



City Council Agenda Item

City Council Meeting Date: October 7, 2025

TO: Dean Albro, City Manager

FROM: Zitlali Taporco, Senior Human Resources Analyst
z_taporco@ci.lompoc.ca.us

Gabriel Garcia, Human Resources Director
g_garcia@ci.lompoc.ca.us

SUBJECT: Adoption of Resolution No. 6779(25) to Close City Hall and Suspend Certain Field Operations on December 29, 30, 31, 2025, and January 2, 2026

Recommendation:

Staff recommends the City Council adopt Resolution No. 6779(25) permitting the closing of City Hall, and Library (including Vandenberg Village [VVL]), and suspending certain City field operations on December 29, 30, 31, 2025, and January 2, 2026¹ (attached).

Background:

The City observes twelve holidays each year. In previous years, City offices were closed for additional days surrounding Christmas Eve and Christmas Day during the workweek. This approach not only allowed for operational efficiency during a traditionally slower period, but also encouraged the use of vacation accruals, which helps to reduce the City's future financial liabilities.

Per Memoranda of Understanding (MOU) and Compensation Plans, the observance of Christmas Eve depends on the day of the week December 24 falls on:

- Wednesday → Holiday observed Friday
- Thursday → Holiday observed Thursday
- Friday → Holiday observed Thursday
- Saturday → Holiday observed Friday
- Sunday → Holiday observed Tuesday
- Monday → Holiday observed Monday

¹ January 1 is a City Holiday, and City offices will be closed on this day.

- Tuesday → Holiday observed Tuesday

For 2025, December 24 falls on Wednesday, so Christmas Eve will be observed on Friday, December 26. Christmas Day will be observed on Thursday, December 25. In alignment with past practice, staff is recommending that City offices also close on December 29, 30, 31, 2025, and January 2, 2026.

Discussion:

As one of several strategies to balance the Biennial Budget Fiscal Years 2019-21 (Budget), on September 17, 2019, the City Council adopted Resolution No. 6283(19) approving the concept of encouraging voluntary furloughs among employees in certain situations where workforce hours could be reduced without significant impact on service levels. Because City Hall and the Library (including VVL) are scheduled to be closed December 25-26, and low customer traffic volume is expected on December 29, 30, 31, and January 2, staff is recommending City Hall and the Library (and other “non-24/7” field operations) be closed and operations suspended.

At a minimum, a reduction in operating costs will be experienced as a result of the closure. In addition, if any employees do opt to take voluntary furlough (time off without pay), then some labor costs will be avoided. Even if no employees take voluntary furlough time and instead use paid leave for the December 29, 30, 31, and January 2 period, there will be eventual savings to the City due to a reduction in accumulated leave balances. Employees opting for voluntary furlough will not experience a reduction in the accrual of benefits.

Many operations in the City will not be impacted by this measure; 24/7 operations such as police, fire, water treatment, and wastewater treatment will remain on full normal scheduling. Solid Waste collections and landfill operations will continue as normal. Public Transportation (COLT) will operate on a normal schedule to meet the needs of the ridership. Parks with gates will have those gates open and closed by park hosts as normal. The Aquatic Center was already scheduled to close (as it normally does during that time) for maintenance. Certain functions inside City Hall, including payroll, finance, and treasury will operate with minimal staffing. Payments received via mail and the drop box will be processed and bank deposits made. Certain field operations (Streets, Urban Forestry, etc.) will work on standby schedules, as they normally do on holidays and weekends.

Miscellaneous support services (Information Technology, Facilities, Fleet, Human Resources, etc.) may also be staffed as needed. Planning and Building services would be staffed according to customer needs, but again, with the understanding City Hall and the associated counters, as well as the Library, will be closed. For instance, if a construction or development project is at a critical stage or needs a final inspection that particular week, then staff will work to coordinate with those customers who contact them in advance, rather than have their project held up due to the closure.

This concept is not unique to Lompoc; many other cities, including cities larger in size, will be closing their city hall and “non-24/7” field operations for the same entire week. The City also did something similar the last few years.

For this closure to be successful, several steps must be taken in advance and during that week, including:

- Management staff conduct Meet-and-Confer with the impacted labor association (International Brotherhood of Electrical Workers);
- Advance notice will be provided to the public through a variety of means, including lobby postings, website announcements, utility bill messages, social media broadcasts, and traditional media releases; and
- There are no scheduled cutoffs the week of December 29, 2025.

Minor variations in the plans listed above and scheduling of employees ultimately remain with the City Manager to make alternate decisions as the needs arise.

Fiscal Impact:

The closure itself and cessation of operations for the four business days, December 29-31, and January 2, will yield an overall estimated savings in the thousands of dollars. Additional labor cost savings will depend on how many employees, if any, opt for voluntary furlough time. Savings due to the closure will be realized in many if not all, program areas of the City government, including, but not limited to, the General Fund. Budgetary savings are anticipated for the General Fund as one of several cost-saving options employed to balance the Budget.

Conclusion:

Resolution No. 6779(25) will enable the closure of City Hall, and Library (including VVL), and suspension of certain field operations on December 29, 30, and 31, 2025, and January 2, 2026. Employees taking time off during that period will either use their accumulated vacation and/or holiday leave during that period, or if they opt to, employees may take voluntary furlough (unpaid time off) without otherwise impacting their benefit accumulation.

Respectfully submitted,

Zitlali Taporco, Senior Human Resources Analyst

Gabriel Garcia, Human Resources Director

APPROVED FOR SUBMITTAL TO CITY COUNCIL:

Dean Albro, City Manager

Attachment: Resolution No. 6779(25)