



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Consideration to Close City Hall during the Week of December 24, 2007 through January 1, 2008.

RECOMMENDED MOTION:

Approve the City Hall Holiday Closure proposal to close City Hall during the week of December 24, 2007 through January 1, 2008.

SUMMARY AND BACKGROUND

Staff has prepared a draft proposal to close City Hall during the week of December 24, 2007 through January 1, 2008. The proposed proposal would result in City Hall offices being closed for an additional four days. While some Library personnel and Public Works Maintenance workers may elect to take time off during the holiday period, they are not required to do so. There will be Maintenance personnel working during the holiday period and the City Library will operate in weekend/holiday mode during that same time frame. The Police Department and Fire Department will be fully operational.

The draft City Hall Holiday Closure schedules has been presented to the employees and they agree with the recommendation to close City Hall for the four additional days during the holiday week. It is worth noting that business activity during the week between Christmas and New Years is traditionally slow and that the Community Development Department is scheduled to be closed on Friday, December 28.

ISSUES

Although the exact dollar amount is not calculable at this time, there will be a positive financial impact in that accumulated leave time is being utilized in-lieu of regular hourly wages.

With the approval of the City Hall Holiday Closure proposal from December 24th, 2007 through January 1, 2008, staff will prepare and send news releases to all local newspapers. Notices will be sent out "In the Loop" and placed on every service counter located at City Hall. The notice will be prominently displayed on the City's website.

STAFF RECOMMENDATIONS

It is recommended that the City Council approve the City Hall Holiday Closure proposal during the Week of December 24, 2007 through January 1, 2008.

Item #: _____
Meeting Date: _____
Page #: _____

ATTACHMENTS

A. City Hall Holiday Closure Schedule.

RESPECTFULLY SUBMITTED BY:

Adam W. Politzer, City Manager

Item #: ____
Meeting Date: ____
Page #: _____