



STAFF REPORT

TOWN COUNCIL MEETING OF DECEMBER 10, 2013

To: Town Council

From: Town Clerk

Subject: Town Hall Holiday Closure Schedule

Date: December 2, 2013

RECOMMENDATION:

Staff recommends the Town Council approve the attached Resolution authorizing Town Hall offices to close from December 23rd to January 1st.

DISCUSSION:

Typically, during the Holiday season Town business is slow. Staff has prepared a resolution to close Town Hall during December 23, 2013 through January 1, 2013. A survey regarding cities that close down through the December Holidays was sent out and 41 cities responded. The Holiday closure schedule has been presented to the employees at Town Hall and they agreed with the recommendation to close Town Hall for the additional days during the Holiday week. There are four paid Holidays during that time and the other days will be paid for with their vacation or admin leave. Employees may also, at their option, elect to take time off without pay during this period. Public Works will remain open and building inspections will continue when inspections are called in during that time.

Notice of the closure will be sent to Loomis News, posted on the Town website, Town Hall, Depot, and library.

CEQA :

The proposed resolution is exempt from CEQA.

FINANCIAL IMPLICATIONS:

There are no immediate financial impacts.

Cities Closing in December	Date Closing/Returning	
American Canyon	Dec. 24 to Jan 2	
Apple Valley	Dec. 25 to Jan 2	
Bell	Dec. 25 to Jan 2	
Belmont	Dec. 25 to Jan 2	
Concord	Dec. 23 to Jan 6	
Cotati	Dec. 23 to Jan 6	can also choose to work inside with doors locked
Cupertino	Dec. 24 to Jan 2	Christmas eve & New Years eve are also holidays
Dana Point	Dec. 24 to Jan 2	Employees are paid during this time off
Fremont	Dec. 23 to Jan 2	
Goleta	Dec. 24 to Jan 6	
Hayward	Dec. 23 to Jan 2	
Irwindale	Dec. 23 to Jan 6	
La Habra	Dec. 25 to Jan 6	Use Vacation
Laguna Woods	Dec. 24 to Jan 2	Considered paid holiday
Larkspur	Dec. 24 to Jan 2	
Loma Linda	Dec. 25 to Jan 2	Use vacation or comp time
Los Altos Hills	Dec. 23 to Dec. 30	2 days holiday, 3 days vacation
Martinez	Dec. 23 to Jan 2	
Montclair	Dec. 23 to Jan 2	
Morgan Hill	Dec. 24 to Jan 2	3 paid holidays and use vacation for the rest
Newark	Dec. 23 to Jan 6	
Oakley	Dec. 23 to Jan 6	
Ontario	Dec. 23 to Jan 2	
Pacific Grove	Dec. 23 to Jan 6	
Paradise	Dec. 23 to Jan 6	
Pittsburg	Dec. 23 to Jan 2	
Portola Valley	Dec. 23 to Jan 2	
Rancho Cucamonga	Dec. 23 to Jan 6	
Richmond	Dec. 24 to Jan 2	Using vacation, admin leave, float Holiday or leave without pay
Rocklin	Dec. 25 to Jan 2	
Roseville	Dec. 25 to Jan 2	Use vacation or be off without pay
S. Lake Tahoe	Dec. 23 to Jan 6	
San Clemente	Dec. 24 to Jan 2	
San Leandro	Dec. 24 to Jan 2	3 days are holidays, use vacation, comp or unpaid leave
Sand City	Dec. 24 to Jan 2	
Santa Barbara	Dec. 24 to Jan 2	
Santa Cruz	Dec. 23 to Jan 6	
Santa Fe Springs	Dec. 25 to Jan 2	
Saratoga	Dec. 24 to Jan 2	
Willow	Dec. 25 to Jan 2	
Winters	Dec. 23 to Jan 6	use accrued time

TOWN OF LOOMIS

RESOLUTION 13 - __

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AUTHORIZING DECEMBER 2013 HOLIDAY CLOSURE OF TOWN
ADMINISTRATIVE OFFICES IN TOWN HALL**

WHEREAS, the Town of Loomis elects to implement a holiday closure from December 23, 2013 through January 1, 2014; and

WHEREAS, the holiday closure will result in Town Hall Offices being closed over the entire closure period; and

WHEREAS, there will be a minimum staffing of Public Works Department maintenance personnel working during the closure period; and

WHEREAS, the Building Inspector will be on-call for inspections.

NOW, THEREFORE, the Town Council of the Town of Loomis hereby resolves to authorize the holiday closure of Town Hall from December 23, 2013 through January 1, 2014.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 10th day of December, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mayor

ATTEST:

Town Clerk