



**Date:** 11/06/23

**To:** Honorable Mayor and Council

**From:** Public Works Director Herb Doudney

**CC:** City Administrator Dylan Mulfinger  
Assistant Public Works Director Tom Stewart

**Reference:** Public Works Summer Schedule

Beginning June 3<sup>rd</sup> 2024, the Public Works department will implement 4-10 schedule (Monday-Thursday) 10-hour days ending August 30<sup>th</sup>. With the week of July 4<sup>th</sup> Holiday being the exception.

These longer days during our peak work season will increase our work efficiency, and allow for the completion of projects that can't otherwise be completed in a conventional eight-hour day.

In order to cover State required sample collection we will have one employee working regular Monday-Friday eight-hour days during this time period, based on a rotation.

The change in work hours will not result in any additional labor costs.

Any vacation days used during this time period will be charged as 10 hours for each full day of vacation used.

Regards,

Herb Doudney  
Public Works Director

