CITY OF TONKA BAY
ITEM NO. 9B

Memo

To: Honorable Mayor and City Council

From: Joe Kohlmann, City Administrator

Date: June 25, 2013

Re: Friday, July 5

The Fourth of July is a paid holiday for City staff. It falls on Thursday this year. Staff is requesting that Friday, July 5 also be a day that the office would also be closed. Most of the staff members have plans to be out of the office that day.

A survey of other cities shows that Shorewood is closing that day and staff will use vacation pay. Most city halls (Mound, Spring Park, Excelsior, Orono, Wayzata) in the area have "summer hours" and are closed on Fridays throughout the entire summer. Excelsior is closed on Friday the entire year.

Council Action Requested:

Approve the closing of City Hall on Friday, July 5 and:

1. Approve it as a paid vacation day for all staff members.
2. Require that staff members use their vacation pay if they plan to take the day off