

TOWN OF FAIRFAX

STAFF REPORT

TO: Mayor, Members of the Town Council

FROM: Michael Rock, Town Manager
Judy Anderson, Town Clerk

DATE: October 7, 2009

SUBJECT: Request to close Town Hall for the week of December 21st

Recommendation:

Motion to close Town Hall for the week of December 21st and to allow Town staff to use available leave days for the three working days of the closure.

Discussion:

Some city governments close for the last two weeks of the year. It saves energy at a very slow time for business, provides an opportunity for staff to spend extra holiday time with family and friends, and in this case is only three business days.

Sausalito usually closes for two weeks over the holidays with staff using vacation, overtime accruals or other leave, or without pay.

Larkspur closes the week between Christmas and New Year. Staff is charged for the time.

Tiburon closes the week between Christmas and New Year. Staff is charged for part of the time.

San Anselmo closes between Christmas and New Year. Staff is charged for part of the time.

The other cities I have heard from, San Rafael, Corte Madera, Belvedere, Ross and Mill Valley, only close on the actual holidays, some including New Year's Eve day.

Fiscal Impact:

None

