



# Memorandum

---

To: Mayor and City Council Members

Cc: Daniel Buchholtz, City Administrator

From: Wanda Brown, Deputy City Clerk

Date: March 18, 2024

Subject: July 5, 2024 Closure

With the 4<sup>th</sup> of July holiday on a Thursday this year, staff is requesting approval from the City Council to close City Hall on Friday, July 5.

The City Council has previously authorized City Hall to be closed when a holiday falls on a Thursday, so long as staff used vacation or comp time to cover the absence. This has been done due to lack of traffic into City Hall and skeletal staffing levels.

Staff is seeking direction on this issue. If you have any questions, please do not hesitate to contact me at 763-784-6491.