

1 **Title**

2
3 Creating Chapter 15 of the Administrative Code (Title I) pertaining to Departmental Reporting.
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5 **Body**

6 **Section 1**

7 WHEREAS, pursuant to Section 4.01 of the Saint Paul City Charter, all legislative power is vested in
8 the City Council, granting it the authority to enact ordinances for the governance of the city; and

9 WHEREAS, Section 6.03.2 of the Charter stipulates that any act of the Council establishing
10 procedures for administrative actions must be enacted by administrative ordinance; and

11 WHEREAS, Section 6.12 of the Charter mandates that all administrative ordinances be codified
12 within the Administrative Code, ensuring transparency and accessibility; and

13 WHEREAS, Section 11.01 of the Charter provides that the Council holds full authority over the
14 financial affairs of the city, except as limited by the state constitution, state laws, or the Charter
15 itself; and

16 WHEREAS, the City of Saint Paul is committed to enhancing fiscal transparency and accountability
17 in the use of public funds; and

18 WHEREAS, the City Council recognizes the importance of regular reporting on vacancies in full-
19 time, budgeted positions to monitor staffing trends, estimate cost savings, and support effective
20 workforce planning; and

21 WHEREAS, overtime expenditures in the Police and Fire Departments represent a significant
22 portion of the city's general fund budget, and greater visibility into these costs will support informed
23 budgeting and staffing decisions; and

24 WHEREAS, routine reporting on departmental vacancies and overtime utilization will provide
25 critical information to the Mayor, City Council, and the public, and ensure that city resources are
26 aligned with community needs and public safety priorities; and

27 WHEREAS, the Council seeks to establish these reporting requirements as part of the Saint Paul
28 Administrative Code to promote consistent, timely, and public access to this information; now,
29 therefore, be it

30 RESOLVED, that the Council of the City of Saint Paul does hereby ordain:
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35 **Section 2**

36 Chapter 15 of the Saint Paul Administrative Code is hereby created to read as follows:

37 **Sec. 15.01. – Budgetary Reporting Requirements for Personnel Vacancies**

38 (a) The Department of Human Resources shall, beginning January 1, 2026, prepare and publish a
39 Quarterly Vacancy Report. The report shall include the following for each full-time, budgeted
40 position that is non-appointed, non-temporary, and non-seasonal:

- 41 1. The position title and department.
- 42 2. The duration of the vacancy.
- 43 3. The estimated budgeted savings resulting from the vacancy, and
- 44 4. A description of any active recruitment or hiring efforts.

45 This report shall be submitted to the Mayor and City Council and made publicly available within 30
46 days after the end of each quarter.

47 (b) The Council may, by resolution, amend the required contents or frequency of this reports.

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49 **Sec. 15.02. – Budgetary Reporting Requirements for Public Safety Overtime Expenditures**

50 (a) The Department of Police and Department of Fire and Safety Services shall, beginning January 1,
51 2026, prepare and publish quarterly reports detailing overtime utilization. These reports shall
52 include, but not be limited to:

- 53 1. Average overtime hours by type of employee:
 - 54 a) For the Police Department: Reported separately for Commanders, Sergeants, and
55 Officers.
 - 56 b) For the Fire and Safety Services Department: Reported separately for Captains,
57 Equipment Operators, Firefighters, and Emergency Medical Technicians.
- 58 2. The percentage of shifts covered by overtime.
- 59 3. Overtime coverage trends, including any notable increases, decreases, or seasonal
60 patterns.
- 61 4. Total payroll costs related to overtime and any associated premium pay.
- 62 5. A comparison of actual overtime costs to budgeted overtime allocations.

63 Reports shall be submitted to the Mayor and City Council and made publicly available within 30
64 days after the end of each quarter.

65 (b) The Council may, by resolution, amend the required contents or frequency of this report.