



<b>STAFF REPORT</b>	
<b>SUBJECT:</b> Memo Regarding Holiday Closure of City Hall Administration Office	<b>MEETING DATE:</b> November 7, 2024
<b>SUBMITTED BY:</b> Melissa Swanson, Administrative Services Director/City Clerk	
<b>PURPOSE OF REPORT:</b> <input checked="" type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

**WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:**

Report for information only. No action by the Council is necessary.

**BACKGROUND/DISCUSSION:**

For your Council’s information:

City Hall Administration offices, including Building, Planning, Administrative Services and Finance Departments, will be closed for the upcoming holidays as follows:

Veteran’s Day Observation: Monday, November 11<sup>th</sup>, 2024;

Thanksgiving: Thursday, November 28<sup>th</sup>, 2024;

Winter Holidays: Tuesday, December 24<sup>th</sup>, 2024 through Wednesday, January 1<sup>st</sup>, 2025.

The Administration offices will reopen on Thursday, January 2<sup>nd</sup>, 2025.

**FISCAL IMPACT:**

None    \$   Budgeted Item?    Yes    No

Budget Adjustment Needed?    Yes    No   If yes, amount of appropriation increase: \$

Affected fund(s):    General Fund    Measure P Fund    Measure V Fund    Other:

Comments: