



CITY OF OAKLAND
CITY COUNCIL

FILED
OFFICE OF THE CITY CLERK
OAKLAND

08 MAY 29 PM 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.

DRAFT City Attorney

ICE OF THE CITY CLERK
LAPELAND
2008 MAY 29 PM 4:02

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION REQUIRING THE CITY ADMINISTRATOR TO PRODUCE BIENNIAL 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 a biennial 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, OAKLAND, CALIFORNIA, _____, 2008

PASSED BY THE FOLLOWING VOTE:

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

NOES-
ABSENT-