



Office of the City Manager

CONSENT CALENDAR
September 11, 2007

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Phil Kamlarz, City Manager

Subject: Date Correction for FY 2008 Voluntary Time Off Program

RECOMMENDATION

Adopt a Resolution designating Monday, December 24, 2007 as a Voluntary Time Off (VTO) day in FY 2008 and authorizing the City Manager to temporarily close certain City Offices and non-essential services for that day.

FISCAL IMPACTS OF RECOMMENDATION

The addition of a fourteenth VTO day is expected to generate approximately \$21,000 in cash savings for that day. Overall, the VTO program is expected to generate Authorized Leave Without Pay savings of \$300,000, as well as create additional opportunities for staff to reduce their excess vacation balances to below 320 hours, thereby reducing the City's unfunded accrued leave liability.

CURRENT SITUATION AND ITS EFFECTS

On June 26, 2007, the Council approved the extension of the VTO program in FY 2008. After this Council meeting, staff discovered an error in the VTO dates listed for the month of December. The dates listed in the original report were Wednesday, December 26 to Monday, December 31, 2007. The correct dates should have been Monday, December 24 to Monday, December 31, 2007. Therefore it is necessary to designate Monday, December 24th as an additional VTO day.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Tracy Vesely, Budget Manager, City Manager's Office, 981-7000
David Hodgkins, Director of Human Resources, 981-6800

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

DESIGNATING MONDAY, DECEMBER 24, 2007 AS A VOLUNTARY TIME OFF DAY

WHEREAS, on June 26, 2006, the Council authorized the extension of the Voluntary Time Off (VTO) program for FY 2008; and

WHEREAS, the VTO dates for the month of December mistakenly did not include Monday, December 24, 2007; and

WHEREAS, direct payroll savings are projected to be \$300,000 for FY 2008 when employees take leave without pay.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to implement a VTO day on Monday, December 24, 2007.