



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: December 8, 2021

Re: Christmas Eve/New Year's Eve Office Closings

Due to Christmas Day and New Year's Day falling on Saturday, General Government and KPU Offices will observe the holidays on Friday and will be closed. Past practice would be to close General Government and KPU offices, with the exception of emergency and shift personnel, on Christmas Eve and New Year's Eve at noon. Unless the City Council directs otherwise, this office will provide for General Government and KPU offices to close on Thursday, December 23 and 30, 2021 at 12:00 p.m. Ample notification will be made to the public.