



Agenda Item Report

Meeting Type: Council

Meeting Date: September 3, 2024

Item Title: Consider and take action on hours of City Hall

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

Beginning on Friday, July 5th City Hall hours were reduced on Fridays with the building closing to the public at Noon. DPW & Utility offices close at Noon on Friday as well. Staff were allowed to flex their schedule during the week to work 40 hours. Some staff continue to choose to work on Friday afternoons, while others used leave time to achieve their weekly 40 hours. I consider this part of our recruitment and retention strategies. The benefits include efficiency of staff time, flexibility for use of earned time off, and improved staff morale.

I did not complete extensive research of this but found that the following cities have alternative Friday schedules:

Closed on Friday (Amery, Viroqua)

Close at Noon (Milton, Marshfield, Trempealeau, Buchanan)

Close at 1pm (Hortonville, Marshall)

Close at 2pm (Cottage Grove)

List all Supporting Documentation Attached:

n/a

Action Requested of Council:

Consider and take action on amending City Hall hours to Monday-Thursday 8am-4:30pm and Fridays from 8am-Noon