

Watertown City Council

October 24, 2023

Agenda Item: City Hall Hours**Request for Action: Motion to Approve the Continuation of the "Summer Hours" City Hall Office Schedule****Department: Jake Foster, City Administrator****Background:**

At the October 10, 2023 work session, City Council discussed maintaining the recently observed "summer hours" schedule throughout the year. With these hours, City Hall is open from 7:00 AM to 5:00 PM, Monday through Thursday, and closed on Fridays. On-call staff is still available for emergencies, the City Administrator keeps regular Friday hours, and other salaried City Hall staff can be available upon request or emergency.

These hours are subject to review from the City Council who can revert City Hall to a Monday through Friday schedule if deemed necessary.

Budget Impact:

None

Funding Source:

N/A

Motion:*"I move to approve the City Hall hours as proposed."***Attachments:**

None