



City of Grass Valley City Council Agenda Action Sheet

Title: Clarification of City Hall Holiday Schedule and Public Availability

CEQA: Not a project

Recommendation: That the City Council receive the report clarifying that City Hall will remain open to the public during the upcoming holiday period, except for the standard observed holidays (December 24, December 25, and January 1). City Hall will continue to operate under its regular schedule, which includes being closed to the public on Fridays.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 11/25/2025

Date Prepared: 11/20/2025

Agenda: Consent

Background Information: In prior years, City Hall has closed for additional days surrounding the Christmas and New Year's holidays to accommodate flexible staffing and reduced public demand. For the current year, staff is clarifying that City Hall will not be closed beyond the standard holiday schedule.

City Hall will observe only the following holiday closures:

- Wednesday, December 24 (Christmas Eve)
- Thursday, December 25 (Christmas Day)
- Thursday, January 1 (New Year's Day)

Outside of these designated holidays, City Hall will operate under its regular public schedule, which includes being closed to the public on Fridays consistent with the adopted four-day counter schedule.

This clarification ensures the public is accurately informed of City Hall's availability during the holiday period.

Council Goals/Objectives: This item executes portions of work tasks toward achieving/maintaining High Performance Government and Quality Service.

Fiscal Impact: N/A. **Funds Available:** N/A **Account #:** N/A

Reviewed by: ___ City Manager

Attachments: None