



Staff Report

December 12, 2017

TO: Honorable Mayor and Members of the Town Council
FROM: Crickett Strock, Town Clerk
DATE: December 12, 2017
RE: Town Hall Holiday Closure Schedule

Recommendation

Staff recommends the Town Council approve the attached Resolution authorizing December 2017 Holiday closure of Town Administrative Offices at Town Hall from December 22nd to January 1st.

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 close 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 sent to Loomis News, 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 17 – ____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS AUTHORIZING
DECEMBER 2017 HOLIDAY CLOSURE OF TOWN ADMINISTRATIVE OFFICES
AT TOWN HALL FROM DECEMBER 22ND TO JANUARY 1ST**

WHEREAS, the Town of Loomis elects to implement a holiday closure from December 22, 2017 through January 1, 2017; 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 22, 2017 through January 1, 2017.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 12th day of December, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mayor

ATTEST:

Town Clerk