

**CITY OF YUBA CITY  
STAFF REPORT**

**Date:** September 20, 2016

**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 26, 2016 – December 30, 2016

**Recommendation:** Approve a Resolution authorizing the closure of City Hall and other select offices for the holiday period beginning Monday, December 26, 2016 through Friday, December 30, 2016

**Fiscal Impact:** Minimal savings due to building shutdown.

**Purpose:**

Approval of the closure of City Hall and other select offices for the holiday period beginning Monday, December 26, 2016 through Friday, December 30, 2016.

**Background:**

The proposed holiday week begins on Monday, December 26, 2016 and continues through Friday, December 30, 2016. This proposed period of time is referred to as the “Holiday Closure” in this staff report.

The observed Christmas Day holiday (December 26<sup>th</sup>) and the movement of the observed New Year’s Day holiday from January 2<sup>nd</sup> to December 30<sup>th</sup> contribute to a shorten week for employees, see below table.

← <b>Work week</b> →								
<i>Sunday Dec. 25</i>	<b>Monday Dec. 26</b>	<b>Tuesday Dec. 27</b>	<b>Wednesday Dec. 28</b>	<b>Thursday Dec. 29</b>	<b>Friday Dec. 30</b>	<i>Saturday Dec. 31</i>	<i>Sunday Jan. 1</i>	Monday Jan. 2
<i>Christmas Day</i>	<b>Dec. 25 Holiday: Closure</b>	<b>Closure</b>	<b>Closure</b>	<b>Dec. 31 Floating Holiday</b>	<b>Jan. 1 Holiday: Closure</b>		<i>New Year’s Day</i>	City Hall Open

Normally City offices would be closed on December 26<sup>th</sup> and January 2<sup>nd</sup> in observation of the Christmas Day and New Year’s Day holiday. The recommendation is to move the observed New Year’s Day holiday from January 2<sup>nd</sup> to December 30<sup>th</sup> in order to close City offices for the week of December 26<sup>th</sup>. Therefore, the City would be open for business on January 2<sup>nd</sup>. For the two to three additional Holiday Closure days (depending on when employees utilize their floating

Christmas Eve-New Year's Eve holiday), employees will use vacation, compensation time, administrative leave or the floating holiday bank time.

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. Also, if the City Manager were to declare an emergency (such as a flood) 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 is 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.

**Fiscal Impact:**

Minimal savings due to building shutdown.

**Alternatives:**

Do not close City Hall and other offices for the holiday period beginning Monday, December 26, 2016 through Friday, December 30, 2016.

**Recommendation:**

Approve a Resolution authorizing the closure of City Hall and other select offices for the holiday period beginning Monday, December 26, 2016 through Friday, December 30, 2016

*Attachments:*

1. Holiday Closure Resolution
2. Holiday Closure Side Letter (*in development*)

**Prepared By:**

/s/ Natalie Springer  
Natalie Springer  
Human Resources Director

**Submitted By:**

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

**Reviewed By:**

Finance

RB

City Attorney

TH by email

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY  
APPROVING THE HOLIDAY CLOSURE**

**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 26, 2016 through Friday, December 30, 2016;

**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 20<sup>th</sup> day of September 2016.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
John Buckland, Mayor

ATTEST:

\_\_\_\_\_  
Terrel Locke, Chief Deputy City Clerk