MEMORANDUM

TO: MAYOR AND COUNCIL

FROM: SHANNON ANDERSON, HUMAN RESOURCES DIRECTOR

DATE: MAY 5, 2009

SUBJECT: FLAGSTAFF GREEN FRIDAYS

The Alternate Work Schedule Task Force (the "AWS) was created in December of 2008 and it consists of Debbie Jo Maust (Risk Management), Jamie Turley (Human Resources), Ladd Vagen (Information Technology), Rebecca Sayers (Sustainability), Sergio Enriquez (Facility Maintenance), Stephanie Smith (Employee Advisory Committee) and Tricia Almendarez (Payroll). The AWS has been reviewing various alternate work schedules and determining which ones provide flexibility to the work place while still providing excellent customer service such as compressed work weeks, flex schedules, staggered shift and telecommuting.

The AWS is recommending a compressed workweek pilot program called, "Flagstaff Green Fridays" at this time. A compressed workweek provides benefits such as customers are able to conduct their City business before and after work, annual savings on building utilities and janitorial services increases recruitment and retention of employees, and a reduction in the greenhouse gas emissions. The pilot would be from August through November and include City Hall, Chase Bank Offices, GIS Building and Cherry Building. The buildings would be open Monday through Thursday 7:00 a.m. to 6:00 p.m.

An outreach program would include communication with City employees and residents. There would be a baseline survey provided to all City employees and the customers who use services at these locations. Then another survey would be collected after the pilot program to measure its success. The AWS along with the assistance of Kimberly Ott would communicate the program through press releases, the City website, through City Commissions and various other groups. The AWS would also provide 'lobby patrol' in order to communicate in person with citizens visiting these locations just prior to the pilot program, so we will also have some face-to-face interaction.

The information from employees and customers will be brought back to Council in July for your consideration of whether or not to move forward with the pilot project. This work session item is intended to provide you with the initial research and suggested program parameters.

Flagstaff Green Fridays Council Presentation

Compressed Work Week
Pilot Program
May 12, 2009

Task Force Focus

- Flexibility
- Customer Service
- Recruitment and Retention
- Savings
- Reduced Carbon Footprint



Hours & Locations

- Pilot August November
- Monday through Thursday
- 7:00 a.m. to 6:00 p.m.
- City Hall, Chase Bank Offices, GIS and Cherry Buildings

Outreach

- Customer & Employee Surveys
- Flagstaff Website
- Press Release
- Commissions
- Various Community Groups
- Lobby Patrol



Next Steps

- Customer and Employee Survey
- Announcement for Media
- Council presentation July 28th

