

# MANISTEE CITY COUNCIL

## WORK SESSION AGENDA

**Tuesday, July 14, 2020 - 7:00 p.m. - Council Chambers, City Hall**

**I. Call to Order.**

**II. Work Session Items.**

- a.) PUBLIC COMMENTS ON WORK SESSION RELATED ITEMS.
- b.) MANISTEE AREA CHAMBER OF COMMERCE QUARTERLY ECONOMIC DEVELOPMENT UPDATE – Marc Miller, Economic Development Director.
- c.) DISCUSSION ON CITY HALL HOURS OF OPERATION – City Manager Thad N. Taylor.
- d.) DISCUSSION ON DUMPSTER ENCLOSURES – Planning Commission.
- e.) DISCUSSION ON LABOR FEST – Councilmember Michael Szymanski.
- f.) DISCUSSION ON SLEIGHBELL PARADE – Councilmember Michael Szymanski.
- g.) OTHER.

**III. Adjourn.**

TNT:km

**Attachments:**

- 1. Re-opening City Hall memo



## Administrative Services

Clerk | Finance | Treasury | IT | Assessing | Facilities | Ramsdell

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**Memo to:** Thad Taylor, City Manager

**From:** Heather Pefley, City Clerk <sup>HP</sup>  
Ed Bradford, Chief Financial Officer <sup>EB</sup>

**Re:** Re-Opening City Hall

**Date:** June 17, 2020

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Thad,

A lot of thought has been given to the reopening of City Hall with regards to the safety and productivity of employees, and the safety and convenience of our residents. After lengthy discussion, we would like to propose a new schedule for City Hall. We feel this schedule would greatly benefit the City, the employees, and our residents.

Upon our reopening in July until the end of the work share program, we would like to remain on a flexible schedule of working both from home and in the office with the addition of City Hall being closed to the public on Wednesday (or possibly by appointment only). On Wednesdays, employees would still be working but would be able to address work, projects and initiatives that benefit from uninterrupted attention. Additional cleaning could also be worked in. This is similar to the “working holidays” that have proven so effective. Customers would still be able to call City Hall for questions and make payments at the dropbox, via mail, online or using our IVR phone system.

Then, beginning Monday July 27, we recommend adopting extended published hours for City Hall, from 7:30 - 6:00 Monday, Tuesday, Thursday, and Friday with Wednesdays continuing to be closed to the public. This change will allow the public to access City Hall both before and after work, providing greater flexibility and convenience.

Under this scenario employees would work four (4) ten-hour days per week and the regular lunch period would be reduced to half an hour. There will still be some working from home, though less than what we are doing today. The combination of working from home and condensed schedules will lessen employees’ chances of exposure and promote proper social distancing, as well as greater productivity.

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Employees would be scheduled for the days they are off or working from home to maintain adequate office coverage and service levels. In addition, it would help ensure that if someone fell ill, we would still be able to perform our duties, since key employees, particularly in the Clerk's area would rarely be in the office together.

Although salaried employees would participate in this schedule, it would be understood that on their off day, they would still need to be somewhat available via phone or email and occasionally in person for emergencies or important meetings that cannot otherwise be scheduled. Likewise, as is the case today, a degree of scheduling flexibility will continue to be accommodated and provided thru the use of flex time and employee shift coverage.

The timing is perfect to transition to this revised schedule and program. We have proven the ability to successfully provide services while working from home and leveraging technology, even though we are fully closed to the public. The proposed new phone system will take communication and accessibility to an even higher level. Reopening now with a slightly modified schedule that is more convenient for the residents and allows for greater employee productivity and safety seems like a win-win solution that deserves serious consideration.

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