

STAFF REPORTS

CITY COUNCIL
January 28, 2003

To: Mayor and City Council

From: George J. Rodericks, City Manager

**SUBJECT: CITY ALTERNATIVE WORKWEEK
RESOLUTION NO. 2003-2659**

BACKGROUND

In 1995 in response to the Orange County bankruptcy, the City Council reduced the sick leave benefit provided to City employees from 12 days per year to 8 days per year. While a cost saving measure at the time, this reduction placed Villa Park in a position of providing a greatly reduced benefit to staff in relation to the other communities in Orange County.

FINDINGS

Of the 34 cities in Orange County, the average benefit provided is 12 days per year. A City the size of Villa Park cannot compete for quality staff against the higher salary levels of surrounding communities. As a result, the maintenance and quality of benefits provided is a key component in the successful recruitment and retention of qualified staff.

Staff conducted an analysis of the viability of closing the City Hall offices on Fridays at 12 p.m. as a benefit in lieu of returning the sick leave benefit to 12 days per year. Staff reviewed the number of telephone communications with residents, counter activity, and general public service needs on Fridays after 12 p.m. Counter hours and telephone communication is extremely busy up until 11 a.m. at which time the City's Building & Planning counter hours close.

After review, staff determined that after 12 p.m. on Fridays there is limited in-person contact (2 or less) and limited telephone communication with residents (2 or less phone calls). Based on this survey, staff feels that the reduction of City Hall operating hours on Fridays can provide an equal benefit enhancement, offsetting the return of 4 days of sick leave to each staff member, while still retaining quality service to the residents of Villa Park.

Resolution No. 2003-2659 is a resolution adopting an Alternative Workweek Schedule in lieu of replacement of the previously reduced sick leave benefit. Under the schedule, City Hall operating hours change to Monday through Thursday from 8 a.m. to 5 p.m. and Friday from 8 a.m. to 12 p.m.

Pursuant to the Resolution, the Schedule must be renewed with adoption of the Salary Resolution each Fiscal Year. Therefore, the Schedule would be effective February 1st through June 30th and be renewed effective July 1st for the next fiscal year.

In addition to adopting the Alternative Workweek Schedule, the Resolution memorializes the City Manager's use of the City vehicle.

RECOMMENDATION

It is recommended that the City Council consider the adoption of Resolution No. 2003-2659, a Resolution of the City Council of the City of Villa Park regarding wages, hours, and working conditions.