



Memorandum

To: Mayor Nelson and Members of the City Council

From: Wanda Brown, Deputy City Clerk

Date: August 25, 2025

Subject: Close City Hall on the Friday after January 1, 2026

Staff is requesting the ability to close City Hall on Friday, January 2, 2026. With New Year's Day falling on a Thursday, many employees are asking to use vacation time the following day, resulting in a skeleton staff. Rather than address this minimal staffing level, we are asking for authority to close City Hall.

The Administrative and Parks and Recreation Departments propose to be closed all day and all employees will use accrued vacation or compensatory time.

The secretarial support staff in the Police Department will be in the office those days. No changes will be made to patrol staffing.

The Public Works Department will be on duty; however, the employees may choose to utilize a vacation day.

Recommended Motion: **MOTION TO AUTHORIZE THE CLOSURE OF CITY HALL ON FRIDAY, JANUARY 2, 2026.**

Signs will be posted on the door in advance notifying residents that City Hall will be closed. In addition, staff will include the information on the City's website.

If you have any questions, please don't hesitate to contact me at 763-792-7219.