

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

PROPOSED MODIFIED HOLIDAY SCHEDULE

Summary Statement:

Currently, The Town of Apple Valley provides full operation of all facilities and services during the holiday season. An analysis of public service demand during this period of time indicates a significant reduction in service expectations of the general public beyond essentials such as Police, Fire or certain public works operations (e.g. waste water treatment). 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 the holiday season.

An analysis of other Towns and Cities within our region demonstrates that of the 70+ Cities/Towns responding to the survey, more than 50% close during the week between Christmas and New Years, including the high desert cities of Victorville and Adelanto. Approximately 10% of the responding cities are currently evaluating the possibility of closing during this time as well as they see this closure as a cost savings measure. Of those cities that are closed, each indicated that this time of year is historically very slow and therefore the impact to public service is minimal.

Town staff calculates that 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. This closure will result in an estimated annual savings of \$16,500.

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Recommended Action:

That the Town Council adopt Resolution No. 2010-50, A Resolution of the Town Council of the Town of Apple Valley approving a Modified Holiday Schedule for the Town of Apple Valley, closing Town Hall for all normal working days between Christmas and New Year's Day.

Proposed by: Frank W. Robinson, Town Manager

Item Number _____

T. M. Approval: _____

Budgeted Item Yes No N/A

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The closures have proven to be very successful, employees have reacted positively to the modified work schedule and the public has been very receptive as long as sufficient notice is given.

In addition, requiring employees to use their leave accruals reduces the potential for future, more costly, payouts of accrued leaves. Additional benefits to the closure are:

- To avoid potential staff shortages during the holidays
- Promote economy and efficiency
- Town services traditionally low
- Closure only pertains to non-essential services
- Reduction in expenditures
- Reduces the Town's leave liability
- Reduction in utility expenses, fuel and supplies consumption
- Enable small departments to take off at the same time without impacting service to the public.
- Allows employees opportunity to spend holiday time with their families

The current observed holidays for Town Hall are Christmas Eve, Christmas and New Year's Day. In addition to the regularly scheduled holidays of Christmas Eve, Christmas and New Year's Day, staff is recommending the closure of Town Hall for all normal working days between Christmas and New Year's Day. The Town of Apple Valley will require employees to use their own accrued time to cover the days not designated as holidays. The Town is offering to advance leave accruals to new and/or current employees who may not have sufficient accruals to cover the days off. The Town will recoup the advanced leave time from employees through future accruals.

In order to minimize confusion by the general public, Town staff will provide appropriate signage, press releases and handouts at the counter providing information about the modified holiday schedule well in advance of the holiday season.

Town employees have all done a great job during these tough economic times. Approval of a modified schedule during the holiday season will boost employee morale and allow Council and management staff to recognize them for their hard work without additional cost to the Town, while reducing the Town's liability and promoting economy and efficiency.

RESOLUTION NO. 2010-50

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY APPROVING A MODIFIED HOLIDAY SCHEDULE FOR THE TOWN OF APPLE VALLEY.

WHEREAS, the Town Council of the Town of Apple Valley desires to promote economy and efficiency; and

WHEREAS, the Town Council has determined that public expectation for Town services is extremely low during the holiday season and there is public reluctance to conduct business during this time; and

WHEREAS, an analysis of other Towns and Cities within our region demonstrates that a majority of Towns/Cities surveyed are closed or considering closure during the week between Christmas Eve and New Years including the neighboring communities of Adelanto and Victorville; and

WHEREAS, staff 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 for an estimated total in excess of \$16,000 a year; and

WHEREAS, it is the intention of the Town to close all non-essential operations on the normal working days between Christmas and New Year's Day; and

WHEREAS, the Town Council finds that the facts, findings and conclusions set forth above are true and correct.

NOW, THEREFORE, BE IT RESOLVED THAT, the Town of Apple Valley Holiday Schedule is hereby amended to include normal workings days between Christmas and New Year's Day and shall become effective on the adopted date of this resolution.

PASSED, APPROVED AND ADOPTED THIS 26TH DAY OF OCTOBER 2010.

Peter Allan, Mayor

ATTEST:

La Vonda Pearson
Town Clerk