

**TO: MAYOR AND CITY COUNCIL**

**FROM: JON RADERMACHER, City Administrator**

**SUBJECT: City Hall Closure Request – December 26, 2025**

**MEETING DATE: December 2, 2025**

**BACKGROUND**

Due to the dates of the holidays this year with Christmas on a Thursday, the City Hall offices are closed for business on December 24<sup>th</sup> and 25<sup>th</sup>, and admin staff are planning for that week. Logistically, a limited number of admin staff will be available on the 26<sup>th</sup> and it is anticipated that business traffic will be quiet, we are requesting that the building be closed to the public on the 26<sup>th</sup>. Staff will be given the option to work if they want to, but if they do not, they must use paid time off to cover their time. The following week City Hall will be open every day except January 1<sup>st</sup>.

This would not be considered a paid holiday for staff, if they do not work, they must use accrued paid time-off.

**STAFF RECOMMENDATION**

Close City Hall to the public on December 26<sup>th</sup>, and allow staff to work if they choose, but use paid time off if they wish to be off that day.

**REQUESTED COUNCIL ACTION**

Motion to approve closing City Hall to the public on December 26, 2025, for regular business hours.