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SAINT PAUL CITY COUNCIL

# Ordinance Proposal

Chapter 15: Departmental Reporting  
Presented by Jay Willms



# Presentation Overview

1. Overview of the Draft Ordinance
2. Legal Authority for the Ordinance
3. Summary of the Reporting Requirements:
  - Quarterly Vacancy Reports (Talent and Equity Resources/HR)
  - Quarterly Public Safety Overtime Reports (Police & Fire Departments)



# Ordinance Overview

Requires reporting by amending the administrative code by adding Chapter 15 “Departmental Reporting”

## **What is the administrative code?**

- A compilation of ordinances that establish departments and govern how city departments operate.
- Includes procedures, reporting requirements, and organizational structures.
- Separate from the Legislative Code, which governs public behavior and external rules.
- Maintained under authority of the City Charter (Section 6.12).





# Legal Basis

Detailed in the *Whereas* clauses (Lines 7-15)

City Charter:

- Section 4.01: Council's legislative authority
- Section 6.03.2: Administrative actions require ordinance
- Section 6.12: Ordinances must be codified in the Administrative Code
- Section 11.01: Council's financial oversight authority

This is draft legislation:

- Not yet introduced
- Pending CAO's legal review



# Vacancy Report: Section 15.01

Begins Jan 1, 2026

Prepared by Human Resources

Covers full-time, budgeted, non-appointment, non-temporary roles

Includes:

- Job title and department
- Duration of vacancy
- Budget savings
- Recruitment efforts

Submitted to Mayor and Council, and posted publicly



# Public Safety Overtime: Section 15.02

Begins Jan 1, 2026

Prepared by Departments of Police and Fire

Includes:

- Avg. overtime hours by role (e.g., Police Officers, EMTs)
- % of shifts filled by overtime
- Cost trends and budget comparisons
- Seasonal patterns
- Budget to actuals

Submitted to Mayor and Council, and posted publicly