

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # *B-5

Urgent

Routine

AGENDA DATE November 24, 2009

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Authorize the Holiday Closure of County Operations at Tenth Street Place, Area Agency on Aging/Veterans' Services and Cooperative Extension From Monday, December 28, 2009 Through Thursday, December 31, 2009

STAFF RECOMMENDATIONS:

1. Authorize the holiday closure of County operations at Tenth Street Place from Monday, December 28, 2009 through Thursday, December 31, 2009.
2. Authorize the holiday closure of County operations at Area Agency on Aging/Veterans' Services and Cooperative Extension from Monday, December 28, 2009 through Thursday, December 31, 2009.

FISCAL IMPACT:

The closure of Tenth Street Place and two additional off-site locations will result in minor cost savings in building operations, allow for the use of furlough days during a traditionally slow time of year reducing the impact of furloughs on County operations and reduce the County's vacation liability for employees using vacation time during the closure period.

BOARD ACTION AS FOLLOWS:

No. 2009-775

On motion of Supervisor Chiesa, Seconded by Supervisor O'Brien
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Grover, Monteith, and Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST:


CHRISTINE FERRARO TALLMAN, Clerk

File No.

Authorize the Holiday Closure of County Operations at Tenth Street Place, Area Agency on Aging/Veterans' Services and Cooperative Extension From Monday, December 28, 2009 Through Thursday, December 31, 2009

DISCUSSION:

During the period between December 24th and New Year's Day the County typically sees a significant decrease in requests for service at Tenth Street Place. The County already has approved holidays starting at noon on Thursday, December 24, 2009, all day Friday, December 25, 2009 and all day on January 1, 2010. In order to maximize County resources the Chief Executive Office is recommending the closure of Tenth Street Place from Monday, December 28, 2009 through Thursday, December 31, 2009. The building would reopen for normal public services on January 4, 2010. The City of Modesto will also be closed from Monday December 28, 2009 through Thursday December 31, 2009.

Departments located at Tenth Street Place that will be affected by the closure are: Alliance Worknet, Assessor, Auditor-Controller, Chief Executive Office, Clerk of the Board, Board of Supervisors, County Counsel, General Services Agency, Planning, Public Works, and the Treasurer-Tax Collector.

Support for the closure includes the reduction in request for services during this time period, the ability for departments with assigned furlough days to have employees take furlough days without impacting services when the building is open, some operational cost savings due to a decrease in energy use during this period, the opportunity to allow Stanislaus County employees who have traditionally had to work through the holiday season the opportunity to be off work for this period and a reduction in the County's vacation liability for those employees using vacation time.

There are approximately 350 County employees located at Tenth Street Place. All of these employees were given the option of being assigned to work at other County locations during the closure period. The General Services Agency, Public Works and Alliance Worknet assigned employees requesting to work to other department locations. An additional eleven employees have asked to be reassigned to other County Departments in order to work during the closure period and three payroll staff from the Auditor Controller's Office will work during the closure period in order to assure payroll is processed and year-end work is completed. Employees will be assigned to other County Departments based on the needs of the County and the employee's job classification. Departments that will remain open have offered to take on additional employees to assist in their operations.

Employees who will be off work during the closure period have the option of using accrued vacation time, furlough days, voluntary time off, approved time off or accrued comp time in order to cover the 32 hours of normal work time.

Two Departments not located at Tenth Street Place have also requested to be closed during the same time period. These are Area Agency on Aging/Veterans' Services (AAA) and Cooperative Extension. AAA has 13 furlough days as part of their budget balancing. The closure of these departments during the holidays will allow employees to use furlough days as well as provide an opportunity to accommodate all requests for time off work during what is traditionally a period of limited requests for services. AAA will reopen on December 31, 2009 if requests for appointments on that day are received.

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Chief Executive Office staff have also notified both the Alliance and Congressman Dennis Cardoza's Office who are both tenants at Tenth Street Place. The Alliance plans to close for the same time period as the County, while Dennis Cardoza's Office is planning to close to public traffic during the holiday closure period.

The Chief Executive Office is currently working to ensure that all operational issues are resolved prior to the closure. The Chief Executive Office has also met with bargaining units impacted by the closure to resolve concerns.

Upon approval of the closure the County will begin work to notify all customers and residents of the planned closure.

POLICY ISSUE:

Approval of this action will support the Board of Supervisors' priority of providing Efficient delivery of public services.

STAFFING IMPACT:

Existing staff in the Chief Executive Office will coordinate the preparation for the holiday closure with impacted County staff.