

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Hall Public Business Hours - Update
DATE: November 6, 2023

OVERVIEW:

Discussion of updating City Hall hours in which we are open to the public occurred at the Work Session on October 30th

Council had a majority consensus to update the City Hall hours to include Friday for hours open to the public from 7 am to 11am beginning on January 2, 2024

City Hall public business hours will be as follows:

Monday through Thursday – 7 am to 5:30 pm

Friday 7 am to 11 am

- Fridays will have limited staff with the ability to receive documentation and transfer technical needs to the appropriate person to be managed on Monday
- The Building Official currently works on Friday mornings for field inspections and limited office time.
- Two existing staff have identified that they are interested in an updated schedule of Monday – Thursday 7 am to 4:30 pm and Friday 7 am to 11 am.
- Additional staff may have an opportunity to change schedule, and will be reviewed on a case-by-case basis to ensure there is adequate staff to meet the full Monday through Thursday operation hours.

ACTION TO BE CONSIDERED:

Council to update the public City Hall hours to include Friday.