



MEMORANDUM

DATE: April 25, 2022

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

FROM: Julie Hanson, City Clerk/Assistant to the City Administrator

SUBJECT: Summer Hours for City staff beginning Tuesday, May 31, 2022 and concluding Friday, September 2, 2022

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

Motion to approve, table, or deny the following:

- Summer hours for City staff beginning the day following Memorial Day (Tuesday, May 31, 2022) and concluding the last work day prior to Labor Day (Friday, September 2, 2022)

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

Background/Discussion

For several years, with the exception of during the COVID-19 pandemic, the City has changed its hours to “summer hours” from the day following Labor Day through the Friday prior to Labor Day. This altered schedule allows for extended hours of service for construction contractors and residents who have construction projects or other City business during the summer months.

Traditional and proposed “summer hours” are as follows:

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