



CITY COUNCIL COMMUNICATION

DATE: September 8, 2026

FROM: Jeriana Hemb, Director of Human Resources

AGENDA ITEM: Consideration and possible action on Four-Day Operational Schedule for City Administrative Offices.

SUMMARY:

- Proposed schedule: Monday–Thursday, 7:00 a.m.–5:30 p.m.
- Friday: All City administrative offices closed.
- Effective date: November 2, 2026.
- 40-hour workweek: Full-time employees will continue to work a 40-hour workweek.
- Service delivery: The change primarily impacts civilian administrative operations.
- No change: Police, Fire, and Library operations will remain unchanged.
- Online access: Many utility, development, permitting, payment, and administrative services remain available online or through automated options.
- Prior Council discussion: Staff previously presented the operational review, employee considerations, comparable municipal schedules, and service-delivery impacts to Council.

FISCAL INFORMATION:

- N/A

RECOMMENDED MOTION OR ACTION:

- Staff recommends approval.

ATTACHMENTS:

- N/A