

Memo

Date: March 16, 2017
To: Allouez Village Board
From: Brad Lange
Re: Summer Hours

I would like to propose to the Village Board for consideration, changing office hours for the front office, water department, and engineering during the months of June, July and August to a **Monday – Thursday schedule of 7 am – 4:30 pm and Friday 7:30 am – 11:30 am**. The Parks Department and Street Department have been working 4 – 10 hour days, Monday – Thursday for over 10 years. The past 3 years, a few of the front office staff have been working a flex schedule and tracking the activity from 7:00 am – 7:30 am and then again from 4:00 pm – 4:30 pm, Monday – Thursday. On average, 64 visitors come into the office during this time period and we have averaged 120 phone calls. The purpose of the office visit and or phone call varies from water bills to building permits.

The City of DePere has been working a summer schedule for a few years. Memorial Day – Labor Day: 7:30 am – 5:00pm Monday – Thursday and 7:30 am – 11:30 am on Friday.

Over the 20 plus years I have worked for the village, Friday afternoons have traditionally been much slower than any other day of the week.

Staff would work our typical work schedule of 7:30 am – 4:00 pm during the 4th of July week.