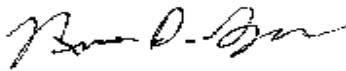


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council Members
FROM: Richard Spitler, City Manager
DATE: August 5, 2014
SUBJECT: Consideration of Closing City Offices on Friday, December 26, 2014.

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

ISSUE:

Consideration of Closing City Offices on Friday, December 26, 2014.

RECOMMENDATION:

By motion, authorize the City Manager to close city offices to non-essential services.

BACKGROUND / DISCUSSION:

This year Christmas holidays fall on Wednesday and Thursday, December 24th to 25th. All city offices are closed during these days except for essential services (Police, Fire and Utility Plants). The following day is a Friday and it is anticipated based upon past experience that there will be very little public business on this one day before the weekend.

FISCAL IMPACT:

If City offices were closed on this day there would be some cost savings with reduced use of city facilities. If approved, City staff would be required to take the day off as mandatory vacation, administrative or floating holiday leave (so no added cost to the City from labor charges). The affected labor association (CPEA) has been contacted and is agreeable to this suggestion. Essential services would still be operative (Police, Fire and Public Works stand-by).

ATTACHMENT:

1. December 2014 Calendar

December 2014

December 2014

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015

Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 30		Dec 1	2	3	4	5	6
Nov 30 - Dec 6							
7		8	9	10	11	12	13
Dec 7 - 13							
14		15	16	17	18	19	20
Dec 14 - 20							
21		22	23	24	25	26	27
Dec 21 - 27				Christmas Eve CLOSED	Christmas CLOSED	CLOSURE Recommended	
28		29	30	31	Jan 1, 15	2	3
Dec 28 - Jan 3							