



## Staff Report

### December 8, 2020

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Crickett Strock, Town Clerk  
**DATE:** December 3, 2020  
**RE:** Town Hall Holiday Closure Schedule

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#### **Recommendation**

Staff recommends the Town Council approve the attached Resolution authorizing December 2018 Holiday closure of Town Administrative Offices at Town Hall from December 24<sup>th</sup> to January 1<sup>st</sup>.

#### **Issue Statement and Discussion**

Typically, during the Holiday season Town business is slow. December 2013 was the first time Loomis Town Hall was closed for the Holidays and there were no issues. A survey regarding cities that closed down through the December Holidays was sent out, at that time, and 41 cities responded that they close city hall (including Rocklin and Roseville). There are four paid Holidays during that time and the other three days will be paid for with employee vacation, admin leave or working while closed. Public Works will remain open and building inspections will continue when inspections are called in during that time.

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

#### **CEQA Requirements**

The proposed resolution is exempt from CEQA.

#### **Financial and/or Policy Implications**

There are no immediate financial impacts.

#### **Attachments**

- A. Resolution

## **TOWN OF LOOMIS**

### **RESOLUTION 20 – \_\_**

#### **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS AUTHORIZING DECEMBER 2020 HOLIDAY CLOSURE OF TOWN ADMINISTRATIVE OFFICES AT TOWN HALL FROM DECEMBER 24<sup>th</sup> TO JANUARY 1<sup>ST</sup>**

**WHEREAS**, the Town of Loomis elects to implement a holiday closure from December 24, 2020 through January 1, 2021; 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 24, 2020 through January 1, 2021.

**PASSED AND ADOPTED** by the Town Council of the Town of Loomis this 8<sup>th</sup> day of December, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk