

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: City Manager - Office of Management & Budget
AGENDA DATE: November 28, 2017
CONTACT PERSON/PHONE: Robert Cortinas, Interim Director of Municipal Financial Operations, (915) 212-1092
DISTRICT(S) AFFECTED: All
SUBJECT:

Change the application of the 4-10 work week schedule to an 8-5 work day and to establish the business days of the City to be Monday, Tuesday, Wednesday, Thursday, and Friday.

BACKGROUND / DISCUSSION:

Paragraph 30 and 31 of the Budget Resolution establish a 4-10 work week for more than fifty percent (50%) of the employees assigned to work at City Hall or other facilities with administrative functions and established the business days of the City to be Monday, Tuesday, Wednesday and Thursday; and paragraph 31 of the Budget Resolution states that any action by the City Council to change or revise the application of the 4-10 work week schedule during the fiscal year shall be made by simple resolution of the City Council.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

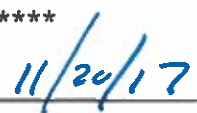
N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



DATE:



**RESOLUTION AMENDING THE CITY OF EL PASO FY 2018 BUDGET
RESOLUTION**

WHEREAS, the City Council adopted the Budget Resolution for FY 2018 on August 22, 2017;
and

WHEREAS, paragraph 30 and 31 of the Budget Resolution establish a 4-10 work week for more than fifty percent (50%) of the employees assigned to work at City Hall or other facilities with administrative functions and established the business days of the City to be Monday, Tuesday, Wednesday and Thursday; and

WHEREAS, paragraph 31 of the Budget Resolution that any action by the City Council to change or revise the application of the 4-10 work week schedule during the fiscal year shall be made by simple resolution of the City Council; and

WHEREAS, the City Council desires to change the application of the 4-10 work week schedule to establish the business days of the City to be Monday, Tuesday, Wednesday, Thursday, and Friday.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF EL PASO:

That the City's business days are Monday, Tuesday, Wednesday, Thursday, and Friday, but excluding city observed holidays and days in which more than 50% of employees assigned to work at City Hall 1 are not working, effective January __, 2018.

Passed and approved this ____ day of _____, 2017.

CITY OF EL PASO

ATTEST:

Dee Margo
Mayor

Laura D. Prine
Interim City Clerk

APPROVED AS TO FORM:

Sol M. Cortez
Assistant City Attorney

APPROVED AS TO CONTENT:

Robert Cortinas, Interim Director
Municipal Financial Operations