



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: RES 19-168, **Version:** 1

Adopt a Resolution to approve closure of selected County departments and/or divisions for the winter holiday from December 26, 2019 through December 31, 2019 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:

Approve closure of selected County departments and/or divisions for the winter holiday from December 26, 2019 through December 31, 2019 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 two year "Winter Recess" for Fiscal Years 2019-2020 and 2020-2021. On October 15, 2019, the Board also granted the Winter Recess to unrepresented Units P, X, XL, Y and Z (excluding elected officials in Unit Y) for FY 2019-20.

The Winter Recess for 2019 has been scheduled for December 26, 27, 30 and 31, 2019. 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.

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 \$8.1 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 undetermined overhead savings for those offices that close during the Winter Recess.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

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

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

Attachments:

2019 Winter Recess Resolution is on file with the Clerk of the Board

County Closure Schedule is on file with the Clerk of the Board

County Ordinance No. 766 is on file with the clerk of the Board