



City of Grass Valley  
City Council  
Agenda Action Sheet

---

**Title:** Close City Hall to the Public the week of 12/26-12/30

**Recommendation:** That Council approve the motion to close the City Hall office to the public during the week between Christmas and New Years (12/26-12/30) to allow for flexible staff schedules during this period.

---

**Prepared by:** Taylor Day, Deputy City Clerk

**Council Meeting Date:** 11/22/2022

**Date Prepared:** 11/17/2022

**Agenda:** Administrative

**Background Information:** In 2021, Council approved for staff to close City Hall the week between Christmas and New Year's Day. This closure was successful and resulted in no complaints from the public regarding the office being closed. Staff is requesting to close City Hall again for the week between the holidays. The closure would allow City Hall staff to have the option to either continue to work during this period or to have the flexibility to take time off to spend with their families.

**Council Goals/Objectives:** This item executes portions of work tasks toward achieving/maintaining High Performance Government and Quality Service.

**Fiscal Impact:** N/A.

**Funds Available:** N/A

**Account #:** N/A

**Reviewed by:** \_\_\_ City Manager

**Attachments:**