



NEWPORT BEACH

City Council Staff Report

September 10, 2019
Agenda Item No. 18

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: City Hall and Limited Off-Site Holiday Closure from Tuesday,
December 24, 2019 through Wednesday, January 1, 2020

ABSTRACT:

The City proposes City Council approve a holiday closure from Tuesday, December 24, 2019 through Wednesday, January 1, 2020, with City Hall reopening Thursday, January 2, 2020.

Since 2009, City Hall and other off-site facilities have closed between Christmas Eve and New Year's Day, with the exception of 2012, when staff was preparing for the relocation of the new Civic Center complex. City Council is asked to consider a closure for the 2019/2020 holiday season.

RECOMMENDATION:

- a) Determine that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because it will not result in a physical change to the environment, directly or indirectly; and
- b) Approve closing the Civic Center and providing limited services at off-site facilities from Tuesday, December 24, 2019 through Wednesday, January 1, 2020. All facilities would reopen on Thursday, January 2, 2020. The proposed closure does not apply to public safety services or emergency on-call functions.

FUNDING REQUIREMENTS:

There is no funding requirement related to this item. The reduced operating hours over the entire holiday period will provide savings for utilities and fuel use, and will lower the City's liability for employee leave time.

DISCUSSION:

Historically, there has been a low service demand the week between Christmas and New Year's Day. Since 2009 (2012 exception), the City Council has authorized the closure of the Civic Center complex and other off-site facilities during this off peak period. However, in order to meet the community's needs, the police, fire/emergency medical, lifeguard, utilities, facilities maintenance, and library services have remained available and open.

Since employees will need to use their accrued or earned leave time for a portion of the closure, the City's paid-leave liability will be reduced. Additionally, the closure provides an opportunity for maintenance and repairs to the Civic Center, without noise and disruption to the patrons. This year, there are plans to steam clean the Civic Center parking structure; inside City Hall there are plans to repair carpet, apply touch up paint and conduct other specific repairs as needed. The closure provides time for the work to be done before foot traffic resumes.

If the proposed closure is not approved, the Civic Center complex and other facilities would be closed in observance of the holidays as follows:

- Tuesday, December 24, 2019 (close at 12 p.m. in observance of Christmas Eve)
- Wednesday, December 25, 2019 (all day in observance of Christmas Day)
- Tuesday, December 31, 2019 (close at 12 p.m. in observance of New Year's Eve)
- Wednesday, January 1, 2020 (all day in observance of New Year's Day)

Under the proposed closure, the Civic Center complex and other City facilities would be closed:

- Tuesday, December 24, 2019 (all day) through Wednesday, January 1, 2020 (all day)

Attached is a list of the proposed hours of operation for each department (Attachment A). Employees serving in positions which require them to work during the proposed closure, such as harbor operations and building inspections, will have appropriate security and accountability measures in place.

City staff has discussed the possible closure with all bargaining unit representatives, and all have indicated their agreement with the proposed closure. It is understood that employees will be required to use their own leave time for the days not covered by paid holidays.

If approved by the City Council, communication regarding the holiday closure will be coordinated by the Deputy City Manager and the City Clerk's Office, including which services will remain open and which will close. The community will receive notice of the closure through signage at the impacted facilities, press releases, NBTv, social media and the City's website.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – Proposed Hours of Operation for City Facilities