



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 6I  
For Meeting of 05.04.2020


**ITEM TITLE:** Resolution approving changes to Related to Operational Hours and Unpaid Lunch Periods

**CONTACT PERSON:** Marketa Oliver, City Administrator

**SUMMARY EXPLANATION:**

The City has been moving towards making city services more accessible to current and future residents that have not previously been accessible. For example, with the City's new software system, it is possible to sign up and access utility services and accounts on line, which is the primary reason people access City Hall. Additionally, the City has renovated its website, making services and information, including building permits, available online.

When the pandemic concludes and City Hall is re-opened to the public, the City would like to join area communities in establishing operational hours from 8:00 a.m. until 4:30 p.m. for City Hall and from 7:00 a.m. to 4:00 p.m. for Public Works. The attached resolution establishes those hours and make necessary changes to the City's Employee Handbook with regard to unpaid lunch times.

<input checked="" type="checkbox"/> Resolution _____ Ordinance ____ Contract ____ Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____  City Administrator

**RECOMMENDATION:** Approve resolution on a roll call vote.

CITY OF BONDURANT  
RESOLUTION NO. 200504-128

RESOLUTION APPROVING CHANGES RELATED TO OPERATIONAL HOURS AND UNPAID LUNCH PERIODS

WHEREAS, the City of Bondurant wishes to engage in best business practices and create facility operating hours consistent with neighboring communities; and

WHEREAS, the City has upgraded its internal software, enabling current and future residents to establish and access utility services and accounts online;

WHEREAS, the City wishes to establish operational hours of 8:00 a.m. to 4:30 p.m. for City Hall and 7:00 a.m. to 4:00 p.m. for Public Works;

WHEREAS, in order to establish the aforementioned operational hours, language changes to the Employee Handbook area necessary.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that:

1. Operational hours for City Hall shall be 8:00 a.m. to 4:30 p.m.; and
2. Operational hours for Public Works shall be 7:00 a.m. to 4:00 p.m.

BE IT FURTHER RESOLVED, by the City Council of the City of Bondurant, Iowa, that Section 3.2 of the City of Bondurant's Employee Handbook to read as follows:

**Hours of Work**

Full-time employees normally work forty (40) hours per week. Full-time employees normally receive a thirty (30) minute or one (1) hour unpaid lunch period during the middle of the workday, as determined by their Department schedule. Employees also receive two, 15-minute rest periods during each full workday. Employees may have the option to combine rest periods (both paid and unpaid), depending on their schedule as assigned by their supervisor

~~Department heads may allow a fifteen (15)-minute rest period during each half of the workday, during which employees may be called back to work.~~

The appropriate department head will establish weekly schedules and rest periods for part-time employees.

Daily and weekly work schedules may be changed at the discretion of the City to meet varying conditions and workload.

Passed this 4th day of May, 2020,

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Curt Sullivan, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

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Shelby Hagan, City Clerk

Council Action	Ayes	Nays	Abstain	Absent
Enos				
Cox				
Peffer				
Elrod				
McKenzie				