



**City of Grass Valley
City Council
Agenda Action Sheet**

Title: Close City Hall to the Public the week of 12/23-12/27

CEQA: Not a project

Recommendation: That Council approves the motion to close the City Hall office to the public during the week of Christmas (12/23-12/27) and resume normal operating hours on Monday, December 30th, to allow for flexible staff schedules during this period.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 11/26/2024

Date Prepared: 11/20/2024

Agenda: Consent

Background Information: In 2021, 2022, & 2023, the Council approved for staff closing City Hall the week between Christmas and New Year's Day. These closures were 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 of Christmas. 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: