



COUNTY OF HUMBOLDT

For the meeting of: 12/4/2018

File #: 18-1464

To: Board of Supervisors

From: County Administrative Office

SUBJECT:

County Close of Business on December 24, 2018

RECOMMENDATION(S):

That the Board of Supervisors delegate authority to county department heads to close their offices for business for one day, Monday, December 24, 2018 subject to posting notice seven days in advance.

SOURCE OF FUNDING:

Not applicable.

DISCUSSION:

The county has recently negotiated Memoranda of Understanding with various bargaining groups that include a provision for the county to close for business on December 24, 2018. This business closure was prompted by the county holiday on Tuesday, December 25 and an expectation that a large number of employees and the public will not be working or conducting business on Monday. It is anticipated that not all offices within the county will be able to close for business on Monday due to required service obligations. For this reason it is recommended that authority to temporarily close for the day be delegated to department heads. Days and hours of operation are set by the Board of Supervisors therefore the requested action is needed to authorize county department heads to temporarily close their offices on December 24, 2018. In order to provide adequate notice to the public departments shall post signage indicating the closure seven days in advance.

FINANCIAL IMPACT:

It is anticipated that the requested action will have minimal financial impact. There could be some savings from offices being temporarily closed for business.

This agenda item supports the Board's Strategic Framework by investing in county employees and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A