



---

## COUNCIL ACTION SUMMARY SHEET

**MEETING DATE:** July 28, 2025

**TOPIC** Review Village Hall Administrative Office Hours

### BACKGROUND BRIEF:

Council is scheduled to discuss Village Hall administrative office hours. Council identified this item as a priority in its 2025-26 Council goals and objectives.

Council approved a change to a four-day schedule in July 2022 upon the recommendation of Interim Village Manager Wayne O'Neal in an effort to improve customer service and to accommodate the levels and schedules of full-time and part-time office personnel. Attached is the background brief and summary minutes from the July 25, 2022, meeting for the information of Council.

### SUMMARY OF PREVIOUS COUNCIL ACTION:

06/09/2025 – Council adopted its FY 2025-26 goals and objectives, which includes the following goal and objective: Goal 4: Promote a Positive Community Image - Objective 4.1: Providing services to the community – Review administrative office hours and the inclement weather closing policy.

07/14/2025 – Council scheduled a work session meeting of the Village Council for Monday, July 28, 2025, at 6:30 PM, for the purpose of discussing the Village administrative office hours and the Village Hall inclement weather closing policy.

### FINANCIAL IMPACT:

None

### RECOMMENDED MOTION:

None