



STAFF REPORT

TOWN COUNCIL MEETING OF DECEMBER 13, 2016

To: Town Council

From: Town Clerk

Subject: Town Hall Holiday Closure Schedule

Date: December 1, 2016

RECOMMENDATION:

Staff recommends the Town Council approve the attached Resolution authorizing Town Hall offices to close from December 23th to January 2ND.

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 during this time (including Rocklin and Roseville). 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, 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 :

The proposed resolution is exempt from CEQA.

FINANCIAL IMPLICATIONS:

There are no immediate financial impacts.

TOWN OF LOOMIS

RESOLUTION 16 –

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AUTHORIZING DECEMBER 2016 HOLIDAY CLOSURE OF TOWN
ADMINISTRATIVE OFFICES IN TOWN HALL**

WHEREAS, the Town of Loomis elects to implement a holiday closure from December 23, 2016 through January 2, 2016; 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, 2016 through January 2, 2016.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 13th day of December, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mayor

ATTEST:

Town Clerk