

ATTACHMENT A

DEPARTMENT HOURS OF OPERATION FOR CIVIC CENTER AND CITY FACILITIES

Closure: Tuesday, December 24, 2019 through Wednesday, January 1, 2020

DEPARTMENT	HOURS OF OPERATION DURING PROPOSED CLOSURE
City Manager's Office	Closed to the public
City Attorney's Office	Closed to the public
City Clerk's Office	Closed to the public
Community Development	Closed to the public; inspections on a limited basis; Code Enforcement on-call
Finance	Closed to the public
Fire	Open - all fire services and command staff; Administrative Office closed
Harbor	Tues, December 24, open 8 a.m. – 12 p.m. Wed, December 25, closed Thurs, December 26 - Tues, December 31, open 8 a.m. - 5 p.m. Wed, January 1, 2020, closed
Human Res. & Risk Mgmt.	Closed to the public
Library Services (all branches)	Tues, December 24, open 9 a.m. - 1 p.m. Wed, December 25, closed Thurs, December 26 - Sat, December 28, open 9 a.m. - 6 p.m. Sun, December 29, open 12 p.m. - 5 p.m. (Balboa and CdM closed) Mon, December 30, open 9 a.m. - 6 p.m. Tues, December 31, open 9 a.m. – 1 p.m. Wed, January 1, 2020, closed
Police	Open - all services
Public Works (Civic Center)	Closed to the public; certain field inspectors available
Public Works (Municipal Ops)	Tues, December 24, open until 11 a.m. Wed, December 25, closed Thurs, December 26, and Fri, December 27, open regular schedule Sat, December 28, and Sun, December 29, closed (regular schedule) Mon, December 30, open regular schedule Tues, December 31, open until 11 a.m. Wed, January 1, 2020, closed *assigned staff on-call
Recreation & Sr. Services	Closed to the public; OASIS Fitness Center- limited hours; Park Patrol - regular hours
Utilities	Tues, December 24, open until 11 a.m. Wed, December 25, closed Thurs, December 26, regular hours Fri, December 27, closed Mon, December 30, regular hours Tues, December 31, open until 11 a.m. Wed, January 1, 2020, closed *assigned staff on-call