

*****ATTACHMENTS*****

CITY OF SHEBOYGAN

REQUEST FOR SALARIES AND GRIEVANCE COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Amend Municipal Code to authorize City Administrator to manage City Hall hours

REPORT PREPARED BY: Sandy Rohrick, Director of Human Resources and Labor Relations

REPORT DATE: July 8, 2016

MEETING DATE: July 11, 2016

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: Section 2-221

BACKGROUND / ANALYSIS:

In accordance with Municipal Code, City Hall working hours are currently defined as 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, except that the City Clerk's Office, Finance Department and Building Inspection Department will be open continuously. (Building Inspection Department hours have been adjusted to 7:30 a.m. – 4:30 p.m. to be responsive to contractor's needs.)

Employees are scheduled for an unpaid 60 minute lunch break in order to provide coverage from 8 a.m. to 5 p.m.

A request for a Municipal Code change was presented to the Law and Licensing Committee at their June 28 meeting. The Committee unanimously recommended the Common Council approve the Municipal Code change to allow the City Administrator to adjust City Hall open hours as-needed rather than define the hours in an ordinance. The Common Council referred this matter to the Salaries and Grievance Committee for further discussion.

STAFF COMMENTS:

City Hall hours can be confusing for citizens as there is no uniform practice of open hours. Some departments are open during the lunch hour; others are not. Providing citizens access to all departments in City Hall between 12:00 p.m. and 1:00 p.m. would provide a predictable service to citizens. In addition, the majority of departments reported relatively limited pedestrian or phone traffic after 4:30 p.m.

All departments are staffed with greater than one employee (depending on the occasional vacation days), so each department director would need to manage the workforce flexibility, allowing employees who wish to take a one-hour lunch break or those who would prefer a 30 minute lunch break the ability to do so, when possible.

We live in a dynamic world. If the new schedule does not work based on feedback from customers or a change in demand, the City Administrator would respond as necessary. This General Ordinance allows the flexibility to make changes as-needed, when they are needed, with the understanding that reasonable notice of the change shall be provided to employees and the general public.

ACTION REQUESTED:

Motion to request Common Council approve General Ordinance Number 9-16-17, allowing the City Administrator the ability, at his discretion, to change City Hall hours as needed.

ATTACHMENTS:

- I. R.C. No. 84-16-17. By LAW AND LICENSING. July 5, 2016.

IX

5.7

R. C. No. 84 - 16 - 17. By LAW AND LICENSING. July 5, 2016.

Your Committee to whom was referred Gen. Ord. No. 9-16-17 by Alderperson Donohue repealing and recreating Section 2-221 of the Municipal Code, related to normal working hours; recommends passing the Ordinance.

*Heideman / Lissard
refer to
L & L and Sal & Gues*

Susan J. Lissard
Robert Douglas

Committee

I HEREBY CERTIFY that the foregoing Committee Report was duly accepted and adopted by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor

X

7.1

Gen. Ord. No. 9 - 16 - 17. By Alderperson Donohue. June 20, 2016.

AN ORDINANCE repealing and recreating Section 2-221 of the City of Sheboygan Municipal Code, related to normal working hours.

WHEREAS, constituents and customers increasingly expect to be able to conduct city business throughout the business day; and

WHEREAS, there is a need for some level of flexibility in determining normal working hours based upon personnel needs, costs, and customer expectations; and

WHEREAS, it is appropriate to delegate to the City Administrator the authority to set working hours for departments throughout the city.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Section 2-221 of the Sheboygan Municipal Code, entitled "Working hours," is repealed and recreated to read as follows:

"Sec. 2-221. *Working hours.*

The City Administrator shall set normal working hours for city hall. He may, in his discretion, change such hours from time to time as needed to balance customer needs, personnel issues, and costs. Whenever he makes a change in working hours he shall provide reasonable notice of the change to employees and the general public."

*Lawrence
approve*

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

Thelma Newlin

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20__.

Dated _____ 20__ . _____, City Clerk

Approved _____ 20__ . _____, Mayor