

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Department Hours of Operation

Meeting Date: 12/20/2022

Requested by: Ashley Oliphant

Background: Resolution 2016-7 established the Monday through Friday hours of operation for departments as follows:

Clerk/Treasurer's Office: 7:30AM-4:30PM

Police Department (non-union clerical): 7:30AM-5PM

Public Works Department: 7AM-3:30PM

Parks & Recreation: 8AM-5PM

Buildings & Grounds: Mon-Thurs 6AM-3:30PM and Friday 6AM-10AM

Utilities Office: *Formerly 7:30AM-4:30PM. This year hours changed to 8AM-4:30PM – not subject to the Personnel Policies Handbook*

Requesting to adjust the hours of operation for Parks & Recreation and Police Department and include Tourism.

Police Department (non-union clerical): 7AM-5PM

Parks & Recreation: 8AM-4:30PM

Tourism: Hours vary to meet seasonal needs and may include the weekend

Financial Impact: None

Funding Source: Not Applicable

Requested Action: Motion to adopt Resolution 2022-TBD modifying the hours of operation for the Police, Parks & Recreation, and Tourism departments effective January 1, 2023.

Attachments: Resolution 2022-TBD regarding Hours of Operation