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CITY OF SAINT PAUL CITY COUNCIL

Ordinance 25-78

**Establishing structured quarterly reporting requirements
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Overview

1. Summary of Draft Ordinance
2. Legal Authority and Process for Ordinance
3. Summary of Reporting Requirements:



Overview of Ordinance 25-78

- Establishes and defines structured quarterly reporting requirements for personnel vacancies.
 - Prepared by Human Resources
 - Covers full-time, budgeted, non-appointment, non-temporary roles
- Requires a yearly vacancy analysis across City departments.
 - Prepared by Human Resources in coordination with Office of Financial Services
- Requires the preparation of a public safety overtime report.
 - Submitted by Police and Fire Departments
- Portions of administrative ordinance presented to Budget Committee on May 21, 2025.



Legal Authority for the Ordinance – Administrative Code

Ord. 25-78 establishes a new chapter to the City's Administrative Code

What is the Administrative Code?

- A compilation of ordinances that establish departments and how city departments operate.
- Administrative actions are established by ordinance.
- Includes procedures, reporting requirements, and organizational structure requirements
- Separate from the City's Legislative Code of ordinances, which govern public behavior and external standards/rules of behavior.
- Authority is reserved and maintained for the Council under the City Charter (Sec. 6.12)



Summary of Reporting Requirements – Quarterly Vacancy Report

- **Sec. 15.01 – Definitions**
- **Sec. 15.02 – Quarterly Vacancy Report**
 - Begins January 1, 2027 – requires reports each 1/1, 4/1, 7/1, and concurrent with the yearly analysis on 10/1
 - Prepared by Human Resources
 - Covers full-time, budgeted, non-appointment, non-temporary roles
 - Includes:
 - **Job title and department**
 - **Duration of vacancy and anticipated timeline for filling position**
 - **Budget savings**
 - **Recruitment efforts**
 - Submitted to Mayor and Council, posted publicly



Summary of Reporting Requirements – Yearly Vacancy Report

- **Section 15.03 – Vacancy Analysis; yearly submission**
 - Requires a yearly Vacancy Analysis beginning on October 1, 2027, and each October 1 thereafter
 - Prepared by Human Resources, in coordination with Office of Financial Services
 - Details the following on each vacant position in a City Department:
 - **Position title and Department**
 - **Duration of vacancy**
 - **Estimated budgeted savings resulting from vacancy**
 - **If applicable, description of active recruitment or hiring efforts**
 - Requires Department cooperation in preparation of report
 - Requires submission to Council and Mayor.
 - Generally compiled as part of proposed budget process – previously not systematic or required



Summary of Reporting Requirements – Public Safety Overtime Analysis

- **Section 15.04 – Overtime utilization quarterly report**
- Begins January 1, 2027. Requires a quarterly submission schedule similar to quarterly vacancy report.
 - Prepared by Departments of Police and Fire, separated by Employee types
 - Includes:
 - Average overtime hours used by the Department
 - Percentage of shifts covered by overtime
 - Quarterly total payroll costs related to overtime pay
 - Quarterly premium pay expenditures within each Department



Summary of Reporting Requirements – Public Safety Overtime Analysis

- **Section 15.05 – Overtime utilization yearly analysis**
- Begins October 1, 2027
- Requires a yearly analysis of overtime utilization for each of the employee types specified.
- Report must include:
 - Overtime coverage trends, including any notable increases, decreases, or seasonal patterns in use of OT
 - Comparison of actual costs to budgeted allocations, including a 3-year analysis of previous actuals to budgeted.