


# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council

**FROM:** William C. Norton, Interim City Manager 

**DATE:** August 17, 2010

**SUBJECT:** Approval of City Office Closure for the Period of December 23 through December 31, 2010

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1 **ISSUE:** Approval of City Office Closure for the Period of December 23 through December 31, 2010.

2 **RECOMMENDATION:** Approve the City Office Closure.

3 **BACKGROUND/DISCUSSION:**

4 City Council approved the FY10/11 General Fund Budget on June 29, 2010 which included salary  
5 savings from 6 furlough days for all Management and CPEA-represented staff from July 1, 2010  
6 through December 31, 2010. The imposed furlough time would create inefficiencies and service  
7 impacts in many areas especially if taken at various times through the next several months. One of  
8 the less intensive times of the year for City business typically occurs toward the last week of the  
9 Calendar Year.

10 In the interest of avoiding inefficiencies and maximizing City services to the Public, Staff proposes to  
11 close City offices, including City Hall, Recreation, and Public Works Admin/Maintenance during the  
12 period of December 23, 2010 through December 31, 2010. This period will include 4 furlough/leave  
13 days, 2 weekend days, and 3 regularly scheduled holidays. City offices will reopen on Monday,  
14 January 3, 2010.

15 The Police Department, Fire Department, and Public Works Treatment Plant Operations will continue  
16 to be open and operate their essential services through this period. It will also be necessary for some  
17 City administrative staff to come in periodically to perform certain essential functions.

18 Where possible, energy-consuming systems as heating and lighting will be set to reduce energy  
19 consumption. Permit processing will be suspended during this time. Street sweeping will be curtailed  
20 during this period. Public trash receptacles and public restrooms will be services on a reduced  
21 schedule. Except for emergency callouts, City parks and facilities will be unmaintained.

22 If approved, Staff will provide ample notice of the office closure to the public through the City's website  
23 e-notify process, public access television, posted flyers, and Council meeting announcements. A  
24 Council decision on this issue now will allow affected City staff to make plans for the office closure  
25 and save furlough and leave days in advance of the office closure.

26 **FISCAL IMPACT:**

27 This City office closure will help achieve the budget-imposed furlough savings in an efficient and  
28 consolidated manner. Some minor cost savings will be achieved through the reduction in energy  
29 consumption.

30 There will be a need for additional regular and standby overtime during this period to ensure that  
31 adequate staffing is available for emergencies. Some additional part-time staff salary may be needed  
32 to perform minimal public restroom and public trash receptacle services.