



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> May 14, 2024	<b>Department:</b> Planning & Development	<b>Presented By:</b> Bill Funderburk, Asst. City Mgr. Toni Fisher, Director
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**Discussion & Action:** to adjust the City’s operating hours on a trial basis from May 20th through September 13, 2024.

**BACKGROUND:**

The current typical 40-hr. workweek of the City’s non-shift employees is as follows:

**CITY HALL - OPEN-TO-THE-PUBLIC: Mon-Fri, 8-12, (closed for lunch), 1-4:30**

- **City Hall Staff** } Mon-Fri, 8-12 and 1-5
- **Willow Park Police Department Administration** } Mon-Thu, 8-5 and Fri, 8-12
- **Municipal Court** }
- **Fire Marshals** } Mon-Thu or Tue-Fri, 7-5
- **Public Works (field staff)** } Mon-Fri, 7-3:30

There are only **19.5 of 40 hours (48.75%)** of each week wherein every employee within each department is at work (*Tue-Thu, 8-12 and 1-3:30*), which undoubtedly affects our productivity and efficiency.

An equitable solution would be for *everyone* to be on a “4-10s” workweek which increases our time working together to **38 of 40 hours (95%)** of each week (*Mon-Thu, 7:30-5:00*), effectively increasing our efficiency by 46.25%.

The Proposed new 40-hr workweek schedule (with built-in lunch) for non-shift employees is as follows:

**CITY HALL - OPEN-TO-THE-PUBLIC: Mon-Thu, 7:30-5**

- **City Hall Staff** } Mon-Thu, 7:30-5:30
- **Willow Park Police Department Administration** }
- **Municipal Court** }
- **Fire Marshals** } Mon-Thu, 7:00-5:00
- **Public Works (field staff)** }

While we understand this would be an unprecedented, trailblazing experience of innovation for our city, this proposal was unanimously favored by all employees who were polled in each department and we believe it would have enormous benefits including:

- No cost to the city
- Potential utility savings
- Increase in customer service hours
- Increase in daily efficiency and productivity (*due to synchronized work schedules*)
- Reduce absenteeism (*personal appointments & doctor visits can be scheduled on Fridays*)

- Create of a fair, equitable, and consistent work environment
- Encourage a healthy life/work balance for employees
- Alleviate employee stress and burn-out
- Increase employees' morale & job satisfaction
- Maintain high employee retention rates
- Develop a competitive advantage to attract future talent

**Permit Counter Activity**

05/03/2024

- 6 Phone Calls
- 1 Walk Ins

04/26/2024

- 9 Phone Calls
- 2 Walk Ins

04/19/2024

- 8 Phone Calls
- 1 Walk Ins

**Utility Activity**

5/10/2024

- 11 Phone Calls
- 11 Walk Ins

5/03/2024

- 10 Phone Calls
- 6 Walk Ins

**STAFF RECOMMENDATION:**

With the support of Administration, Staff request approval of the aforementioned “4-10s” schedule on a trial basis during the summer months, from Monday, May 20 through Friday, Sept. 10, 2024. Additionally, Staff requests for the City Manager to have the authority to amend or extend this schedule as it benefits the city.

**EXHIBITS:**

- Presentation

**RECOMMENDED MOTION:**

**Motion to approve adjusted work hours on a trial basis from May 20th through September 13, 2024 and authorize the City Manager to amend or extend the work schedule as presented.**