



CITY CLERK'S OFFICE

Memo

To: City Council
From: Julia Gautho, City Clerk
Date: November 21, 2023
Re: Item 8D, Attachment A

Good Afternoon,

Staff inadvertently included Friday, July 5th as a City Holiday on the resolution proposed for adoption on this evening's agenda.

July 5th is not included on the list of City Holidays in approved employee Memoranda of Understanding. However, consistent with Ordinance No. 497, the City Council may designate that Friday, July 5th is a closure for City offices. This would allow staff to use accrued time off to enjoy the Friday following the July 4th holiday. The following resolution reflects these changes and correctly identifies July 5th as a City Hall Closure, not a holiday.

RESOLUTION NO. ____
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA
ESTABLISHING DAYS FOR CLOSURE OF CITY OFFICES
DURING THE 2024 CALENDAR YEAR

WHEREAS, Ordinance No. 497 provides that days for closure of City offices may, from time to time, be set by Council Resolution; and

WHEREAS, it is the desire of the City Council of the City of Capitola to establish days for closure of City offices during the 2024 calendar year.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola as follows: City Offices, except for essential City services such as the Police Department, shall be closed on the following days occurring in calendar year 2024, unless otherwise noted:

Monday, January 1	New Year's Day (observed)
Monday, January 15	Martin Luther King, Jr., Birthday
Monday, February 12	Lincoln's Birthday (observed)
Monday, February 19	Presidents' Day
Monday, May 27	Memorial Day
Thursday, July 4 & Friday, July 5	Independence Day
Friday, July 5	City Hall Closure
Monday, September 2	Labor Day
Monday, October 14	Indigenous Peoples Day
Monday, November 11	Veterans' Day (observed)
Thursday & Friday, November 28 & 29	Thanksgiving Holiday
Wednesday, December 25	Christmas Day
Monday, December 23 – Friday, December 27	Holiday Closure

The foregoing does not preclude the scheduling of any City Council or Planning Commission meetings on such days. For purposes of Government Code Section 6704, Saturdays and Sundays are also days for closure of the City business office.

The foregoing is not in any sense intended to define holidays, for which employees do or do not receive additional compensation. Employees' paid holidays are defined in relevant Memoranda of Understanding.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 21st day of November, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Margaux Keiser, Mayor

ATTEST: _____
Julia Gautho, City Clerk