

CITY OF YUBA CITY
STAFF REPORT

Date: June 7, 2022
To: Honorable Mayor & 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 21, 2022 through Friday, November 25, 2022 and for Monday, December 26, 2022 through Monday, January 2, 2023
Fiscal Impact: None.

Purpose:

To provide advance notice for the public and City staff to plan for the holiday periods: 1. Thanksgiving: Monday, November 21, 2022 through Friday, November 25, 2022; 2. Christmas/New Year's Holiday: Monday, December 26, 2022 through Monday, January 2, 2023.

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. Last year the holiday closure was expanded to include the Thanksgiving week and staff is proposing a Thanksgiving closure again this year.

The proposed time periods to close City Hall:

- 1) 2022 Thanksgiving Week: November 21, 2022 through November 25, 2022 (Thanksgiving Closure);
- 2) 2022 Christmas and New Year's Week: December 26, 2022 through January 2, 2023 (Christmas and New Year's Closure).

The 2022 Thanksgiving Holidays (the fourth Thursday in November and the day following Thanksgiving) fall on November 24 and 25. City Hall shall be closed on Monday, November 21 and re-open on Monday, November 28.

Sun. Nov. 20	Mon. Nov. 21	Tues. Nov. 22	Wed. Nov. 23	Thurs. Nov. 24	Fri. Nov. 25	Sat. Nov. 26	Sun. Nov. 27	Mon. Nov. 28
	Closure	Closure	Closure	Closure	Closure			Open

For the 2022 Christmas and New Year's Holiday Schedule, the Christmas Float Holiday falls on Friday, December 23 and the New Year's Eve Float Holiday falls on Friday, December 30. City Hall shall be closed on Monday, December 26 and re-open on Tuesday, January 3. The float holidays move to Friday as the floating holiday is the day before the holiday. With the float holiday on Saturday, it moves to Friday becoming an observed float holiday. Additionally, because the holidays fall on Sunday, the holidays move to Monday becoming an observed holiday.

Fri. Dec. 23	Sat. Dec. 24	Sun. Dec. 25	Mon. Dec. 26	Tues. Dec. 27	Wed. Dec. 28	Thurs. Dec. 29	Fri. Dec. 30	Sat. Dec. 31	Sun. Jan. 1	Mon. Jan. 2	Tues. Jan. 3
Obs. Float Holiday			Obs. Holiday				Obs. Float Holiday			Obs. Holiday	
Open			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 or to utilize accrued discretionary leave time.

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 21, 2022 through Friday, November 25, 2022 and for Monday, December 26, 2022 through Monday, January 2, 2023.

Attachments:

1. Holiday Closure Resolution

Prepared By:
Natalie Springer
Human Resources Director

Submitted By:
Diana Langley
City Manager

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
APPROVING THE CITY HALL HOLIDAY CLOSURES FOR NOVEMBER 21,
2022 – NOVEMBER 25, 2022 AND DECEMBER 26, 2022 – JANUARY 2, 2023**

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 Closures have 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 21, 2022 through Friday, November 25, 2022 and from Monday, December 26, 2022 through Monday, January 2, 2023.

On the dates in these two ranges other than the actual observed holidays and float holidays, 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 7th day of June 2022.

AYES:

NOES:

ABSENT:

Dave Shaw, Mayor

ATTEST:

Ciara Wakefield, Deputy City Clerk

Stacey Sheston
Special Counsel