



# AGENDA MEMO

## Business of the City Council City of Sweeny, Texas

<b>Meeting Date</b>	04.25.2023	<b>Agenda Item</b>	
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	Lindsay Koskiniemi, City Manager Karla Wilson, Finance and Personnel Services Director
<b>Reviewed by City Attorney</b>	No	<b>Department</b>	All
<b>Subject</b>	Discussion and possible action on an agenda request from Council Member, Brian Brooks, Position 3 to change City Hall business hours.		
<b>Attachments</b>	None		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

### Executive Summary

On November 15, 2023 City Council acted on and unanimously approved a request to change City Hall hours of business to close at noon on Fridays. Previously, City Hall staff worked a 9/80 schedule, meaning staff members were working 80 total hours over a period of 9 days and took off every other Friday. The difficulty staff ran into under the 9/80 schedule was coverage on Fridays. Furthermore, when we went to an automated payroll and direct deposit system, we found the 9/80 schedule was inconsistent with timekeeping.

This agenda item is a request from Council Member Brooks to change City Hall working hours to Monday through Friday from 8am to 5pm with one hour lunch breaks.

Currently, the City Hall business hours are 8:30 a.m. to 4:30 p.m. This allows staff members to process beginning and ending day reports, count petty cash, count drawers, and prepare bank deposits. These actions are recommended to be completed outside of business hours for the safety of staff handling money.

### Recommended Action

Staff recommends City Council take into consideration the time staff needs to safely handle cash consistent with best management practices and act in the best interest of the City.