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## *Memorandum:*

TO: Mayor Krachmer and City Council

FROM: Kevin Watson, City Administrator

DATE: March 21, 2023

SUBJECT: Summer Hours Adoption

### **Council Action**

Authorize Staff to implement summer hours between Memorial Day and Labor Day from 7 AM-4:30 PM, M-Th and 7 AM-11 AM, Friday.

### **Background**

Mayor and City Councils have discussed a couple times adjusting weekly hours during the summer to account for the “Minnesota Lifestyle.” City Staff is recommending that between Memorial Day and Labor Day, City Hall will open earlier to better accommodate the construction season and early sunrise. It’s recommended the City will be open 7 AM – 4:30 PM Monday thru Thursday. On Friday, the City will be open 7 AM to 11 AM. This shift in schedule will account for the 40 hours necessary for a full week.

With an earlier start, we can accommodate our residents/customers before their work day begins. Prior to COVID, the City was exploring the possibility for longer hours Monday –Thursday and a shorter Friday workday. The City documented visitors for the month of June in the summer of 2019. It was observed that we averaged around 12-14 visitors for the Fridays of that month and the majority were in the morning. As an observation, this number has reduced significantly since COVID as we made improvements to our permit/licensing offerings that allow people to apply for many of their needs online. These new offerings have streamlined our business services and really reduced foot traffic in City Hall, particularly on Friday. If City Council was supportive, I think an adjustment to our hours would be a benefit to our customers and our staff.