame. All County Department Heads were consulted to provide their input on the County Closure schedule (Attachment A).

Additionally, in order to implement the County closure, County Ordinance No. 766 (Attachment B) fixing the days and hours of operation will need to be waived for this purpose only.

It is therefore recommended your Board approve the recommended actions.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office concurs with this recommendation. All County Department Heads were consulted and provided their input to the County office closure schedule.

FINANCING:

The Winter Recess equates to compensation equivalent to 1.5% of salary and salary-driven benefits for all funds and a total annual value of approximately \$7.6 million. Although this is not a hard cost, some departments with special operating needs may incur increased overtime costs to ensure

continuation of operations. In addition, the County realizes underdetermined overhead savings for those offices that close during the Winter Recess.

Prepared By: Kim Moore, Assistant Director of Human Resources, 755-5353

Approved By: Irma Ramirez-Bough, Director of Human Resources, 755-5043



Attachments: 2018 Winter Recess Resolution
A - County Closure Schedule
B - Waiver of Ordinance No. 766

cc: Lew Bauman, County Administrative Officer
Nick Chiulos, Assistant County Administrative Officer

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No.:)
Adopt a Resolution to approve closure of selected County departments and/or divisions for)
the winter holiday from December 26, 2018 through December 31, 2018 and for this)
purpose only, waive Ordinance No. 766, fixing the days and hours of operation of County)
offices.)

WHEREAS, the Board of Supervisors and various represented bargaining units of Monterey County agreed to the Winter Recess for 2018; and

WHEREAS, the Board of Supervisors also approved the 2018 Winter Recess for unrepresented Units P, X, XL, Y, and Z (excluding elected officials); and

WHEREAS, the Winter Recess has a secondary benefit of minimizing the County's carbon footprint by closing many County offices during the historically slow business period between Christmas and New Year's Day; and

WHEREAS, the closure of County offices requires Ordinance No. 766, fixing the days and hours of operation of County offices to be waived for the purposes set forth herein; NOW, THEREFORE,

BE IT RESOLVED by the Board of Supervisors in and for the County of Monterey as follows:

A Resolution is adopted to approve closure of selected County departments and/or divisions for the Winter Recess from December 26, 2018 through December 31, 2018, and Ordinance No. 766, fixing the days and hours of operation of County offices, is waived for this purpose.

PASSED AND ADOPTED on this ____ day of _____, 2018, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book ____ for the meeting on _____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors,
County of Monterey, State of California

By _____,
Deputy

2018 County Closure - Christmas to New Years

| Department | Wednesday, 12/26/18 | Thursday, 12/27/18 | Friday, 12/28/18 | Monday, 12/31/18 |
|---|------------------------------|------------------------------|------------------------------|------------------------------|
| Assessor-Clerk-Recorder | Open: 8:00 a.m. - 12:00 p.m. | Open: 8:00 a.m. - 12:00 p.m. | Open: 8:00 a.m. - 12:00 p.m. | Open: 8:00 a.m. - 12:00 p.m. |
| District Attorney's Office ¹ | Open | Open | Open | Open |
| DSS-Community Benefits - Salinas, Seaside, King City | Open | Open | Open | Open |
| Emergency Communications | Open | Open | Open | Open |
| Health | Open | Open | Open | Open |
| Information Technology | Open | Open | Open | Open |
| Natividad Medical Center | Open | Open | Open | Open |
| Probation | Open | Open | Open | Open |
| Public Defender | Open | Open | Open | Open |
| Resource Management Agency-Parks Facilities | Open | Open | Open | Open |
| Sheriff ² | Open | Open | Open | Open |
| Agricultural Commissioner ³ | Closed | Closed | Closed | Closed |
| Auditor-Controller ⁴ | Closed | Closed | Closed | Closed |
| CAO-Administration | Closed | Closed | Closed | Closed |
| CAO-Budget & Analysis | Closed | Closed | Closed | Closed |
| CAO-Contracts/Purchasing | Closed | Closed | Closed | Closed |
| CAO-Intergovernmental Affairs | Closed | Closed | Closed | Closed |
| CAO-Office of Emergency Services ⁵ | Closed | Closed | Closed | Closed |
| Child Support Services | Closed | Closed | Closed | Closed |
| County Counsel/Risk Management ⁶ | Closed | Closed | Closed | Closed |
| Clerk of the Board | Closed | Closed | Closed | Closed |
| DSS-Administration/HR Services ⁷ | Closed | Closed | Closed | Closed |
| DSS-Aging and Adult Services - Marina ⁸ | Closed | Closed | Closed | Closed |
| DSS-Family & Children's Services ⁹ | Closed | Closed | Closed | Closed |
| EDD-America's Job Ctr of CA-Salinas, Seaside, King City ¹⁰ | Closed | Closed | Closed | Closed |
| Elections | Closed | Closed | Closed | Closed |
| Civil Rights Office ¹¹ | Closed | Closed | Closed | Closed |
| Health-Behavioral Health-Soledad & King City Only ¹² | Closed | Closed | Closed | Closed |
| Health-Emergency Medical Services | Closed | Closed | Closed | Closed |
| Health-Public Guardian ¹³ | Closed | Closed | Closed | Closed |
| Human Resources ¹⁴ | Closed | Closed | Closed | Closed |
| Library-All Branches | Closed | Closed | Closed | Closed |
| Military & Veterans Affairs Office | Closed | Closed | Closed | Closed |
| Resource Management Agency-Administration ¹⁵ | Closed | Closed | Closed | Closed |
| Resource Management Agency-Land Use & Comm Dev ¹⁶ | Closed | Closed | Closed | Closed |
| Resource Management Agency-Parks Administration ¹⁷ | Closed | Closed | Closed | Closed |

2018 County Closure - Christmas to New Years

| | | | | |
|---|---|--------|--------|--------|
| Resource Management Agency-Public Works & Facilities ¹⁸ | Closed | Closed | Closed | Closed |
| Treasurer-Tax Collector | Closed | Closed | Closed | Closed |
| UC Cooperative Extension | Closed | Closed | Closed | Closed |
| Water Resources Agency ¹⁹ | Closed | Closed | Closed | Closed |
| Footnotes | | | | |
| District Attorney ¹ | Subject to schedule of Superior Court. | | | |
| Sheriff ² | Lobby closed, public should use call button for assistance. | | | |
| Agricultural Commissioner ³ | Limited services will be provided to industry and on call for emergencies. | | | |
| Auditor-Controller ⁴ | Auditors will be closed for external business from 12/26 -28 and 31 and open for internal purposes only. | | | |
| CAO-Office of Emergency Services ⁵ | Staff will be on call for emergencies. | | | |
| County Counsel/Risk Management ⁶ | Attorneys and staff will be available for emergencies, court appearances and urgent court matters, such as juvenile dependency petitions. | | | |
| DSS-Administration/HR Services ⁷ | Minimal staffing to support Community Benefits and continuity of operations. | | | |
| DSS-Aging and Adult Services - Marina ⁸ | Available for adult abuse reporting and emergency response only. | | | |
| DSS-Family & Children's Services ⁹ | Available for child abuse reporting, emergency response and court petitions only. | | | |
| EDD-America's Job Ctr of CA-Salinas, Seaside, King City ¹⁰ | America's Job Center of California (Formerly known as One Stop Career Center). | | | |
| Civil Rights Office ¹¹ | Available by phone for emergencies. | | | |
| Health-Behavioral Health-Soledad & King City Only ¹² | Manager will be available for emergencies and staff will be available for urgent situations. | | | |
| Health-Public Guardian ¹³ | On call officer will be available for emergencies | | | |
| Human Resources ¹⁴ | Staff will be on call for emergencies. | | | |
| Resource Management Agency-Administration ¹⁵ | Accommodations will be made to deal with emergency or critical situations. | | | |
| Resource Management Agency-Land Use & Comm Dev ¹⁶ | Staff will be on call for emergencies. Will have an emergency process for Emergency Permits and for unsafe or unhealthy conditions relating to code violations. | | | |
| Resource Management Agency-Parks Administration ¹⁷ | Administrative services closed, including reservations. Rangers remain on duty. Maintenance staff will be on call for emergencies. Park facilities will remain open regular hours, except Lake San Antonio and Travel Camp (Fort Ord) are closed. | | | |
| Resource Management Agency-Public Works & Facilities ¹⁸ | Limited crews for minimal service levels, may vary depending upon weather/building occupancy. | | | |
| Water Resources Agency ¹⁹ | Should ALERT be activated, identified staff in WRA Planning & Management will work. In the event of a weather emergency, identified members of the Operations & Maintenance division will work. | | | |

ORDINANCE NO. 766

AN ORDINANCE FIXING THE DAYS AND HOURS WHEN
COUNTY OFFICES OF THE COUNTY OF MONTEREY
SHALL BE OPEN FOR THE TRANSACTION OF BUSINESS

The Board of Supervisors of the County of Monterey do ordain
as follows:

Section 1. All County offices in the County of Monterey shall be kept open for the transaction of business continuously from eight o'clock a.m. to five o'clock p.m. every day in the year except Saturdays, Sundays, and those holidays provided and prescribed in Section 10 of the Political Code of the State of California, except as hereinafter provided.

Section 2. The Sheriff's office and County Hospital shall be open for the transaction of business during all of each hour of every day of the year.

Section 3. In all offices where there is but one employee, that office shall be permitted to be closed during the hour from twelve o'clock noon to and until one o'clock p.m.

Passed and adopted this 18th day of June, 1951, by the following vote, to-wit:

Ayes: Supervisors Hutchings, Moffitt, Redding, Bunte and Jacobsen.

Noes: None.

Absent: None.


Chairman of the Board of Supervisors

Attest:


Clerk of said Board