

**SAN MATEO COUNTY  
Inter-Departmental Correspondence**

**DATE:** March 26, 2001  
**TO:** Honorable Board of Supervisors  
**FROM:** Supervisor Michael D. Nevin, President of the Board of Supervisors *MDN*  
**SUBJECT:** County Energy Conservation Measures

**RECOMMENDATION**

Adopt a resolution declaring the business hours for offices in the County Office Building (455 County Center) to be from 7:00 a.m. to 7:00 p.m., Monday through Thursday effective April 30, 2001.

**BACKGROUND**

At the February 6, 2001 meeting of the Board of Supervisors, our Board directed staff to continue its evaluation of alternatives to further reduce our current energy demands. The State of California is experiencing a severe energy crisis that will extend for an indefinite period of time. With this crisis, energy rates have increased rapidly, resulting in dramatically higher energy costs for the County.

**DISCUSSION**

In response to our direction, staff have explored the feasibility of closing the County Office Building one day per week in order to conserve energy resources and to reduce energy costs. These savings can be generated while, at the same time, improving access to the public. By closing on Fridays and declaring the business hours to be 7:00 a.m. to 7:00 p.m., the number of hours that offices in the County Office Building will be open increases from 45 hours per week to 48 hours per week. This change also provides access to members of the public before and after their work hours.

Staff has met and conferred and reached agreement with affected employee organizations (AFSCME, SEIU and SMCCE) on the Friday closure and hours of operation. In cooperation with the employee organizations, a number of solutions have been reached regarding employee concerns. Most employees will work four, ten hour days each week; however, because of childcare, family or school needs, or the need to provide service to the public on Friday, other employees will remain on a regular five day schedule, working in alternate locations,

participating in the Voluntary Time Off (VTO) program, telecommuting or working in the field on Fridays. Additionally, the security staff in the Hall of Justice will be available until 7:00 p.m. to respond to any potential emergencies.

If approved by the Board, staff will be directed to develop and implement an extensive Public Education campaign, which, at a minimum, will include press releases, communications to customers, signage on the County Office Building and other County buildings, notifications on the County Website, and postings at cities and libraries. The Public Education campaign will be conducted in April, with the first Friday closure occurring on May 4.

This pilot program will be evaluated after one year and a report prepared for the Board.

### **FISCAL IMPACT**

The projected savings from this change is approximately \$80,000 annually, or 17% of our current energy costs for the County Office Building. In addition, there will be further energy savings by reducing the commute one day per week.

I believe that this energy conservation measure can be a model for other governmental agencies in this County and throughout the State.

cc. Linda Gregory, AFSCME  
Nadio Bledsoe, AFSCME  
Mary Lee, SEIU  
Ben Holgate, SEIU  
Eric Chen, SMCCE

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION DECLARING THE BUSINESS HOURS  
FOR OFFICES AT THE 455 COUNTY CENTER OFFICE BUILDING  
TO BE FROM 7:00 A.M. TO 7:00 P.M., MONDAY THROUGH THURSDAY**

**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the State of California is experiencing a severe energy crisis that will last an indefinite period of time and this Board desires to take action to reduce the County's consumption of energy, and

**WHEREAS**, closure of the County Office Building at 455 County Center one day per week will result in a dramatic conservation of energy resources and costs; and

**WHEREAS**, a change in the business hours would increase the number of hours the public has access to services in that building;

**NOW, THEREFORE IT IS HEREBY DETERMINED AND ORDERED** that effective April 30, 2001 the hours for all offices in the County Office Building at 455 County Center shall be 7:00 a. m. to 7:00 p.m., Monday through Thursday

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