

CITY OF OAKLAND



ONE FRANK OGAWA PLAZA • 2ND FLOOR • OAKLAND, CALIFORNIA 94612

Jean Quan
City Council Member, District 4
jqvan@oaklandnet.com
www.jeanquan.org

(510) 238-7004
FAX:(510) 238-6129
TTY/TDD:(510) 839-6451

June 17, 2008

City Councilmembers
Oakland City Council
Oakland, CA

FILED
OFFICE OF THE CITY CLERK
OAKLAND
08 JUN 12 PM 3:42

Re: **Resolution Requiring The City Administrator To Produce Semiannual Overtime Reports, Including Budgeted, Year-To-Date Actual, And Year-End Projected Overtime Expenditures**

Dear President De La Fuente and Members of the City Council:

Attached is a resolution requiring overtime reporting by the City Administrator which includes suggested additional language recommended on June 10, 2008 by the Finance and Management Committee. The Committee recommends a requirement to produce a five-year trend analysis as part of the semiannual overtime report.

Accordingly, the language the Committee recommended has been added to the resolution in underline on page 2 below the language that was included in the originally submitted resolution.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jean Quan".

Jean Quan
District 4 City Council Member

[Signature]

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C. M. S.

FILED
OFFICE OF THE CITY CLERK
OAKLAND
08 JUN 12 PM 3:00

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. The reports 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; and

5. A five-year trend analysis of overtime as a percentage of gross salaries, actual expenditures for overtime for the prior five years by department and by classification, and a comparison of budgeted to actual expenditures by department and by classification.

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