

**CITY OF EL PASO, TEXAS  
REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Financial Services  
**AGENDA DATE:** March 9, 2010  
**CONTACT PERSON/PHONE:** Carmen Arrieta-Candelaria, Chief Financial Officer, 541-4293  
**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

Discussion and action to authorize the City Manager to implement a Four-Ten Work Week for the period of May 1, 2010 through September 30, 2010 and for subsequent years as designated by the City Manager.

**BACKGROUND / DISCUSSION:**

In the summer of 2009, the City Council authorized an adjusted work week from June 1, 2009 through Labor Day, September 2009. The program was considered to be a success both in terms of direct and indirect benefits to the City. Attached is the powerpoint presentation that outlines the outcomes of the program and the recommendation to continue the program in 2010 from May 1, 2010 through September 30, 2010. The program continues to focus on fuel and energy cost savings, reducing environmental omissions, providing the public extended hours of service from Monday through Thursday and improving the quality of life for affected City employees.

Under the proposed program, participating sites will be open from Monday through Thursday with operating hours from 7 a.m. to 6 p.m. This program will apply to all employees at the selected sites. During holiday workweeks, staff times will be adjusted as necessary to accommodate the holidays.

This item was taken to the Fiscal Affairs/Internal Audit LRC on December 10, 2009. The item was approved to be taken to the full Council for consideration at the LRC. At that meeting, the LRC requested that an employee survey be done in order to survey employees about the pilot in 2009. Survey results were favorable for the continuation of such a program. In addition, the LRC also requested that the survey also include whether or not a day-care was needed in order to implement a more extended adjusted work week. It was noted that the 67% of the employees surveyed did not require such a service.

**PRIOR COUNCIL ACTION:**

City Council approved such a program for the summer of 2009.

**AMOUNT AND SOURCE OF FUNDING:**

There is a potential savings of over \$213,000 in direct costs.

**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

*Carmen Arrieta Candelaria*

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*



# City of El Paso

4-10 Hour Work Week  
Recommendation to Council  
March 9, 2010

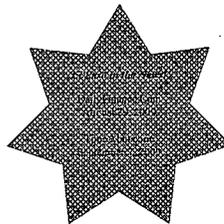


## Snapshot of 2009 Pilot

***Buildings Impacted:***

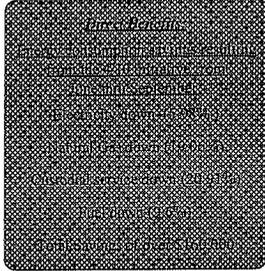
City Hall  
Fire Department Headquarters and  
Training Academy  
Environmental Services  
Health Department Administration  
Streets Departments

***Extended Service Hours  
for the Public:***  
Hours of Operation:  
7:00 a.m. – 7:00 p.m.





## Direct and Indirect Benefits



**Indirect Benefits:**

- Increased Employee Morale\*
- Air Quality Impact\*
- Lower Sick Leave Usage

\*These indirect benefits could not be quantified.

2,057 Employees participated in the Pilot Program city-wide.

Of the total civilian population:

TOTAL SICK PAY (ALL CIVILIANS)

USED IN SUMMER OF 2008 60,476.76 HOURS

USED IN SUMMER OF 2009 57,335.13 HOURS

Overall, City employees used 3,141.63 LESS SICK LEAVE HOURS

Of the 10 x 4 STUDY GROUP (City Hall Plus):

TOTAL SICK PAY (STUDY GP CIVILIANS)

USED IN SUMMER OF 2008 14,284 HOURS

USED IN SUMMER OF 2009 13,848 HOURS

Overall, the study group used 435.93 LESS SICK LEAVE HOURS

Pilot Program Success!



## Savings and Benefits for Extended Program<sup>^</sup>

Direct Savings
Utility Costs
Custodial Savings
Fuel Costs
<u>Savings in 2009 resulted in \$160,000</u>
<u>Estimated potential savings in 2010 if extrapolated: \$213,000</u>

Indirect Benefits
Employee fuel costs*
Impact on fuel emissions*
Traffic congestion reduction*
Employee Fuel Savings**
Increase in Employee Morale
<small>*based on one less driving day for affected employees</small>
<small>**based on 20 mile average round trip at IRS mileage rate for number of employees affected</small>

<sup>^</sup>Savings would need to be evaluated



## Building Sites Affected

### Sites

- City Hall
- Fire Department
  - Administrative Headquarters\*
  - Fire Prevention Division\*
  - Logistics\*
  - Training Academy (6800 Delta)
- Health Department – Administration
- MSC-Operations and Administration on San Paulo
- Northeast Corral on Hondo Pass
- Westside Corral on Doniphan
- Delta Corral on Delta
- MPO

\*Located at 8600 Montana



## Non-participating Departments in 2010

- Non-participating departments outside of City Hall:
  - Airport
  - Fire (24/7 Operations)
  - Health (On-call center only)
  - Municipal Courts
  - Library
  - Environmental Services
  - Parks and Recreation (non-administration)
  - Museums
  - Bridges
  - Sun Metro
  - Police
  - EPWU
  - Zoo



## Survey Information

- 2009 Original Survey – Employees were in favor of pilot program
- Fall 2009 Survey – BYU – Employees responses were in favor of adjusted work week
- January 2010 – 61% of employees were in favor, 30% were not, 9% were “no preference”
  - Significant number (42%) prefer a year-round schedule
  - Accommodations for Daycare and Eldercare were not required by 67% of employees



## Key Points of Recommendation

- Expand program gradually to ensure success and no adverse customer impact
- Need to determine daylight standard time impact (less daylight) and how that might affect services
- Need to understand affect of year-round 4/10 on families with school age children
- Can eventually move to a year round effort but should do so on a gradual expansion so we don't have to back track



## Program Recommendations\*

### Specifics

- May 1<sup>st</sup> through September 30<sup>th</sup>
- Monday through Thursday schedule (closed on Fridays)
- **Operating hours will be 7 a.m. to 6 p.m.**
- Applied to all non-public safety operations
- Program would be on an annual basis (i.e. automatic)
- Adjustments would be made for holidays that fall within the adjusted work week such as July 4<sup>th</sup>

*\*Presented to LRC on December 2009.*



## Questions or Comments?