

CITY OF YUBA CITY
STAFF REPORT

Date: October 6, 2020
To: Honorable Mayor and Members of the City Council
From: Human Resources Department
Presentation By: Natalie Springer, Human Resources Director

Summary

Subject: Proposed City Hall Holiday Closures
Recommendation: Adopt a Resolution authorizing the closure of City Hall for Monday, November 23, 2020 through Friday, November 27, 2020 and for Thursday, December 24, 2020 through Friday, January 1, 2021
Fiscal Impact: None.

Purpose:

To provide advance notice for the public and city staff to plan for the holiday periods: 1. Thanksgiving: Monday, November 23, 2020 through Friday, November 27, 2020; 2. Christmas/New Year's Holiday: Thursday, December 24, 2020 through Friday, January 1, 2021.

Background:

Historically, the numbers of City Hall routine counter service requests or utility bill payments around Thanksgiving and between Christmas and New Year's Day are low. Since 2011, City Hall has been closed for a week around the Christmas/New Year's Day holidays. This year, staff is proposing to expand the closure to include the Thanksgiving week as well.

The proposed time periods to close City Hall:

- 1) 2020 Thanksgiving Week: November 23, 2020 through November 27, 2020 (Thanksgiving Closure);
- 2) 2020 Christmas and New Year's Week: December 24, 2020 through January 1, 2021 (Christmas and New Year's Closure).

The 2020 Thanksgiving Holidays (the fourth Thursday in November and the day following Thanksgiving) fall on November 26 and 27. City Hall shall be closed on Monday, November 23 and open on Monday, November 30.

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|---|-------------------------------|--------------------------------|-------------------------------|----------------------------------|----------------------------------|---|---|-------------------------------|
| <i>Sun.</i> <i>Nov.</i> <i>22</i> | Mon. Nov. 23 | Tues. Nov. 24 | Wed. Nov. 25 | Thurs. Nov. 26 | Fri. Nov. 27 | <i>Sat.</i> <i>Nov.</i> <i>28</i> | <i>Sun.</i> <i>Nov.</i> <i>29</i> | Mon. Nov. 30 |
| | Closure | Closure | Closure | Holiday Closure | Holiday Closure | | | Open |

For the 2020 Christmas and New Year's Holiday Schedule, the Christmas Float Holiday falls on Thursday, December 24 and the New Year's Eve Float Holiday falls on Thursday, December 31. City Hall shall be closed on Thursday, December 24 and open on Monday, January 4.

| Thurs. Dec. 24 | Fri. Dec. 25 | Sat. Dec. 26 | Sun. Dec. 27 | Mon. Dec. 28 | Tues. Dec. 29 | Wed. Dec. 30 | Thurs. Dec. 31 | Fri. Jan. 1 | Sat. Jan. 2 | Sun. Jan. 3 | Mon. Jan. 4 |
|-------------------|-----------------|--------------------|--------------------|-----------------|------------------|-----------------|-------------------|----------------|----------------|----------------|----------------|
| Float Holiday | Holiday | | | | | | Float Holiday | Holiday | | | |
| Closure | Closure | | | Closure | Closure | Closure | Closure | Closure | | | Open |

This Holiday Closure provides a good opportunity for employees to take extra time off before the end of the fiscal year while customer service demands are low. Employees may elect to work during the City Hall holiday closure.

These Holiday Closures do not impact emergency services or other facilities such as the Corporation Yard, Water Treatment Facility or Wastewater Treatment Facility. Also, inspection services will remain available.

Analysis:

The Holiday Closures will be well advertised to the public to ensure advance and thorough notification. If approved, news releases would be sent out to the local newspapers, radio stations, and news stations. Notices of the closure would be posted at City Hall as well as on the City's website and Facebook.

Fiscal Impact:

None.

Alternatives:

Do not close City Hall for Thanksgiving week or Christmas and New Year's week.

Recommendation:

Adopt a Resolution authorizing the closure of City Hall for Monday, November 23, 2020 through Friday, November 27, 2020 and for Thursday, December 24, 2020 through Friday, January 1, 2021.

Attachments:

1. Holiday Closure Resolution

Prepared By:

/s/ Natalie Springer

Natalie Springer
Human Resources Director

Reviewed By:

Finance

Special Counsel

Submitted By:

/s/ Diana Langley

Diana Langley
Interim City Manager

SM

SS by email

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE HOLIDAY CLOSURES FOR NOVEMBER 23, 2020 – NOVEMBER 27,
2020 AND DECEMBER 24, 2020 – JANUARY 1, 2021**

WHEREAS, given reduced City Hall public service needs of the fall and winter holiday periods, the City is providing employees at City Hall the opportunity to take time off over the below described holiday periods with minimal impact to the public;

WHEREAS, the City Hall Holiday Closure has been successful and well received by the public since 2011;

WHEREAS, non-City Hall operations function during the holiday periods in accordance with normal operational schedules and time off policies;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Yuba City as follows:

City Hall shall be closed to the public from Monday, November 23, 2020 through Friday, November 27, 2020, and from Thursday, December 24, 2020 through Friday, January 1, 2021;

City Hall workers will be able to work their regular hours during these two holiday closures (performing duties as assigned) or utilize accrued discretionary time off.

The forgoing Resolution of the City Council of the City of Yuba City was duly introduced, passed and adopted at a regular meeting thereof held on the 6th day of October 2020.

AYES:

NOES:

ABSENT:

Shon Harris, Mayor

ATTEST:

Patricia Buckland, City Clerk

Stacey Sheston, Special Counsel