



CITY OF

NEWPORT BEACH

City Council Staff Report

September 14, 2021
Agenda Item No. 21

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: City Hall and Limited Off-Site Facilities Holiday Closure from Friday,
December 24, 2021 through Sunday, January 2, 2022

ABSTRACT:

The City Manager's Office seeks City Council approval of the closure of City Hall and certain City of Newport Beach (City) facilities from Friday, December 24, 2021 through Sunday, January 2, 2022. The proposed closure does not apply to public safety services or emergency on-call functions.

RECOMMENDATION:

- a) Determine this 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 this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve closing City Hall and providing limited services at off-site facilities from Friday, December 24, 2021 through Sunday, January 2, 2022. All facilities would reopen on Monday, January 3, 2022.

DISCUSSION:

City staff proposes a holiday closure of City Hall and certain City services and facilities from Friday, December 24, 2021 through Sunday, January 2, 2022. All facilities and services would be open on Monday, January 3, 2022.

For the past 12 years, the City has closed certain offices and facilities in observance of the Christmas and New Year holidays. The only exception was in 2012, when City Hall relocated to its current location.

Historically, service demands have been low during the week between Christmas and New Year's Day. Closing City Hall during this time also provides an opportunity to perform annual facility maintenance and repairs to the facility and campus, without affecting work and customer service due to noise and other disruptions. For example, if the closure is approved, it is anticipated that the Civic Center parking structure will be pressure washed and some deep cleaning will be conducted at City Hall, including interior window cleaning during the closure period. The closure also results in cost savings for the City in the form of reduced utility usage, less vehicle fuel use, and lower employer-paid leave liability since employees are required to use personal leave time for a portion of the closure.

As in past years, essential departments and services would continue operating to meet the community's needs, including police, fire and emergency medical, lifeguard, utilities, harbor, facilities maintenance and library services.

Under the proposed closure, City Hall and other City facilities would be closed:

- Friday, December 24, 2021 (all day) through Sunday, January 2, 2022 (all day)

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

- Thursday, December 23, 2021 (close at 12 p.m. in observance of Christmas Eve)
- Friday, December 24, 2021 (all day in observance of Christmas Day)
- Thursday, December 30, 2021 (close at 12 p.m. in observance of New Year's Eve)
- Friday, December 31, 2021 (all day in observance of New Year's Day)

Attached is a list of the proposed hours of operation (Attachment A) for each department. Appropriate security and accountability measures will be in place for employees serving in positions which require them to work during the proposed closure.

The City's bargaining unit representatives agree 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 City Manager's Office and the City Clerk's Office. The community will receive notice of the closure through signage at impacted facilities, press releases, NBTv, social media and the City's website.

FISCAL IMPACT:

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 accrued employee leave time.

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