



CITY OF OAKLAND
CITY COUNCIL

FILED
OFFICE OF THE CITY CLERK
OAKLAND

08 JUN -5 PM 4:00

LEGISLATIVE ANALYST MEMORANDUM

To: Finance & Management Committee
From: Sabrina Landreth, Legislative Analyst
Date: June 10, 2008
Re: **Resolution Requiring the City Administrator to Produce Semiannual Overtime Reports, Including Budgeted, Year-to-Date Actual, and Year-End Projected Overtime Expenditures**

SUMMARY

The Oakland City Administrator's Budget Office previously produced an Overtime Analysis that was included in the Quarterly Revenue and Expenditure Report submitted to the Council. The office stopped submitting the analysis in the second quarter of FY 2005-06. This discontinued portion of the report evaluated the impact of overtime on personnel costs and provided a breakdown of overtime by department. The proposed resolution would require some of this same analysis. The prior report included the following information for each department:

- Prior Fiscal Year's Actual Expenditures
- Current Year's Original Budgeted Expenditures
- Current Year's Revised Budgeted Expenditures
- Current Year's Actual Expenditures
- Actual Expenditures as a Percentage of the Budget
- Estimated Expenditures for the Current Year
- The Projected Difference of the Estimated Expenditures from the Budget
- The Percentage Difference of the Estimated Expenditures from the Budget
- An Explanation for any Expected Overspending or Savings

Many cities produce periodic reports that include an analysis of year-to-date overtime expenditures. For example, Fresno's Finance Department produces a monthly financial report which includes actual overtime expenditures and compares them to both the original budget and the prior year. San Diego produces a monthly report which provides more detailed reporting once a year on personnel costs. This analysis includes a two-year trend analysis of monthly payroll expenditures, fringe benefits and overtime. Current year actual expenditures on overtime are compared to the expenditures in the prior two budget years.

San Francisco's Administrative Code requires the Office of the Controller to produce a semi-annual overtime report very similar to the one proposed by the resolution. San Francisco's Mayor's office references the data when managing department and agency performance. In addition, the Controller's office formally presents the report to the city's Budget and Finance Committee during a public hearing. The most recent report produced by the Controller's Office included an eight-year trend analysis of overtime as a percentage of gross salaries, actual expenditures for the prior eight years for all departments, and a comparison of budgeted overtime to actual expenditures for each department. Police, Fire, and other departments with significant overtime costs are reported in greater detail. For these departments individual overtime budget line items are provided for each fund and service area.

INTRODUCED BY COUNCILMEMBER _____

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APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY

08 JUN - 5 PM 1:01
OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C. M. S.

RESOLUTION REQUIRING THE CITY ADMINISTRATOR TO PRODUCE SEMIANNUAL OVERTIME REPORTS, INCLUDING BUDGETED, YEAR-TO-DATE ACTUAL, AND YEAR-END PROJECTED OVERTIME EXPENDITURES

WHEREAS, the City Council adopts a biennial budget of the City of Oakland, including specific appropriations for all City agencies / departments; and

WHEREAS, the City Administrator is required to seek City Council direction if the General Purpose Fund is projected to overspend (from the current Adjusted Budget) by year-end in any agency / department of the City; and

WHEREAS, situations occur that require specific employees with specific qualifications and experience to work overtime hours; now, therefore, be it

RESOLVED, that the City Administrator shall submit semiannual overtime reports to the City Council. Each report shall include, by department:

1. Budgeted salaries for the immediately preceding fiscal year, budgeted overtime for the immediately preceding fiscal year, and budgeted overtime as a percentage of budgeted salaries for the immediately preceding fiscal year; and
2. Actual salary expenditures for the immediately preceding fiscal year, actual overtime expenditures for the immediately preceding fiscal year, and actual overtime expenditures as a percentage of actual salary expenditures for the immediately preceding fiscal year; and
3. Actual year-to-date salary expenditures for the current fiscal year, actual year-to-date overtime expenditures for the current fiscal year, and actual year-to-date overtime expenditures as a percentage of actual year-to-date salary expenditures for the current fiscal year; and
4. Projected salary expenditures for the current fiscal year, projected overtime expenditures for the current fiscal year, and projected overtime expenditures as a percentage of projected salary expenditures for the current fiscal year.

FURTHER RESOLVED, that this Resolution shall take effect immediately upon its passage.

In Council, Oakland, California, _____, 2008

PASSED BY THE FOLLOWING VOTE:

Ayes- **BRUNNER, KERNIGHAN, NADEL, QUAN, BROOKS, REID, CHANG, AND
PRESIDENT DE LA FUENTE**

Noes-

Absent-

Abstention-

Attest:

LATONDA SIMMONS
City Clerk and Clerk of the
Council of the City of
Oakland, California