



MEMORANDUM

**DATE:** June 14, 2021

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** Julie Hanson, City Clerk

**SUBJECT:** Summer Hours for City Hall staff beginning Tuesday, July 6, 2021 and concluding Friday, September 3, 2021

Budgeted Amount:	Actual Amount:	Funding Source:
\$	\$	\$

**Council Should Consider**

Motions to approve, table, or deny the following:

- Summer hours for City Hall staff beginning Tuesday, July 6, 2021 and concluding the last work day prior to Labor Day (Friday, September 3, 2021).

*All items need a simple majority for action unless otherwise noted.*

**Background/Discussion**

For many years, the City has changed its hours to “summer hours”. These hours allow for extended hours of service for construction contractors and residents who have construction projects or other City business during the summer months. Note Maintenance Facility staff commenced a summer schedule on June 1<sup>st</sup> as outlined below.

The traditional and “summer hours” are as follows:

	<b><u>Traditional Hours</u></b>	<b><u>Summer Hours</u></b>
<b>City Hall Staff</b>	8:00 a.m. to 4:30 p.m. Monday – Friday	7:30 a.m. to 5:00 p.m. Monday – Thursday 7:30 a.m. to 11:30 a.m. on Friday
<b>Maintenance Facility Staff</b>	7:00 a.m. to 3:30 p.m. Monday – Friday	6:30 a.m. to 4:00 p.m. Monday – Thursday 6:30 a.m. to 10:30 a.m. on Friday