

**TOWN OF
APPLE VALLEY, CALIFORNIA
AGENDA MATTER**

Subject Item:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY MODIFYING THE PERSONNEL POLICIES AND PROCEDURES FOR THE TOWN OF APPLE VALLEY BY DESIGNATING DECEMBER 24 AS A STANDARD TOWN HOLIDAY

Summary Statement:

As I evaluate the efficiencies of the Town, I am identifying areas that provide economies of scale and/or compliance with existing or pending mandates. One area of evaluation involves a review of operating Town facilities during nationally recognized holiday periods that are historically slow or generate little to no public demand for public services beyond essentials such as police, fire or certain public works operations (e.g. waste water treatment).

Currently, The Town of Apple Valley provides full operation of all facilities and services on December 24th, Christmas Eve. An analysis of public service demand during this period of time indicates a significant reduction in service expectations of the general public. In other words, there is little or no customer traffic or telephone interaction in Town Hall or other municipal operations. The staff's ability to conduct business with outside entities is also significantly curtailed by the unavailability of others due to this seasonal holiday.

An analysis of other Towns and Cities within our region demonstrates that of the 23 Cities/Towns surveyed in our region, 74% are closed on December 24th. Our finance Director calculates the Town of Apple Valley saves in excess of \$5,500 in energy consumption, water usage, and equipment maintenance for every day The Town is closed for general business purposes.

Additionally, as stated in the California Global Warming Solutions Act of 2006 (AB 32), "California has long been a national and international leader on energy conservation and environmental stewardship efforts, including the areas of air quality protections, energy efficiency requirements, renewable energy standards, and natural resource conservation." Existing law is requiring State agencies to adopt regulations that coordinate emission reductions throughout the State of California. The goal is to implement regulations, market mechanisms and other actions to achieve 1990 emission levels. Apple Valley continues to be a model for communities within the High Desert and throughout the State. (Summary Statement Continued)

Recommended Action:

In view of the obvious slow down in business activity during the Christmas holiday season, the financial benefit to the Town and the reduction in greenhouse gasses, it is recommended that the Town Council adopt Resolution No. 2008-60, amending the Personnel Policies and Procedures by designating December 24th as a standard holiday for the Town of Apple Valley.

Proposed by: Frank W. Robinson, Town Manager **Item Number** _____

T. M. Approval: _____ **Budgeted Item** **Yes** **No** **N/A**

I asked staff to research and provide a statistical analysis on the amount of emissions that the Town, including employee commutes, generate on a daily basis. By averaging electrical usage, employee commutes and fleet vehicle use, we have been able to calculate that on an average day, the Town generates a little over 1,605 pounds of Carbon Dioxide Equivalents (CO₂e) in office power usage. Employee commutes generate 3,722 pounds of CO₂e, and Town fleet vehicle use generates 3,895 pounds of CO₂e per day on average. This calculates out to 9,222 pounds or 4.6 tons of Carbon Dioxide Equivalent per day. Simply stated, on average, every business day, the Town and its employees generate enough Carbon Dioxide Equivalent to operate one vehicle for an entire year, consume 10.7 barrels of oil, or generate half the electricity used by a household for one year.

RESOLUTION NO. 2008-60

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY MODIFYING THE PERSONNEL POLICIES AND PROCEDURES FOR THE TOWN OF APPLE VALLEY BY DESIGNATING DECEMBER 24TH AS A STANDARD TOWN HOLIDAY

WHEREAS, the Town Manager is evaluating the efficiencies of the Town by identifying areas that provide economies of scale and/or compliance with existing or pending mandates; and

WHEREAS, the Town Manager has identified that public expectation for Town services is extremely low on December 24 due to the holiday season and the publics reluctance to conduct business during this time; and

WHEREAS, an analysis of other Towns and Cities within our region demonstrates that 74% of those Towns/Cities surveyed are closed on December 24 including the neighboring communities of Adelanto, Barstow, Hesperia, Victorville and the County of San Bernardino; and

WHEREAS, the Director of Finance has calculated a savings to the Town in excess of \$5,500 in energy consumption, water usage and equipment maintenance for every day the Town is closed for general business; and

WHEREAS, the Town generates over 1605 pounds of Carbon Dioxide Equivalents in officer power usage and employee commutes generate 3,722 pounds of Carbon Dioxide Equivalents. Also the Town fleet vehicle use generates 3,895 pounds per day on average. The Town Manager and staff have identified that closing on December 24th presents an opportunity to create an economic benefit to the Town by reducing output of 9,222 pounds or 4.6 tons of Carbon Dioxide Equivalent per day and to make a substantial contribution to compliance with AB32 and SB375.

NOW, THEREFORE, BE IT RESOLVED THAT, the Town of Apple Valley Personnel Policies and Procedures are hereby amended to designate December 24 as a standard holiday for the Town of Apple Valley and thereby amends Section 6.3, Holiday Leave, to reflect this holiday designation.

The effective date of this Resolution shall be October 28, 2008.

PASSED, APPROVED AND ADOPTED THIS 28TH DAY OF OCTOBER 2008.

Timothy J. Jasper, Mayor

ATTEST:

La Vonda Pearson
Town Clerk

CITY	CLOSED ON DEC 24	NOTES
Adelanto	Yes	
Barstow	Yes	
Big Bear Lake	Yes	
Chino	Close at Noon	
Chino Hills	Yes	
Colton	Yes	
Fontana	Yes	
Grand Terrace	Yes	
Hesperia	Yes	
Highland	No	
Loma Linda	Yes	
Montclair	Close at 1:00 p.m.	
Needles	Yes	
Ontario	Yes	
Rancho Cucamonga	No	
Redlands	Yes	
Rialto	No	
San Bernardino	Yes	
Twentynine Palms	Yes	
Upland	No	
Victorville	Yes	
Yucaipa	Yes	
Yucca Valley	Yes	

The cities in San Bernardino County were surveyed and the results are as follows:

The County of San Bernardino is closed per their Memorandum of Understanding

17 Cities are closed on December 24th (74%)

2 Cities close half day (.09%)

4 Cities are open (17%)

