



Legislation Text

File #: 19-647, **Version:** 1

City Council Agenda

Memo to: Manteca City Council
From: Lisa Blackmon, Acting Assistant City Manager
Date: December 3, 2019
Subject: Winter Holiday Closure

Consider approving a proposed winter holiday closure.

Background:

In preparation of the holiday season, staff anticipates that business and development activity will slow down during the holidays as it has in the past. Typically the days around Christmas and New Year's Day are very quiet throughout city operations, with the exception of essential operations.

In accordance with the approved City holiday schedule in December, the City will be closed on December 24, 25, and January 1, due to the observance of Christmas Eve, Christmas Day, and New Year's Day. Additionally, this holiday period is a popular time when employees request vacation time to spend with their families. It is anticipated that many employees will request time off during this time. In an effort to accommodate anticipated requests and allow for, and encourage, City staff to spend time with their families, Council may consider closing City facilities on December 23, 26, and 27, 2019. The closure would be a one-time occurrence due to the way the holidays fall during this year and will not affect the required utility, maintenance, and public safety operations of the City.

If Council approves the holiday closures, City Hall would be closed Monday, December 23, 2019, and would reopen Monday, December 30, 2019. Should the need arise, a Special City Council Meeting can be called at any time in order to conduct the City's business. Additionally, on-call emergency utility services will be available to the general public during the holiday closure.

The holiday closure schedule in December allows the City to accommodate the large number of anticipated time-off requests and allows employees of the family city an opportunity to spend time with their families. Staff who reside in departments or divisions that provide essential services and public safety who are required to work any or all of the three days will be offered an additional three floating days to be used prior to July 1, 2019.

City Staff will provide extensive public outreach to inform the public of the closures and offer contact information where appropriate for utility services.

Fiscal Impact:

There is no additional fiscal impact with this action as personnel salaries are included in the FY 19-20 budget.

Documents Attached:

None.