

**CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: December 17, 2024**

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To: Honorable Mayor and City Councilmembers
From: Mary Gourley, City Clerk
Subject: Receipt of Notice that the City of Sebastopol Offices will be Closed Monday December 23rd – Thursday December 26th. In response to approved employee agreements, as well as minimal staffing, the City will be closed for the Holiday period. The Police Department and Fire Departments will be staffed and Public Works will be on Stand by. The Building Department, Administrative Services, Planning and Public Works Offices will be closed.

EXECUTIVE SUMMARY: The item is to request the Council Receive the Notice that the City of Sebastopol Building Department, Administrative Services, City Hall, Planning and Public Works Offices will be closed to the public from Monday December 23rd to Thursday December 26th and re-open to the public on Monday December 30th. Fire and Police will be staffed and Public Works On Call will be available.

BACKGROUND:

As part of bargaining agreements, SEIU (Public Works/Building/Administrative Services/Planning) employees received two days off (December 23rd and December 26th) plus cash bonus; mid management employees received two days off; and SPOA (Police) and Fire employees received a bonus in lieu of the two days off.

DISCUSSION:

As noted above, the majority of City employees (other than Police and Fire) will be off on Monday December 23rd and Thursday December 26th. December 24th and December 25th are City holidays and City offices are already closed on those days.

Management are the only employees who would be working that week. However, with the retirement of one department director; vacancy of one department director; and scheduled vacation of two department directors; this would leave one or two department directors working at city hall. With this minimal staffing level, staff is recommending that other than Police and Fire, City offices be closed for the two days that would otherwise be opened (Dec 23rd and Dec 26th).

The City Manager and Assistant City Manager will continue to monitor day to day operations, provide appropriate staff direction and respond to emails and messages as necessary and notify City Council of any urgent item that may come up.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT: There is no fiscal impact with the action tonight as the department directors would be required to take leave for the time off.

RESTATED RECOMMENDATION: That the Council Receive the Notice that the City of Sebastopol Building Department, Administrative Services, City Hall, Planning and Public Works Offices will be closed to the public from Monday December 23rd to Thursday December 26th and re-open to the public on Monday December 30th. Fire and Police will be staffed and Public Works On Call will be available.

OPTIONS:

That the City Council can deny the recommendation and require the one or two department directors to work those two days. It should be noted that processing of bills (water/sewer) or applications (business licenses, Planning permits, etc) for Planning or Administrative Services Department would not be able to be done during those two days.

This would require that this item be pulled from the consent calendar for discussion.

ATTACHMENTS:

None

APPROVALS:

Department Head Approval: Approval Date: 12-8-2024

CEQA Determination (Planning): Approval Date: 12-8-2024

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date:

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: