

## POULSBO DISTRIBUTION SCHEDULE

### RESOLUTION NO. 2013-12

**SUBJECT: City Hall Closure – December 24, 2013 (Christmas Eve) and ½ day  
December 31, 2013 (New Years Eve)**

#### CONFORM AS TO DATES & SIGNATURES

- (X) Filed with the City Clerk: 11/13/2013
- (X) Passed by the City Council: 12/04/2013
- (X) Signature of Mayor
- (X) Signature of City Clerk
- ( ) Publication: N/A
- (X) Effective: 12/04/2013

#### DISTRIBUTED COPIES AS FOLLOWS:

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- ( ) Finance:
- ( ) Fire District No. 18
- ( ) Mayor
- ( ) Municipal Court
- ( ) MRSC from website:
- ( ) Parks/Recreation:
- ( ) Planning/Building:
- ( ) Police
- ( ) Public Works
- (X) Posted to Library Drive and Website

Nicole Stephens  
Interim City Clerk

December 10, 2013  
Date

**RESOLUTION NO. 2013-12**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DECLARING TUESDAY, DECEMBER 24, 2013 A CITY HALL CLOSURE AND TUESDAY, DECEMBER 31, 2013 BEGINNING AT 12:00 PM AS A CITY HALL CLOSURE

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**WHEREAS**, December 24, 2013, Christmas Eve falls on a Tuesday and minimal public use of city services is anticipated; and

**WHEREAS**, December 31, 2013, New Years Eve falls on a Tuesday and minimal public use of city services is anticipated; and

**WHEREAS**, the full day closure on Tuesday, December 24, 2013 and half day closure on Tuesday, December 31, 2013 have been requested by employees of the City of Poulsbo and it will increase staff morale to remain closed to the public during those times; now therefore,


**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

That City of Poulsbo offices will be closed to the public on December 24, 2013 and December 31, 2013 beginning 12:00PM. Staff has the option of 1) using their accrued vacation leave, personal or floating holiday, or comp time; 2) working during the closure; or 3) taking approved leave without pay if they choose not to work during the closure.

**RESOLVED** this 4th day of December, 2013.

  
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REBECCA ERICKSON, MAYOR

ATTEST:

  
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NICOLE STEPHENS, CMC, INTERIM CITY CLERK

FILED WITH CITY CLERK: 11/13/2013  
PASSED BY CITY COUNCIL: 12/04/2013  
RESOLUTION NO. 2013-12