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## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** December 9, 2024

**TOPIC** Correspondence from Council Member George Dandalides requesting return to five-day office hours for Village Hall

### BACKGROUND BRIEF:

Council Member George Dandalides is requesting that Village Council approve a return to five-day office hours for Village Hall administrative staff. Attached is the correspondence from Council Member Dandalides.

In July 2022, Village Council approved a change in Village Hall office hours from Monday through Friday, 9:00 AM – 4:30 PM, to Monday through Thursday, 7:00 AM – 4:30 PM. Interim Village Manager Wayne O’Neal recommended the change due to the fact that enhanced service could be provided to the public by having office hours open two hours earlier in the morning four days per week and that it would better accommodate staffing limitations in the administrative offices. Village Manager McClary has discussed this matter further with staff and present the additional findings to support remaining with the four-day schedule:

- Very few citizens come to Village Hall for administrative services on Fridays, while more citizens take advantage of the early morning hours.
- A four-day workweek is a value-added benefit for Village employees at no cost to the Village, and provides the Village with additional competitive advantage to offset the Village’s limited ability to compete with larger municipalities for top talent on wages and benefits alone. Some new employees cited the Village’s four-day workweek as a significant incentive for them to take lower pay to work for the Village.
- Eliminating the four-day workweek would disrupt the personal family schedules of some employees.
- Village Manager McClary has not received any complaints about the four-day schedule during the past two years. The Village Manager would make recommendations for appropriate changes to Village Hall office hours if the quality or availability of public services becomes a problem.

Administration does not recommend a change to the current Village Hall business schedule at this time.

**SUMMARY OF PREVIOUS COUNCIL ACTION:**

07/25/2022 – Village Council authorized changing the Village Administration Office Hours from 9:00 AM to 4:30 PM Monday through Friday to 7:00 AM to 4:30 PM Monday through Thursday and that Administrative Offices be closed on Friday and directed the Village Manager to notify the Village residents and businesses of the change in hours.

**FINANCIAL IMPACT:**

None

**RECOMMENDED MOTION:**

To receive and file the correspondence from Council Member George Dandalides dated November 19, 2024, requesting to resume the five-day schedule of the Village offices.