



CITY OF OAKLAND CITY COUNCIL

## 08 MAY 29 PH 3: 06

## LEGISLATIVE ANALYST MEMORANDUM

To:

Finance & Management Committee

From:

Sabrina Landreth, Legislative Analyst

Date:

June 10, 2008

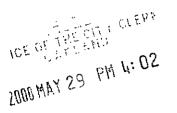
Re:

Resolution Requiring the City Administrator to Produce Biannual Overtime

Reports, Including Budgeted, Year-to-Date Actual, and Year-End Projected

**Overtime Expenditures** 

The attached proposed resolution contains a policy on biannual overtime reporting. This policy is modeled after overtime reporting policies in other cities; additional background and the results of an informal survey of several other jurisdictions will be submitted in a supplemental report.



NOES-ABSENT-



## OAKLAND CITY COUNCIL

RESOLUTION	No.	C.M.	S

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

WHEREAS, the City Council adopts a biennal 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 a biannual overtime report twice yearly to the City Council. The 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;
- 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;
- 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.

IN COUNCIL, C	DAKLAND, CALIFORNIA,	, 2008
PASSED BY T	HE FOLLOWING VOTE:	
AYES-	BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, R PRESIDENT DE LA FUENTE,	REID, AND