




INTER-OFFICE COMMUNICATION

DATE: July 27, 2015
TO: Mayor Ed Braddy and Members of the City Commission
FROM: Russ Blackburn, City Manager 
SUBJECT: City Hall Friday Hours

Members of the City Commission have extensively discussed expanding access to City Hall on Fridays. A recent survey of citizens found support for the current late and early access to City services and a desire by a sizable number of citizens for Friday openings of City Hall. In the FY 16 adjustment budget I recommended opening all administrative buildings on Fridays at an additional cost of \$220,000. Although the City Commission did not vote to expend the additional dollars to open all administrative buildings, the City Commission challenged staff to identify a way to expand City Hall access on Fridays without negatively impacting City employees work schedules or incurring excessive costs.

The Charter Officers located in the City Hall Complex have collaborated and have agreed to open City Hall on Fridays beginning October 2nd. To reduce the impact on utility costs, services will be available on the first floor. The Clerk will ensure that one employee will be available to staff the City Commission suite/Clerk Office, a high level manager representing one or more of the Charter Officers and support staff will be on duty on the first floor. Equal Opportunity will continue to be available for appointments on Fridays. In addition, forms will be available for citizens filing initial Equal Opportunity complaints. Payments for parking tickets and other transactions will be accepted at City Hall. The Office of the City Attorney will continue to attend Court proceedings that are scheduled on a Friday and will continue to be available for meetings with City Officials or City employees that must be scheduled on a Friday. The Charter Officers will evaluate the demand for services and will adjust staffing as needed. The initial hours for Friday service will be 8:00 a.m. until 4:00 p.m.

Core hours for City Administrative services will continue to be 7:00 a.m. until 6:00 p.m. Monday through Thursday. All interactive citizen services currently available at City Hall Monday thru Thursday will be available on Fridays beginning October 2, 2015. Opening City Hall on Fridays will significantly expand accessibility to City services while maintaining the current early morning and evening hours. The Thomas Center will continue to be open core hours and on Fridays.

Cc: Charter Officers
Leadership Team

Office of the City Manager
P.O. Box 490, Station 6
Gainesville, FL 32627-0490
(352) 334-5010 – (352) 334-3119-fax