



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** June 12, 2012

From: Frank Robinson,
Town Manager **Item No:** 1

Subject: Modified Holiday Schedule – July 5, 2012

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

RECOMMENDED ACTION:

That the Town Council adopt Resolution No. 2012-34, 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 on July 5, 2012.

SUMMARY:

Currently, the Town of Apple Valley will be closed on Wednesday, July 4, 2012 for the Independence Day Holiday and Friday, July 6, 2012 for the normal Friday closure. During discussions with other city officials throughout the Victor Valley, other cities are considering the same closure because public service demand during this period of time indicates a 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 addition, requiring employees to use their leave accruals for the July 5, 2012 closure 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
- 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

Town employees have all done a great job during these tough economic times. Approval of this modified schedule 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.

BACKGROUND:

On occasion, the Town Council will approve a holiday closure to allow Town staff time off. 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. These closures allow the Town to save money while employees enjoy time off with their families.

FISCAL IMPACT:

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. Additionally, the Town will reduce our leave accrual liability by \$16,495 by closing on July 5, 2012. The Finance Department has reviewed and concurs with the fiscal impact of this item.

RESOLUTION NO. 2012-34

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, an analysis of other Towns and Cities within our region demonstrates that a majority of Towns/Cities surveyed are considering closure on July 5, 2012; 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; and

WHEREAS, it is the intention of the Town to close all non-essential operations on July 5, 2012; 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 July 5, 2012 and shall become effective on the adopted date of this resolution.

PASSED, APPROVED AND ADOPTED THIS 12TH DAY OF JUNE 2012.

Barb Stanton, Mayor

ATTEST:

La Vonda Pearson
Town Clerk