



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Manager

SUBJECT: CITY HALL CLOSURE IN OBSERVANCE OF INDEPENDENCE
DAY JULY 4-5, 2019

MEETING DATE: JUNE 18, 2019

RECOMMENDATION:

City Council will consider extending the approved closure of City Hall offices on Thursday, July 4, 2019 to include Friday, July 5, 2019, in observance of Independence Day.

ANALYSIS/BACKGROUND:

Historically, on the day following the Independence Day Celebration, there is little demand from the public and/or business activities conducted at City Hall and other City facilities.

This closure would not affect any other facilities or services regularly provided to the public –libraries, parks, CSOs, transportation, crossing guards and animal control would continue providing services to the public.

Authorizing the extension of the Independence Day holiday through Friday, July 5, 2019 will allow full time City Hall employees who work on Fridays to either request the day off or adjust their schedule by reporting to work on Monday, July 1, 2019. Part time staff will be allowed to make up their time Monday through Wednesday.

ALTERNATIVES:

1. Approve recommendation
2. Reject recommendation
3. Provide Staff with further direction

FISCAL IMPACT:

None aside from minor utilities savings as a result of closing City Hall for the specified time period.

RELATIONSHIP TO STRATEGIC GOALS:

This agenda item relates to Council's ongoing commitment to implement city business processes and operational efficiencies to streamline the cost of government including the examination and identification of cost of services and cost recovery policies.

Respectfully submitted by: Edgar P. Cisneros, City Manager

Recommended by: Lena Shumway, Administrative Services Director & City Clerk

Reviewed by: Vilko Domic, Finance Director

Reviewed by: Norma Copado, City Attorney