

CITY OF YUBA CITY  
STAFF REPORT

**Date:** June 5, 2018  
**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 Closure December 24, 2018 – December 28, 2018  
**Recommendation:** Adopt a Resolution authorizing the closure of City Hall and other select offices for the holiday period beginning Monday, December 24, 2018 through Friday, December 28, 2018  
**Fiscal Impact:** Minimal savings due to building shutdown.

**Purpose:**

To provide advance notice for the public and city staff to plan for the holiday period beginning Monday, December 24, 2018 through Friday, December 28, 2018.

**Background:**

The proposed holiday week begins on Monday, December 24, 2018 and continues through Friday, December 28, 2018. This period of time is referred to as the “Holiday Closure” in this staff report.

City offices are closed on December 25<sup>th</sup> and January 1<sup>st</sup> in observation of the Christmas Day and New Year’s Day holidays. Staff recommends closing non-safety or critical City offices during the week of December 24<sup>th</sup> see table below:

<i>Weekend</i>		<i>Work Week</i>					<i>Weekend</i>		<i>Work Week</i>		
<i>Sat. Dec. 22</i>	<i>Sun. Dec. 23</i>	<b>Mon. Dec. 24</b>	<b>Tues. Dec. 25</b>	<b>Wed. Dec. 26</b>	<b>Thurs. Dec. 27</b>	<b>Fri. Dec. 28</b>	<i>Sat. Dec. 29</i>	<i>Sun. Dec. 30</i>	<b>Mon. Dec. 31</b>	<b>Tues. Jan. 1</b>	<b>Wed. Jan. 2</b>
		Float Holiday	Holiday						City Hall Open	Holiday	City Hall Open
		Closure	Closure	Closure	Closure	Closure			(Float Holiday)	Closure	

The City would be resume normal operations on Monday, December 31<sup>st</sup>. For the additional Holiday Closure days, employees will use vacation, compensation time, administrative leave and/or floating

holiday bank time for a total of 3-4 days of non-holiday closure days (depending on when they choose to take their floating holiday).

Historically, the numbers of City Hall routine counter service requests or utility bill payments between Christmas and New Year's Day are low. 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.

The Holiday Closure would not impact emergency services. If the City Manager were to declare an emergency, the Holiday Closure would be suspended and employees would be subject to emergency procedures.

**Analysis:**

The bargaining units: Public Employees' Union, Local 1, First Level Managers, Mid-Managers, and unrepresented Confidentials and Executive Team, have agreed to close City Hall and other select offices during the Holiday Closure.

The Holiday Closure 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 the facilities as well as on the City's website and Facebook.

**Fiscal Impact:**

Minimal savings due to building shutdown.

**Alternatives:**

Do not close City Hall and other offices for the holiday period beginning Monday, December 25, 2018 through Friday, December 28, 2018.

**Recommendation:**

Adopt a Resolution authorizing the closure of City Hall and other select offices for the holiday period beginning Monday, December 24, 2018 through Friday, December 28, 2018.

*Attachments:*

1. Holiday Closure Resolution
2. Holiday Closure Side Letter

Prepared By:

*/s/ Ciara Wakefield*  
Ciara Wakefield  
Human Resources Analyst

Reviewed By:

Human Resources  
Finance  
City Attorney

Submitted By:

*/s/ Steven C. Kroeger*  
Steven C. Kroeger  
City Manager

NS

RB

TH by email

# ATTACHMENT 1

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
APPROVING THE HOLIDAY CLOSURE DECEMBER 24, 2018 –  
DECEMBER 28, 2018**

WHEREAS, the City recognizes the combination of holidays and floating holiday bank time has provided City Hall and other select buildings the opportunity to take time off over the below described holiday period with minimal impact to the public;

WHEREAS, City staff and the affected bargaining units have agreed to close City Hall and other select buildings from Monday, December 24, 2018 through Friday, December 28, 2018;

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

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

Approve the attached Side Letter.

Authorize staff to make any necessary clarifying language changes to the language in the Side Letter as long as the changes do not modify the Side Letter's substantive terms or past practice.

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 5<sup>th</sup> day of June 2018.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Preet Didbal, Mayor

ATTEST:

\_\_\_\_\_  
Patricia Buckland, City Clerk

# ATTACHMENT 2

**SIDE LETTER TO THE  
PUBLIC EMPLOYEES UNION, LOCAL 1,  
MID-MANAGERS, AND FIRST LEVEL  
MANAGERS**

**TO THE MEMORANDA OR LETTER OF  
UNDERSTANDINGS**

**FOR**

**CITY HALL HOLIDAY CLOSURE:**

**DECEMBER 24, 2018 through  
DECEMBER 28, 2018**

The purpose of this Side Letter Agreement is to provide for the closure of City Hall and other non-safety or critical City services for the holiday period from December 24, 2018 through December 28, 2018 (Holiday Closure).

Representatives of the Public Employees Union, Local 1 (Local 1), First Level Managers (FLM), Mid-Managers (MM), and the City of Yuba City agree to the follow terms regarding the City Hall Holiday Closure:

**A. Holiday Closure**

This Agreement provides for the closure of City Hall (and other select offices) for the predetermined time period listed below. Some of these days contained within the holiday period are holidays defined by the City in accordance with the Personnel Rules and Regulations, Section 2.10, B.

**i. Holiday Schedule**

- The Christmas Floating Holiday falls on Monday, December 24, 2018.
- The New Year’s Eve Floating Holiday falls on Monday, December 31, 2018.
- City Hall and other select offices will be closed on Monday, December 24, 2018 and open on Monday, December 31, 2018.
- Employees choosing to take their floating holiday on December 24<sup>th</sup> will utilize three (3) days of non-sick leave bank time (Dec. 26<sup>th</sup>, 27<sup>th</sup>, and 28<sup>th</sup>).
- Employees choosing to take their floating holiday on December 31<sup>st</sup> will utilize four (4) days of non-sick leave bank time (Dec. 24<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, and 28<sup>th</sup>).

<b>Weekend</b>		<b>Work Week</b>					<b>Weekend</b>		<b>Work Week</b>		
<i>Sat. Dec. 22</i>	<i>Sun. Dec. 23</i>	<b>Mon. Dec. 24</b>	<b>Tues. Dec. 25</b>	<b>Wed. Dec. 26</b>	<b>Thurs. Dec. 27</b>	<b>Fri. Dec. 28</b>	<i>Sat. Dec. 29</i>	<i>Sun. Dec. 30</i>	<b>Mon. Dec. 31</b>	<b>Tues. Jan. 1</b>	<b>Wed. Jan. 2</b>
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**ii. Other**

- City Hall and other select offices (non-critical/non-safety service offices) are the only City buildings affected by the Holiday Closure. If other City departments or buildings would like to participate in the Holiday Closure, the department head is the point of contact.
- City Hall employees and other select office employees will not report to work during the designated Holiday Closure.

- The City may require or permit, at the discretion of the department head, certain employees to work a regular, partial or on-call schedule on one or more of the Holiday Closure days.

iii. Payroll

- Employees are required to account via payroll for the appropriate time associated with the Holiday Closure.
- The payroll accounting of the Holiday Closure will include use of floating holiday time, vacation or compensation time. Payroll accounting for the Holiday Closure not specifically listed herein must be approved by the City Manager or designee.
- Employees required or permitted to work on a non-observed holiday (For example: December 26, 2018) of the Holiday Closure will be paid their regular salary for the hours worked, and will be required to account for all remaining Holiday Closure hours via floating holiday time, vacation, or compensation time. All other time worked during the days designated as observed holidays will be paid in accordance with Section 2.10, E of the Rules and Regulations.
- Employees without adequate leave accruals may borrow against future vacation accruals or go into an unpaid status only with the approval of the City Manager or designee.

iv. Miscellaneous

- The Holiday Closure shall not impact seniority, probationary periods or health or retirement benefits unless the employee is in an unpaid status.
- All subsections of Section 2.10, Holidays, of the Personnel Rules and Regulations remain in effect during the Holiday Closure. Note: In accordance with the Rules and Regulations, holidays are paid on an eight (8.0) hour basis and an eligible employee shall be entitled to holiday with pay only if the employee is in a paid status on the date immediately preceding or succeeding the holiday.
- Bargaining groups agree that policy decisions made by the City Council and discretionary decisions made by management related to this section and implementation of the Holiday Closure will not be subject to the City's Personnel Rules and Regulations, Section 3.09, Grievance Policy.
- If the City Manager declares an emergency the Holiday Closure is suspended and all employees are subject to emergency procedures.

\*\*\*SIGNATURES CONTINUED ON NEXT PAGE\*\*\*



**CITY OF YUBA CITY**

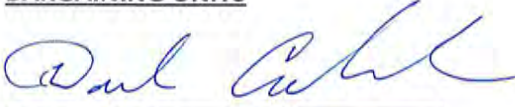
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Steven C. Kroeger  
City Manager

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Natalie Springer  
Human Resources Director

**BARGAINING UNITS**



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David Calonder  
President, PEU Local #1




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Ronald J. Slaven  
Executive Director, PEU Local #1



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Brian Hansen  
First Level Managers



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Devin Barber  
Mid-Managers