

## MEMORANDUM

**DATE:** June 22, 2022

**TO:** Mayor Lankford & City Council

**VIA:** Mercy Rushing, City Manager

**FROM:** Cindy Karch, City Secretary

**SUBJECT:** Discuss and consider action on an updated schedule for hours at City Hall.  
**Council Meeting Agenda Item for July 25, 2022**

### **Background Information:**

We are requesting you consider changing the hours at City Hall to help save on utility bills and allow employees more time with their families. We are proposing to adjust the hours to 7:30 AM to 5:30 PM Monday through Thursday and 8:00 AM to 12:00 PM on Fridays. The office will be open to the public 7:30 AM through 5:00 PM Monday-Thursday and 8:00 AM to 12:00 PM on Fridays.

**Currently city hall staff are at work Monday -Thursday, 8:00 AM to 5:00 PM (with a 1 hour lunch) and Friday 8:00 AM to 4:30 PM (with a 30 minute lunch). Our office hours (open to the public) Monday-Thursday we close the office at 4:30 and Fridays at 4:00.**

**This change will allow city staff to continue to work 40 hours per week while allowing them to have a half a day off on Fridays. Several cities and counties have changed their hours due to shortage of man power, conservation of energy, and customers change in habits. More and more customers do not come on in Friday, and most are paying more online or just using drive thru and leaving their payments. Changing City Hall hours and days of work to 4 ½ days will not affect any of our other departments within the City.**

The Change to 7:30 AM to 5:30 PM Monday-Thursday and Friday's 8:00 AM to 12:00 PM will allow the following:

- People can come in before their work time to pay tickets or utilities bills and in some cases after their work if they work till 4:00 p.m. because we will be open to public by 5:00 p.m.
- People can set up appointments to visit with staff earlier before they start work.
- Being closed for most of the day on Friday will help reduce the electrical usage in the building and save the city money. If passed we will have our automatic air/heat scheduled for the weekends to be more energy efficient and turn up the thermostat while we are closed and have it scheduled to be lower for Monday mornings on.

- We are encouraging our city hall employees to make sure and schedules their doctors' visits and other appointments during Friday afternoons while they are off work. This should help us with employee shortage throughout the week due to appointments.

**Recommendation:**

**Department Supervisors are good with the change and will not affect any of our public works, fire, police or any other department with our City.**

**Final Disposition:**