



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	08/05/2020	Department	City Council
Agenda Item	4.h Council Consideration of City Hall Hours/Employees and Open to the Public		
Est. Cost	n/a		

Background Information

As the front office worked through the COVID closure and the reopening of city hall at reduced hours, it became more obvious that closure time in the office allowed staff to complete required work at a higher success level.

Currently the front office staff has kept the reduced office hours but in preparation for reopening, the Emergency Operations Control Team was asked to delay their full reopening decision until the City Council could have a chance to review the newly proposed schedule for office hours; both employee hours and open front office hours.

The following proposal is being sent forth to the City Council for their consideration:

Day	Staff Arrives/Leaves	Open to Public
Monday	7:30 or 8:00/4:00 or 4:30	8:00-4:00
Tuesday	7:30 or 8:00/4:00 or 4:30	8:00-4:00
Wednesday	8:00 to 6:00	12:00-6:00
Thursday	7:30 or 8:00/4:00 or 4:30	8:00-4:00
Friday	8:00 to 12:00	8:00-12:00

This schedule will allow customers to visit the office earlier than existing current hours while still maintaining the one late night a week. The employees would work 37.50 hours and the office would be open to the public 34 hours. This would allow 3.5 hours per week to complete work without customer interruption(s).

Requested Action	'I move to approve the proposed employee schedule/open office hours starting August 10, 2020.'
City Manager and/or Finance Review	The City Manager recommends the above action.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____