

# City Manager Weekly Update

**TO:** Mayor and City Council Members  
City Commissioners

**FROM:** Benjamin Siegel, City Manager

**DATE:** November 23, 2022

**SUBJECT:** **Weekly Update**

---

**Thanksgiving Holiday City Hall Closure:** City Hall and the Community Center will be closed on Thursday, November 24 and Friday, November 25, in observance of the Thanksgiving holiday. Both facilities will re-open on Monday, November 28, for regular business hours at 30448 Rancho Viejo Road.

**City Hall has Temporarily Relocated:** As of Monday, November 21, City Hall has temporarily relocated to **30448 Rancho Viejo Road** at San Juan Corporate Plaza to allow for construction of the Jamboree Affordable Housing and New City Hall Project. This public/private partnership includes construction of a new City Hall and 50-units of permanent supportive housing at the City Hall site on Paseo Adelanto. Construction of the Affordable Housing and New City Hall Project is expected to begin in January 2023. We will continue to update the community as construction progresses. Please see the attachment for a map of the temporary City Hall.



**Christmas Tree Lighting Celebration and Holiday Shops on Los Rios:** Mark your calendar for the City's annual Tree Lighting Celebration on Saturday, December 3, at Historic Town Center Park located at 31852 El Camino Real. Festivities begin at 4:00 p.m. with pre-show entertainment, followed by a musical holiday production. The tree lighting will take place at 5:45 p.m. followed by a variety of holiday activities. In addition, the shops within the Los Rios District will offer unique gift shopping, live music and treats from 5:00 p.m. to 8:00 p.m. For additional event information, please see the attachment or contact the Community Services Department at (949) 493-5911.

**Christmas Tree Lighting Trolley Service:** The City of San Juan Capistrano will be offering FREE special event trolley service on Saturday, December 3 from 3:00 p.m. to 10:00 p.m. for the Annual Christmas Tree Lighting Celebration at Historic Town Center Park. The service includes two trolleys on 20-minute frequencies servicing a continuous loop from Junipero Serra Road (JSerra Catholic High School North Campus northern terminus) to a trolley stop at Stonehill Drive and Del Obispo Street. Please see the attachment for route information.

**Mission San Juan Capistrano's Annual Capistrano Lights Returns:** Capistrano Lights returns to historic Mission San Juan Capistrano to transform this California landmark with festive lights, community-designed Christmas trees, large-scale nativity scene, Dickens-era carolers, holiday photo backdrops, and nightly 30-foot tree lighting with music. Capistrano Lights will occur on select evenings from December 3 through December 30. Ticket entry includes all-day admission, multi-language audio tour, and musical offerings. Holiday programming will be held nightly from 4:00 p.m. – 6:00 p.m., with the musical and tree lighting starting promptly at 5:05 p.m. For more information, please see the flyer attached or visit [www.capistranolights.com](http://www.capistranolights.com).

**Holiday Cooking Fire Safety:** Did you know that more cooking fires are reported on Thanksgiving Day than any other day of the year, followed by Christmas and Christmas Eve? As you prepare for the upcoming holidays, you can protect your family and your home by practicing cooking safety measures. Quick safety tips include: don't leave unattended cooking while frying, grilling, or broiling; check food often if left on the stove or in the oven; keep cooking areas clear of fire hazards; keep surfaces clean to prevent grease buildup; test your smoke alarms, and never disable them while cooking. For additional tips and what to do in the event of a fire, please visit [OFCA.org](http://OFCA.org).

### **UPCOMING CITY COUNCIL AGENDA ITEMS (*Tentative and Subject to Change*)**

#### **December 13, 2022**

- 2022 City Accomplishments
- Certification of Election Results
- Oath of Office for New Council Member
- Selection of Mayor and Mayor Pro Tem