



STAFF REPORT	
SUBJECT: Memo Regarding Holiday Closure of City Hall Administration Office	MEETING DATE: November 2, 2023
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <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: November 9th, 2023;

Thanksgiving: November 23rd, 2023;

Winter Holidays: December 26th, 2022 through January 1st, 2023.

The Administration offices will reopen on Tuesday, January 2nd, 2024.

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: