

"Placerville, a unique historical past forging into a golden future."

City Manager's Report
November 13, 2018, City Council Meeting
Prepared by: Cleve Morris, City Manager
Item #: 8.4



Subject: Authorize Staff to close City Hall on December 24, 2018 and December 31, 2018.

Purpose: To approve closure of City Facilities on Christmas Eve and New Year's Eve Holidays to allow employees to spend time with families.

Background:

This year's Christmas and New Year's Holidays fall on Tuesday's, making the Monday before a planned work day. Experience has shown in the past that this is a very slow day and not very productive.

Discussion:

Because of the day of the week in which these holidays fall, Staff is recommending the closure of City Facilities on December 24th and December 31st this year. Employees are granted one holiday either the day before or after December 25th or the day before or after January 1st. Staff is recommending with the closure that employees can use personal time for the day off, or they can work that day with the office closed. Supervisors will assign work so that the day is productive if an employee elects to work on either of these days. This request has been approved in the past and staff feels it would be appropriate to allow those employees who wish to spend more time with their families.

Options:

1. Approve the request as outlined.
2. Modify the request.
3. Do not approve the request.

Cost: Since employees will be required to use personal time, there should be no additional costs.

Budget Impact: None.

Recommendation: Authorize Staff to close City Hall on December 24, 2018 and December 31, 2018.

M. Cleve Morris, City Manager