

Memo

To: Mayor and City Council
CC: Joe Kohlmann, City Administrator
From: Robin Bowman, Public Works Superintendent
Date: March 24th, 2015
Re: Summer Hours for Public Works

As you know, many cities and counties switch over to summer hours from Memorial Day through Labor Day. Some work 4 days at 10 hours and some work 4 days at 9 hours and then a 4-hour day on Friday.

I'm proposing a 4 day work schedule at 9 hours and then a 4-hour day on Friday. Staff is aware the City Council has discussed it previously. However, they are bound by the Union contract and will need to work the current schedule (Monday through Friday, 6:00 a.m. - 2:30 p.m.) until or if it is revised. At this time it sounds like the Union is on board with whatever Mike and Todd may agree to.

Staff Opinion

I believe the four – ten hour days would be problematic to our public works department due to the fact we need someone here everyday for the water plant and lift stations. Our hours could be changed just for the summer, Memorial Day through Labor Day, with one of the following three options:

- A. Add an hour in the morning (5:00 a.m. – 2:30 p.m.)
 - B. Add an hour in the afternoon (6:00 a.m. – 3:30 p.m.)
 - C. Add 30 minutes in the morning and 30 in the afternoon (5:30 a.m. – 3:00 p.m.)
- "I like this one"

I think if or until it is tried, we will not identify all of the issues and/or positives. Most cities and counties that have tried it have chosen to stick with some sort of summer hours be it 4-10 or a custom made summer hours that work for their specific circumstances.

Council Action Requested:

Discuss the hours for Public Works and the possibility of running a trial period for this summer.