



**MEMORANDUM**

**DATE:** April 24, 2023

**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 30, 2023 and concluding Friday, September 1, 2023

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 30, 2023) and concluding the last work day prior to Labor Day (Friday, September 1, 2023)

**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. The summer hours 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:

	<b><u>Traditional Hours</u></b>	<b><u>Proposed 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 and 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 and 6:30 a.m. to 10:30 a.m. on Friday

**Attachments**

None