

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Buildings & Grounds and Street Department - Work Hours

Requested & Presented by: Jasen Glasbrenner

Meeting Date: Public Works Committee on 06-19-2025

Committee Review:

Background: The current work schedules for the Public Works departments vary by crew and season. The Buildings & Grounds Crew operates year-round from Monday through Thursday, 6:00 AM to 3:30 PM, and on Fridays from 6:00 AM to 10:00 AM. The Street Crew follows a seasonal schedule—working 7:00 AM to 3:30 PM Monday through Friday from October through March, and shifting to 6:00 AM to 3:30 PM Monday through Thursday and 6:00 AM to 10:00 AM on Fridays from April through September.

This structure results in limited coverage on Fridays, which can impact responsiveness, coordination, and service completion. Staff is seeking Public Works Committee support to adjust work hours to ensure adequate coverage and operational continuity on Fridays.

Department Recommendation: Staff request support approval to establish the standard workweek for the Building and Grounds and Street Crews as 40 hours, from 7:00 a.m. to 3:30 p.m., Monday through Friday, year-round, with flexibility to adjust based on operational needs. This schedule will provide consistent full-day coverage five days a week, enhance interdepartmental coordination, and improve service to the public. Where appropriate, a rotating seasonal schedule may be implemented to maintain staffing flexibility while ensuring adequate coverage.

Financial Impact: N/A

Requested Action:

PUBLIC WORKS: Motion to approve establishing a standard 8-hour work schedule for both Public Works crews (Buildings & Grounds and Streets), from 7:00 a.m. to 3:30 p.m., Monday through Friday, year-round, with flexibility to implement rotating seasonal shifts when appropriate.

Attachment(s):