



DISTRIBUTION DATE: 12/14/2020

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Margaret O'Brien
Interim Finance Director

SUBJECT: FY 2019-20 Q4 & FY 2020-21
Q1 R&E Report - Supplemental

DATE: December 11, 2020

City Administrator 
Approval

Date: Dec 14, 2020

INFORMATION

This informational report provides supplemental information related to the Fiscal Year (FY) 2019-20 Fourth Quarter and FY 2020-21 First Quarter Revenue & Expenditure (R&E) Results, as requested by the Finance Committee. To the extent additional information becomes available on any of the responses below, updates will be provided.

QUESTIONS AND RESPONSES

1) Provide Carryforward List. [Kalb]

The total FY 2019-20 carryforward for Fund 1010 was \$23.7M, with \$16.51M being project carryforward and \$7.19M being encumbrance carryforward. There was \$5.14M from FY 2019-20 year-end balances that was not carried forward. Please see the Attachment A for a detailed list.

2) Provide negotiated wage increase information by union. [Thao]

All raises take effect the first full pay period following the date indicated below.

All miscellaneous employees:

- 1/1/21 - 1%

Fire:

- 1/1/2021 – 2.5%
- 7/1/2021 - 1.5%
- 1/1/2022 – 2%
- 7/1/2022 – 1%
- 12/1/2023 – 2%

Police:

- 7/1/2021 – 3%
- 7/1/2022 – 3.5%
- 7/1/2023 – 3.5%

3) What is the impact of Measure Q on the LLAD Fund? [Bas]

The passage of Measure Q will allow the City to sustain and increase LLAD (Landscape and Lighting Assessment District) related services such as Park & Landscape Maintenance. Measure Q requires that no more than 55% of the Park Maintenance Funds (64% of the measure total) be used to preserve existing services. Thus, the City is limited in the amount of support for existing LLAD services that can be provided from Measure Q. The City Council can temporarily suspend these provisions by resolution, in order to meet urgent and changing needs in the event of extreme fiscal necessity.

LLAD will continue to experience financial pressures as the revenue for that fund is stagnant (there is no CPI escalator) and the costs allocated to it will continue to increase; for instance staff, water, and electricity costs will all likely grow at or faster than the inflation rate. While passage of Measure Q has clearly improved the sustainability of Park Maintenance and Landscape Services it may not allow for the full resolution of the fiscal challenges in the LLAD Fund due to the maintenance of effort provisions.

4) What are the implications of suspending current use of Sugar Sweetened Beverage Tax (SSBT)? [Kalb & Thao]

See **Attachment B** - Adopted Midcycle Budget for SSBT Fund 1030, broken down by project and department. Impact will vary depending on the project Council decides to suspend.

5) What are the revenue expectations for Measure W - Vacancy Tax for the current and next fiscal year? [Thao]

The current fiscal year revenue from measure W is approximately \$7 million.

Based on the number of parcels that were subject to the tax for calendar year 2019, staff estimates the same number of parcels (about 2,000) would likely be subject to the tax for each of the two calendar years in 2020 & 2021. The estimated amount of revenue will remain at approximately \$7 million for each of the two fiscal years (FY 2021-22 and FY 2022-23)

<https://oakland.legistar.com/LegislationDetail.aspx?ID=4700780&GUID=CBD36DEA-25DE-46AD-88AE-C0BB419968FA&Options=&Search=>

6) What is the Federal Emergency Management Agency (FEMA) reimbursement potential? What are the options to reimburse public safety overtime? [McElhaney]

The City has recorded approximately \$6.5 million in potentially FEMA-eligible expenses to date. As with all FEMA reimbursements for declared disasters, it is difficult to predict the likelihood or timing of reimbursement, and the unprecedented nature of the current emergency adds to this uncertainty.

The \$6.5 million total includes \$2.6 million in claims already submitted for which the City is currently awaiting FEMA reimbursement. The balance of the City's claims will be submitted upon conclusion of the emergency. Public safety overtime costs associated with the pandemic account for approximately \$780,000 of this total.

7) What is the impact of delaying action until Q3? [McElhaney]

Delaying action until the Q3 will push the City further into a deficit position and would limit the options the City has to plug the projected \$62.3M shortfall. As was discussed at the Finance & Management Committee meeting on December 7, 2020, conditions have worsened with the declaration of the regional stay at home order and it is likely that the revenue projections in the R&E report are now overstated. Failing to put actions in place to bring expenditures in line with revenues will result in more severe service cuts and impacts to city employees in the future.

8) What is the timing on putting the Wildfire Prevention Assessment District (WPAD) back on the ballot? [McElhaney]

Staff will provide a response in a future informational report.

9) Provide an analysis on the Self Insurance Liability Fund and possible measures to decrease liabilities. [Bas]

Staff will conduct an analysis and will provide a response in a future informational report.

10) Provide more information related to the City Auditor's report on OPD overtime.

See **Attachment C** audit response from OPD.

11) Provide list of vacant positions with aging and recruitment status. [Thao]

Staff will provide a response in a future informational report.

Respectfully submitted,

Margaret L. O'Brien

Margaret O'Brien
Interim Finance Director

For questions, please contact Lisa Agustin, Budget Administrator, at (510) 238-2989.

Attachments

- Attachment A: FY 2019-20 Carryforward List
- Attachment B: FY 2020-21 Adopted Budget for Fund 1030
- Attachment C: OPD OT Audit Response

Fund 1010 FY20 Encumbrance & Project Carryforward

Dept Description	Project Description	Total FY20	
		Encumbrance CF (Contractually Obligated)	Total FY20 Project CF
Capital Improvement Projects	1000023 - DPCIP Administrative Project	94,431.07	
Capital Improvement Projects	1000964 - WOODMINSTER PH II ADA IMPVT	2,325.01	(0.01)
Capital Improvement Projects	1000975 - ADA TRNSITION PLAN SVY FY14-15	18,446.00	
Capital Improvement Projects	1000994 - LION TMSCAL POOL ADA UPGRDS	10,139.00	
Capital Improvement Projects	1001002 - CALDECOTT FROG PARK	160.00	10,537.20
Capital Improvement Projects	1001412 - CALDECOTT TRAIL	25,000.00	
Capital Improvement Projects	1003625 - MOSSWOOD REBUILD	337,113.04	1,013,236.61
Capital Improvement Projects	1004769 - MANZANITA PARK TOT LOT	160.00	
Capital Improvement Projects	1000834 - MUSEUM MINOR CIP		302,893.35
Capital Improvement Projects	1004222 - P1000834 MUSEUM MINOR CIP		(6,856.00)
City Administrator	1000002 - DP020 Administrative Project	95,568.90	
City Administrator	1000105 - CANNABIS COOPERATIVE	10,836.76	57,310.13
City Administrator	1001207 - DISPARITY STUDY	0.65	
City Administrator	1004538 - Industrial Invntry & Impct Prj	6,234.33	
City Administrator	1000891 - EQUAL OPP PRGM-ONE TIME FUNDS		13,058.66
City Administrator	1000119 - ANIMAL POPULATION CONTROL		467.29
City Administrator	1000121 - IMPOUND SPAY AND NEUTER		372.71
City Attorney	1000004 - DP040 Administrative Project	12,082.49	
City Auditor	1000006 - DP070 Administrative Project	101.98	34,999.97
City Clerk	1000003 - DP030 Administrative Project	1,173.34	
City Clerk	1000126 - ELECTION FUNDING		1,217,259.80
City Council	1000022 - DPCC0 Administrative Project	453.34	
City Council	1005065 - COUNCIL RESTRICTED BUDGET	0.01	3,124.80
City Council	1004004 - PUBLIC BNKNG FEASBLTY STUDY		30,000.00
City Council	1000726 - FY06-07 CNCL PRIORITIES-DIST 2		32,910.75
City Council	1005054 - D4 GRANTS EVENTS PRGMS		28,209.00
City Council	1000894 - D6 GRANTS EVENTS PRGMS		15,010.00
Department of Transportation	1001465 - PARKING METERS MGMT SYSTEM	975,164.31	
Department of Transportation	1001594 - ADA AUX AIDES- SERVC PROJECT	75.28	
Department of Transportation	1001669 - ADA REASONABLE ACCOMODATIONS	1,909.96	
Department of Transportation	1003469 - DP350 Administrative Project	355,582.20	
Department of Transportation	1004376 - CHINATOWN LIGHTING.		75,000.00
Department of Violence Prevention	1003738 - DP700 Administrative Project	1,499.47	
Department of Violence Prevention	1004368 - Urbn Stratgies Cncl-DVP Conslt		40,000.00
Economic and Workforce Development Departmen	1000019 - DP850 Administrative Project	5,856.27	
Economic and Workforce Development Departmen	1000174 - FORN TRD ZN 1010-P389610	7,863.34	
Economic and Workforce Development Departmen	1000185 - MERCH ORG-SHP OAK 1010-P275310	18,051.26	66,630.80
Economic and Workforce Development Departmen	1000187 - MSJP GPF 1010-P474710	1,117.50	
Economic and Workforce Development Departmen	1000864 - MURALS-GREEN WALLS		280,590.00
Economic and Workforce Development Departmen	1000235 - SURP PROP 1010-P47010		102,140.86
Economic and Workforce Development Departmen	1005379 - WORKFORCE TRAINING SVCS 1010		339,732.00
Economic and Workforce Development Departmen	1005456 - OPIC FY19-20 1010		34,916.73
Economic and Workforce Development Departmen	1000898 - BUSINESS ATTRAC 1010-P58520		66,446.92
Economic and Workforce Development Departmen	1000147 - BUS IMPV DIST-NCR 1010-C138410		145,000.00
Economic and Workforce Development Departmen	1005375 - BLACK ARTS DISTRICT 1010		75,000.00
Finance Department	1000007 - DP080 Administrative Project	697,861.85	
Finance Department	1000105 - CANNABIS COOPERATIVE		120,821.36
Finance Department	1000873 - REV COLLECTION SYSTEM BACK LOG	27,885.88	
Finance Department	1000875 - PAY BY PHONE FEE	3,893.55	
Finance Department	1004391 - FINANCE OP SYSTEMS	44,585.00	
Finance Department	1004004 - PUBLIC BNKING FEASBLTY STUDY		4,300.00
Finance Department	1004973 - Budget Community Engagement		50,270.00
Fire Department	1000009 - DP200 Administrative Project	2,304,238.42	
Fire Department	1000105 - CANNABIS COOPERATIVE	975.48	
Fire Department	1004379 - Inspection-Plan Review Svcs	17,668.75	
Fire Department	1004398 - Fire Academy Training	61,162.22	
Fire Department	1005039 - Funds From Council Dist 6	11,615.61	
Fire Department	1005320 - OFD Strategic Plan		50,000.00
Fire Department	1005341 - OFD Standards of Coverage		50,000.00
Fire Department	1005271 - FIRESAFE COUNCIL GRANT MATCH		125,000.00
Housing and Community Development Department	1001537 - BUS RAPID TRANSIT 1010		797,614.38
Human Resources Management Department	1000005 - DP050 Administrative Project	134,333.15	
Human Resources Management Department	1000108 - CITY-WIDE TRAINING	9,826.42	139,062.92
Human Resources Management Department	1001246 - BACKGROUND CHECK BACKLOG		60,478.15
Human Resources Management Department	1000395 - RECRUITMENT SUPPORT SERVICES		42,886.30

Dept Description	Project Description	Total FY20 Encumbrance CF (Contractually Obligated)	Total FY20 Project CF
Human Services Department	1000017 - DP780 Administrative Project	327,007.18	
Human Services Department	1000304 - HSD-CHRONIC ABSENTTEEISM-OUSD	62,169.05	
Human Services Department	1000310 - DOSC OPERATING	3,455.03	
Human Services Department	1000312 - EOSC OPERATING	3,339.65	
Human Services Department	1000315 - NOSC OPERATING	16,968.57	
Human Services Department	1000316 - RETAINED RENTAL REV DOSC	2,761.56	
Human Services Department	1000318 - RETAINED RENTAL REV WOSC	2,795.92	
Human Services Department	1001097 - RETAINED RENTAL REV EOSC	0.01	
Human Services Department	1001098 - WOSC OPERATING	3,310.53	
Human Services Department	1001141 - YOUTH TOGETHER	50,710.64	
Human Services Department	1001366 - FAMILY BRIDGES	22,149.00	
Human Services Department	1001426 - SPECIAL SENIOR SERVICES	2,548.00	
Human Services Department	1003810 - GPF HEALTH N SFTY HMLSS ENCMPT	103,245.43	12,996.19
Human Services Department	1004111 - GPF HIGH PRIORITY FY1819	35,225.28	
Human Services Department	1004113 - GPF WINTER SHELTER FY1819	1,102.29	
Human Services Department	1004118 - GPF FIT MATCH 2017 N PATH 1819	13,659.13	
Human Services Department	1004355 - PILOT HOMELESS LITTERNDUMPING	9,008.78	
Human Services Department	1004468 - HEADSTART FY19-20 GPF	0.01	
Human Services Department	1004562 - SCP FY19-20 MATCH	10,443.96	
Human Services Department	1004574 - GPF HIGH PRIORITY FY19-20	31,516.98	
Human Services Department	1004575 - CPSSO MCTHP N PATH 2018 FY1920	3,864.83	
Human Services Department	1004576 - GPF WINTER SHELTER FY1920	43,605.92	
Human Services Department	1004577 - GPF OUTREACH FY19-20	0.01	17,157.99
Human Services Department	1004580 - GPF FIT MATCH 2018 N PATH 1920	9,021.59	
Human Services Department	1005724 - Oakland Youth Advisory Commission		23,707.06
Human Services Department	1001277 - VIETNAMESE AMER COMM		8,878.00
Human Services Department	1001682 - EMERGHNSNGPROGFY0708		1,558.75
Human Services Department	1005405 - CAHOOTS FEASABILITY		40,000.00
Human Services Department	1003804 - OAKLAND PROMISE		1,650,000.00
Human Services Department	1004578 - GPF HUNGER PRGM FY19-20		15,000.00
Human Services Department	1004123 - GPFHESG 2018 FY1820		2,184.00
Information Technology Department	1000011 - DP460 Administrative Project	76,865.53	
Mayor	1000001 - DP010 Administrative Project	288.77	
Mayor	1001131 - MAYOR'S OFFICE ADMIN SUPPORT		45,021.25
Non Departmental and Port	1000105 - CANNABIS COOPERATIVE		275,000.00
Non Departmental and Port	1000107 - LABOR NEGOTIATIONS	30,686.24	214,136.82
Non Departmental and Port	1000465 - EMPLOYEE RECOGNITION	103.63	48,000.00
Non Departmental and Port	1000467 - STATE LOBBYIST	11,994.60	
Non Departmental and Port	1000468 - FEDERAL LOBBYIST	6,000.00	
Non Departmental and Port	1000472 - CIVIC DESIGN LAB-1TYM FND15-17	219.23	
Non Departmental and Port	1000507 - NATIONAL NIGHT OUT	19.07	
Non Departmental and Port	1001123 - CHORUS	26.52	
Non Departmental and Port	1001347 - CAO CONTINGENCY	10,171.01	
Non Departmental and Port	1000166 - CULTL ATS GNT FND 1010-P385310		33,127.00
Non Departmental and Port	1000466 - PUBLIC CAMPAIGN FINANCING		81,918.01
Non Departmental and Port	1001122 - SISTER CITIES		18,620.00
Non Departmental and Port	1005304 - COVID-19 EMERGENCY RESPONSE		493,423.50
Non Departmental and Port	1000462 - CITY COUNCIL CONTINGENCY		81,261.00
Non Departmental and Port	1004352 - OAK A'S HOWARD SITE PEP 5999		257,749.10
Non Departmental and Port	1001121 - REDISTRICTING		24,526.13
Non Departmental and Port	1005451 - GREAT PLATES		(306,526.00)
Oakland Parks and Recreation Department	1000012 - DP5000 Administrative Project	77,423.00	
Oakland Parks and Recreation Department	1000623 - WEST OAKLAND MENTORING FEE	25,000.00	
Oakland Parks and Recreation Department	1001388 - RAIDERS SURCHARGE	47,244.62	103,107.94
Oakland Parks and Recreation Department	1004257 - FY17-18 WEST OAKLAND YOUTH CTR		63,107.16
Oakland Public Library Department	1000013 - DP610 Administrative Project	42,414.08	
Oakland Public Works Department	1000010 - DP300 Administrative Project	88,827.77	
Oakland Public Works Department	1001002 - CALDECOTT FROG PARK		2,129.50
Oakland Public Works Department	1001030 - PAYGO D2 MADISN SQ PORTA POTTY	75.60	
Oakland Public Works Department	1003625 - MOSSWOOD REBUILD		(4,716.45)
Oakland Public Works Department	1003434 - DIMOND PARK - LIONS POOL RPR		13,896.45
Oakland Public Works Department	1003319 - BELLEVUE AVE PATHWAYS		(6,975.44)
Planning and Building Department	1001121 - REDISTRICTING		32,000.00
Planning and Building Department	1001382 - PERTS TECHNOLOGY ENHANCEMENT		(131,055.29)
Police Commission	1003737 - DP660 Administrative Project	20,424.33	
Police Commission	1000106 - CPRB-INVESTIGATIONS		776,720.86

Dept Description	Project Description	Total FY20 Encumbrance CF (Contractually Obligated)	Total FY20 Project CF
Police Department	1000008 - DP1000 Administrative Project	427,724.58	
Police Department	1000777 - PROPERTY AUCTION REVENUE	371.13	
Police Department	1000790 - DEEMED APPROVED	80,953.70	236,000.00
Police Department	1001233 - EXTRA LEGAL LOAD	4,969.02	
Police Department	1001292 - NCPC COMM ENGAGEMENT	13.25	
Police Department	1001377 - OPD WELLNESS UNIT	4,934.79	354,298.60
Police Department	1001473 - 2015 COPS OPERATIONS MATCH	17,621.57	107,339.29
Police Department	1003260 - 2016 COPS HIRING PROGRAM	239.20	1,474,335.78
Police Department	1004114 - 181ST POLICE ACADEMY	14,784.00	
Police Department	1004122 - 182ND POLICE ACADEMY	2,359.23	
Police Department	1004127 - 183RD POLICE ACADEMY	14,569.65	
Police Department	1004131 - 184TH POLICE ACADEMY	75,402.21	756,942.55
Police Department	1004138 - 185TH POLICE ACADEMY	41,063.33	1,812,887.40
Police Department	1001225 - COMPLIANCE DIRECTOR - RACIAL		203,368.75
Police Department	1001178 - REDUCE GUN VIOLENCE		1,392,192.24
Police Department	1000752 - SHOTSPOTTER PHASES II - III		298,189.71
Police Department	1000789 - SHOTSPOTTER		(368,687.00)
Police Department	1000764 - MISC GRANT HONOR GUARD		12,253.00
Police Department	1004723 - 186TH POLICE ACADEMY		(863.99)
Police Department	1001323 - MEASURE Z-OPD		889,890.69
Public Ethics Commission	1000015 - DP650 Administrative Project	1,728.58	
Public Ethics Commission	1000466 - PUBLIC CAMPAIGN FINANCING		17,437.50
Race and Equity Department	1000014 - DP640 Administrative Project	3,670.10	
Race and Equity Department	1000124 - RACE & EQUITY-FY15-17	11,778.31	21,865.94
Grand Total		7,193,267.84	16,511,828.67

Fund 1030 - Measure HH Sugar Sweetened Beverage Tax

			FY20-21 Midcycle
Department	Org and Desc	Project and Desc	Adopted Total
DP850 - Economic and Workforce Development Department	85311 - Workforce Development	1003817 - MSRHH-HEALTHYKIDSPRGM	377,279
DP5000 - Oakland Parks and Recreation Department	501110 - Office of OPR Director	1000012 - DP5000 Administrative Project	173,665
DP5000 - Oakland Parks and Recreation Department	501110 - Office of OPR Director	1003817 - MSRHH-HEALTHYKIDSPRGM	62,720
DP5000 - Oakland Parks and Recreation Department	502110 - Area One: Administration	1000012 - DP5000 Administrative Project	35,844
DP5000 - Oakland Parks and Recreation Department	502230 - Area One: Recreation Center Supervision	1000012 - DP5000 Administrative Project	35,844
DP5000 - Oakland Parks and Recreation Department	502231 - Bushrod Recreation Center	1000012 - DP5000 Administrative Project	76,074
DP5000 - Oakland Parks and Recreation Department	502232 - Defremery Recreation Center	1000012 - DP5000 Administrative Project	42,640
DP5000 - Oakland Parks and Recreation Department	502233 - Golden Gate Recreation Center	1000012 - DP5000 Administrative Project	66,631
DP5000 - Oakland Parks and Recreation Department	502234 - Lincoln Recreation Center	1000012 - DP5000 Administrative Project	54,459
DP5000 - Oakland Parks and Recreation Department	502236 - Mosswood Recreation Center	1000012 - DP5000 Administrative Project	16,275
DP5000 - Oakland Parks and Recreation Department	502237 - Poplar Recreation Center	1000012 - DP5000 Administrative Project	61,953
DP5000 - Oakland Parks and Recreation Department	502260 - Rotary Nature Center	1000012 - DP5000 Administrative Project	26,096
DP5000 - Oakland Parks and Recreation Department	502310 - Aquatics Supervision	1000012 - DP5000 Administrative Project	520,432
DP5000 - Oakland Parks and Recreation Department	502312 - Dimond Aquatics	1000012 - DP5000 Administrative Project	187,261
DP5000 - Oakland Parks and Recreation Department	502313 - Defremery Aquatics	1000012 - DP5000 Administrative Project	148,189
DP5000 - Oakland Parks and Recreation Department	502315 - Fremont Aquatics	1000012 - DP5000 Administrative Project	211,870
DP5000 - Oakland Parks and Recreation Department	502330 - City-Wide Sports	1000012 - DP5000 Administrative Project	1,344,201
DP5000 - Oakland Parks and Recreation Department	502331 - Girls Sports	1000012 - DP5000 Administrative Project	188,812
DP5000 - Oakland Parks and Recreation Department	502332 - East Oakland Sports Center	1000012 - DP5000 Administrative Project	540,441
DP5000 - Oakland Parks and Recreation Department	502340 - Youth Adult Sports	1000012 - DP5000 Administrative Project	157,739
DP5000 - Oakland Parks and Recreation Department	502350 - Boating	1000012 - DP5000 Administrative Project	26,096
DP5000 - Oakland Parks and Recreation Department	503230 - Area Two: Recreation Center Supervision	1000012 - DP5000 Administrative Project	102,803
DP5000 - Oakland Parks and Recreation Department	503231 - Allendale Recreation Center	1000012 - DP5000 Administrative Project	8,457
DP5000 - Oakland Parks and Recreation Department	503236 - Redwood Heights Recreation Center	1000012 - DP5000 Administrative Project	30,104
DP5000 - Oakland Parks and Recreation Department	509230 - Area Three: Recreation Center Supervision	1000012 - DP5000 Administrative Project	36,213
DP5000 - Oakland Parks and Recreation Department	509239 - Rainbow Teen Center	1000012 - DP5000 Administrative Project	24,412
DP750 - Human Services Department	75631 - Senior Center	1003817 - MSRHH-HEALTHYKIDSPRGM	428,286
DP750 - Human Services Department	78111 - Department of Human Services: Administration	1003817 - MSRHH-HEALTHYKIDSPRGM	15,491
DP750 - Human Services Department	78111 - Department of Human Services: Administration	1004483 - MSRHH-HEALTHY PRGM FY20-21	2,658
DP750 - Human Services Department	78231 - HS Classroom and Seasonal	1003817 - MSRHH-HEALTHYKIDSPRGM	271,352
DP750 - Human Services Department	78231 - HS Classroom and Seasonal	1004507 - HEADSTART FY20-21 CCFP 093021	6,694
DP750 - Human Services Department	78241 - Year Round Lunch Program	1000017 - DP780 Administrative Project	152,115
DP750 - Human Services Department	78241 - Year Round Lunch Program	1003817 - MSRHH-HEALTHYKIDSPRGM	259,346
DP750 - Human Services Department	78241 - Year Round Lunch Program	1004170 - HSD-SUMMER FOOD PROG 2019	42,646
DP750 - Human Services Department	78251 - Youth Services	1003817 - MSRHH-HEALTHYKIDSPRGM	1,963,776
DP750 - Human Services Department	78411 - Community Housing Services	1004117 - GPF HUNGER PRGM FY1819	-
DP020 - City Administrator	02111 - City Administrator: Administration	1003817 - MSRHH-HEALTHYKIDSPRGM	161,764
DP080 - Finance Department	08411 - Revenue: Administration	1000007 - DP080 Administrative Project	66,429
DP080 - Finance Department	08411 - Revenue: Administration	1003817 - MSRHH-HEALTHYKIDSPRGM	180,000

Department	Org and Desc	Project and Desc	FY20-21 Midcycle Adopted Total
DP080 - Finance Department	08431 - Revenue: Business Tax	1000007 - DP080 Administrative Project	70,000
DP080 - Finance Department	08811 - Budget Unit	1000007 - DP080 Administrative Project	22,933
DP640 - Race and Equity Department	64111 - Race and Equity	1003817 - MSR HH-HEALTHY KIDS PRGM	-
DP900 - Non Departmental and Port	90591 - City-Wide Activities	1003817 - MSR HH-HEALTHY KIDS PRGM	1,000,000
Grand Total			9,200,000

CITY OF OAKLAND



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OFFICE OF THE CITY ADMINISTRATOR

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October 9, 2020

The Honorable Courtney A. Ruby
Oakland City Auditor
1 Frank Ogawa Plaza, 4th Floor
Oakland, CA 94612

Dear City Auditor Ruby:

In response to your August 28, 2020 request for an update on the status of the June 2019 Oakland Police Department Overtime Performance Audit recommendations please find the attached matrix with a status of each item. OPD continues to work on many of the recommendations from the audit. The accompanying updated matrix and documents outline our progress on the recommendations related to overtime tracking, overtime reimbursement, staffing, and reducing injuries.

Several of the recommendations relate to special events. Due to the pandemic and the relocation of two of Oakland's professional sports teams, there have been very few special events and an uncertain future when large-scale special events will return. Accordingly, there has been little change to the practices related to special events.

As referenced in our June 5, 2019 letter to you with our initial response regarding the recommendations involving the union negotiations, the City will bring these recommendations to the table in future rounds of negotiations closer to 2024 when the OPOA contract reopens.

It is relevant to mention that the City is engaging in comprehensive review of public safety services with the Reimagining Public Safety Taskforce. The ultimate implementation of taskforce recommendations will likely have impacts on the OPD budget, staffing and consequently OPD overtime.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Reiskin'.

Edward D. Reiskin
City Administrator

cc: Chief Susan Manheimer
Orshi Kovesdi, Senior Performance Auditor

Management's Response						
Finding	2019 Audit Report Finding	2019 Audit Report Recommendations	Management Action Plan	Responsible Party	Target Date to Complete	Description on Status
1	The City still does not realistically budget for police overtime costs	1.1 The City should continue to work towards a realistic overtime budget to fund overtime and continue to work on reducing overtime hours.	<p>The Administration agrees with the recommendation.</p> <p>The Oakland Police Department (OPD) staff and the Administration have discussed a realistic overtime budget, based on current and historical overtime usage, which is tied to OPD's current service level. The City Administrator's Office and OPD will draft related policy to bring the City Council for review and approval.</p>	Oakland Police Department, Finance Bureau & City Administrator's Office	December 31, 2019	The Administration was not able to secure a right-sized budget as part of the mid-cycle process. In fact, Councilmembers proposed various reductions in overtime, and held \$8 million of the proposed undersized budget in reserve. Through the Reimagining Public Safety Task Force process and the subsequent two-year budget development process, we will endeavor to develop a realistic overtime budget.
		1.2 The Department should continue working towards becoming fully staffed.	<p>The Administration agrees with the recommendation.</p> <p>In a concerted effort to fill all vacancies, both sworn and professional I staff, the Department has and will continue to work closely with HRM. Since January 2017, OPD has completed five (5) Police Academies, adding a total of 86 new officers. Additionally, the Department has worked hard to fill all authorized Police Communications Dispatcher vacancies, which has assisted in reducing mandatory overtime in the Communications Division.</p>	Oakland Police Department & Human Resources Management Department	Ongoing	The Department has and will continue to work with HRM to fill all authorized sworn and professional staff vacancies. However, in the midcycle budget, several OPD professional staff positions were frozen, and the Department must wait until they are unfrozen to proceed with recruitment and hiring. There are current eligible lists for many of the professional staff positions that remain unfilled that were not affected by the midcycle budget, and hiring managers are in the process of interviewing candidates to fill these positions. Additionally, the Department has partnered with the South Bay Regional Public Safety Training Consortium to increase the pool of



Office of the City Auditor

Oakland Police Department Overtime Recommendation
Follow Up Performance Audit

						<p>qualified candidates for the Police Communications Dispatcher positions.</p> <p>Since January 2019, the Department has completed four police academies and graduated a total of 107 officers. There is also a police academy scheduled for November 2020, which will be filled with an estimated 35 -40 Police Officer Trainees and will assist with filling sworn positions once the trainee's graduate from the academy</p>
		<p>1.3 The City Administration should net the reimbursements received for OPD's overtime costs in OPD's overtime budget to provide a truer picture of the OPD's overtime costs.</p>	<p>The Administration agrees with the recommendation.</p> <p>Beginning in FY19-20, OPD and the Finance Bureau will net the reimbursements received for OPD's overtime costs in the quarterly Overtime reports and the Revenue and Expenditures reports.</p>	<p>Oakland Police Department & Finance Bureau</p>	<p>July 1, 2019</p>	<p>Beginning in FY19-20 OPD began netting the reimbursements received from special events in the quarterly overtime reports presented to City Council.</p>
2	<p>OPD needs to improve management and operational controls to ensure all overtime is adequately managed, properly authorized, and approved</p>	<p>2.1 The Department should update its 1999 overtime management policy.</p>	<p>The Administration agrees with the recommendation.</p> <p>The Department is in the final stages of completing the Department General Order (DGO) D-01 (Overtime) policy. In 2017, OPD created an Overtime Working Group to identify methods to control overtime usage and to update the outdated overtime policy. This past year, the draft policy went through several rounds of review internally as well as review by all three of OPD's bargaining units. OPD will implement the policy after completing the meet and confer conferences with the bargaining units.</p>		<p>January 1, 2021</p>	<p>The overtime policy has been drafted and is in the last stages of meet and confer with the impacted unions.</p>
		<p>2.2 The Department needs to develop a management reporting system that provides timely, accurate,</p>	<p>The Administration agrees with the recommendation.</p> <p>OPD is working with the City's Information Technology Department to develop a plan and budget for an</p>	<p>Oakland Police Department & Information Technology Department</p>	<p>Ongoing with upgrade & integration planned for 2020</p>	<p>The City has completed the upgrade from its old scheduling system that was past its end of life to a cloud-based solution. This will help to enable timely, accurate and complete</p>



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		and complete information on overtime usage.	integrated overtime management and scheduling system.			information on overtime. OPD is working with Central Payroll and ITD to integrate payroll with the scheduling system in late 2020 or early 2021.
		<p>2.3 The Department should develop and implement policies and procedures to ensure that all overtime forms are accounted for and reconciled to overtime claimed, including but not limited to:</p> <ul style="list-style-type: none"> Overtime reconciliation must be consistently performed and documented by payroll coordinators. Payroll should reconcile payroll coordinators' overtime forms to ensure all overtime forms are accounted for. 	<p>The Administration agrees with this recommendation.</p> <p>There is currently a process in place to ensure recommendation six (6) is completed by Payroll Coordinators; however, due to the number of professional staff vacancies Department-wide, it is neither feasible nor practical for this goal to be accomplished at this time.</p> <p>The Department is currently working with City IT to upgrade its scheduling system known as Telestaff. Once the scheduling system is upgraded, it will allow employees to enter overtime hours worked into the system, along with a narrative justification detailing the reason for overtime worked. The employee's immediate supervisor will then be required to review and approve the overtime in Telestaff daily. This will eliminate the need for paper overtime forms and will allow for a more efficient process of reconciling overtime.</p> <p>With full implementation of recommendation two (2) and the upgrade of Telestaff, the Department can move towards accomplishing this recommendation. Additionally, the responsibilities currently outlined for Payroll Coordinators should be codified in a formal policy.</p>	Oakland Police Department & Information Technology Department	Ongoing	<p>Much of the overtime reconciliation will be managed through the upgraded Telestaff product that should be functional in late 2020 or early 2021.</p> <p>Since the time the City responded to the audit recommendations, additional staff positions payroll section have been frozen. This will impact the timely reconciliation of overtime forms.</p>
		2.4 The Department should work on implementing an integrated overtime management and scheduling system.	<p>The Administration agrees with the recommendation.</p> <p>OPD is working with the City's Information Technology Department to develop a plan and budget for an integrated overtime management and scheduling system.</p>	Oakland Police Department and Information Technology Department	Ongoing with upgrade & integration planned for 2020	OPD is working with Central Payroll and ITD to integrate payroll with our new scheduling system. The estimated date for this project is late 2020 or early 2021.



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<p>3</p>	<p>OPD still lacks written policies and procedure to ensure invoices and payments for special events are processed timely and accurately and in accordance with the Municipal Code</p>	<p>3.1 The Department should develop and implement written policies and procedures to ensure invoices and payments for special events are processed in a timely manner and in accordance with the Municipal Code.</p>	<p>The Administration partially agrees with the recommendation.</p> <p>Since March 2015, OPD's Fiscal Services Division implemented written Standard Operating Procedures for reconciling mass overtime slips for special event invoicing and generating and printing special event invoices to ensure invoices are processed in a timely manner (average of 30 days after the event).</p> <p>OPD Fiscal has one Account Clerk II who generates approximately 520 invoices per fiscal year, including dozens of mid-to-large scale events (SO+ members working). Approximately three days after the pay period closes, Fiscal staff receives access to payroll data to begin the reconciliation process. Depending on the timing of the event, this can range from three days after an event to two weeks after an event. If there are no discrepancies, Fiscal immediately invoices the customer. If there are discrepancies, Fiscal resolves the issue prior to creating the invoice. The timeline for resolving discrepancies varies.</p> <p>One of the difficulties to consider is that requiring prepayment of special event costs is administratively burdensome in an organization that is understaffed. Actual costs vary from initial estimates as events can end early or extend beyond the estimated time.</p> <p>Requiring both an invoice/payment of an estimate and then reconciling such costs and invoices the difference or refunding the customer doubles the amount of work for OPD.</p> <p>The Administration will work with OPD to weigh the options of how to best proceed with invoicing special events, taking into consideration the language of the current Municipal Code and current staffing levels.</p>	<p>Oakland Police Department</p>	<p>December 31, 2019</p>	<p>Completed.</p>
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		<p>3.2 The Department needs to provide more management oversight over the process of assigning officers to special events to ensure that the process is fair and appropriately staffed.</p>	<p>The Administration partially agrees with the recommendation.</p> <p>There is currently a Sergeant of Police and Lieutenant of Police responsible for supervising and managing the Special Events Unit. The Department will asset the need to provide additional management oversight over the process of scheduling officers to special events.</p>	<p>Oakland Police Department</p>	<p>December 31, 2019</p>	<p>Currently there is no need for additional management oversight. During the pandemic, the number of special events has been significantly reduced. As special events start to resume, this recommendation will be revisited.</p>
		<p>3.3 The City Administration should consider immediately transferring the planning and scheduling responsibilities for special events to a unit in OPD where there would be no inherent conflicts.</p>	<p>The Administration disagrees with the recommendation.</p> <p>The Department's Special Events Unit was created to ensure proper permitting and to assess the correct number of personnel necessary for special events. This Unit is responsible for dealing directly with the special event customers, who are reimbursing the City for providing security for their events.</p> <p>The Department believes it is beneficial to have the Special Event Coordinator at mid-to- large scale events to ensure the Department fulfills its requirements. Many times, the Special Event Coordinator is working the reimbursable special event at the request of the customer.</p>	<p>Oakland Police Department</p>	<p>N/A</p>	<p>N/A</p>
		<p>3.4 The Department should adhere to the provision in the MOU between the City and OPOA prohibiting sworn staff from receiving comp time for working reimbursable special events.</p>	<p>The Administration agrees with the recommendation.</p> <p>The Department will immediately incorporate a list of members who incorrectly code comp time for special events as part of the Monthly Overtime report. The commanders and managers will be responsible for ensuring payroll adjustments are completed to reverse the errors from their staff. In addition, the Department will reiterate that comp time is not allowed for Special Events.</p>	<p>Oakland Police Department</p>	<p>June 14, 2019</p>	<p>The overtime report is reviewed monthly to ensure there is no comp time charged for reimbursable events. If there is comp time charged to a reimbursable task payroll is informed and the appropriate payroll adjustments are completed promptly to correct the overtime element</p>



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4	OPD still needs to enforce limits on overtime hours worked	4.1 The Department should consider setting limits on the number of overtime hours an employee can earn in a fiscal year, excluding mandatory overtime.	<p>The Administration disagrees with the recommendation.</p> <p>Given the Department's current staffing level, setting limits on the number of overtime hours an employee can earn in a fiscal year can potentially lead to mandatory overtime.</p> <p>Also, setting limits on the number of overtime hours an employee can earn in a fiscal year can potentially create a violation in federal law that mandates non-exempt employees be paid for hours worked.</p> <p>The Department will evaluate limiting the number of special events an employee can work, however, doing so could have serious unintended consequences (i.e. not enough employees to work an event, causing a public safety concern).</p> <p>The Department understands the concern with employees working too much overtime and wants to ensure the wellbeing of its members and the public. There is currently an eight (8) hour rest period incorporated in the OPOA MOU. The Department will continue to monitor overtime usage and rest periods and make adjustments, when necessary.</p>	Oakland Police Department & Human Resources Management Department	December 31, 2019	<p>Currently there are few special events, and most overtime is based on essential operational needs.</p> <p>When special event overtime resumes, the department will revisit this recommendation.</p>
		4.2 The Department should either adhere to its Voluntary Overtime Policy or revise it.	<p>The Administration agrees with the recommendation.</p> <p>The Voluntary Overtime Policy, dated 30 NOV 01, is outdated and will be discontinued once the DGO D-01 (Overtime) is fully implemented.</p>	Oakland Police Department	December 31, 2019	The updated overtime policy is in the last stages of meet and confer with the impacted labor organizations and should be in place by early 2021.
		4.3 The Department should review all situations when staff are working overtime, provide written authorization for exceptions, and implement appropriate management controls to monitor when staff may work voluntary overtime	<p>The Administration agrees with the recommendation.</p> <ol style="list-style-type: none"> 1. The Department currently reviews all overtime worked at least once a month when the Monthly Overtime Report is distributed. 2. The Department is in the process of updating DGO D-01 (Overtime) and discontinuing the Voluntary Overtime Policy. 	Oakland Police Department & Human Resources Management Department	Ongoing with upgrade & integration planned for 2020	OPD is working with Central Payroll and ITD to integrate payroll with our new Telestaff scheduling system. The estimated date for this project is late 2020 or early 2021.



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		and when staff may not work voluntary overtime.	3. Once the Department updates its Telestaff system, commanders and managers can better control and monitor overtime usage.			
		4.4 The Department should work on implementing an integrated management and scheduling system that will allow to track MOU and Policy requirements.	The Administration agrees with the recommendation. OPD is working with the City's Information Technology Department to develop a plan and budget for an integrated overtime management and scheduling system.	Oakland Police Department & Information Technology Department	Ongoing with upgrade & integration planned for 2020	The first phase of the upgraded Telestaff/Kronos system has been implemented. The second phase, which will embed MOU and policy requirements is beginning. OPD will work with Employee Relations to ensure that all necessary labor requirements are satisfied.
5	The City has not addressed any MOU issues identified in the previous report	5.1 The City Administration should negotiate with the Oakland Police Officers' Association to reduce the comp time accrual limit.	The Administration agrees with the recommendation. This recommendation is being evaluated as part of an overall review of comp time Citywide. Reducing comp time is subject to bargaining between the City and OPOA/OPMA. The MOU between the City and OPOA/OPMA does not expire until June 30, 2024.	Oakland Police Department, Human Resources Management Department & Finance Bureau	June 30, 2024	The OPMA and OPOA have closed contracts until 2024, and contract terms will not be proposed until that time unless directed by City Council.
		5.2 The City Administration should negotiate with the OPOA & OPMA to eliminate the provision that allows sworn staff to defer overtime payments.	The Administration agrees with the recommendation. This matter is subject to bargaining between the City and OPOA/OPMA. The MOU between the City and OPOA/OPMA does not expire until June 30, 2024.	Oakland Police Department & Human Resources Management Department	June 30, 2024	The OPMA and OPOA have closed contracts until 2024, and contract terms will not be proposed until that time unless directed by City Council.
		5.3 The City Administration should discontinue the informal practice of buying back comp time.	The Administration agrees with the recommendation. Per the OPOA MOU, "The City will buy down CTO banks in excess of three hundred (300) hours at a rate of no more than a total of two hundred (200) hours per calendar year." Also, included, "However, notwithstanding this provision, the City may elect to buy down any overtime worked (OTW) credit in excess of ninety-six (96) hours."	Oakland Police Department, Human Resources Management Department & Finance Bureau	June 30, 2024	The OPMA and OPOA have closed contracts until 2024, and contract terms will not be proposed until that time unless directed by City Council.

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			The City will work with the bargaining units to ensure the procedures are clearly stated in future MOUs.			
		5.4 The City Administration should review the educational pay incentives for the Department Management in the next MOU Negotiations.	The Administration agrees with the recommendation. Currently, the OPOA MOU does not allow pyramiding educational incentives. This practice is allowed under the OPMA MOU. This matter is subject to bargaining between the City and OPMA. The MOU between the City and OPMA does not expire until June 30, 2024.	Oakland Police Department & Human Resources Management Department	June 30, 2024	The OPMA and OPOA have closed contracts until 2024, and contract terms will not be proposed until that time unless directed by City Council.
		5.5 The City Administration should update Administrative Instruction 124 (AI 124) to reflect current FLSA regulations.	The Administration agrees with the recommendation. The Administration will update AI 124 to reflect current FLSA regulations.	Finance Bureau & City Administrator's Office	June 30, 2020	AI 124 will be updated in Q1 2021.
6	Worker's compensation hours have declined significantly, and more can be done	6.1 The Department should work with the Human Resources Department to develop a comprehensive training program aimed at reducing officer injuries.	OPD Training Section's Professional Development and Wellness Unit is working with HRM's Risk Management to reduce the incidence and severity of on-duty injuries. The City's Health and Wellness Committee meets monthly to analyze trends, assess risks, and develop training and education programs.	Oakland Police Department & Human Resources Management Department	The efficacy of the training program will be assessed on an annual basis	OPD's Professional Development and Wellness unit provides regular training and resources on employee wellness to include how to reduce injuries. These are pushed out regularly (1-2 times weekly). The resource links are included in all correspondences. OPD's executive team and Personnel Manager meet bi-monthly to review all employees on extended medical leave.



DEPARTMENTAL GENERAL ORDER

D-01: OVERTIME

Effective Date: XX MMM 20

Coordinator: Fiscal Services

DRAFT

The purpose of this order is to set forth policy and procedures regarding overtime management, approval, and reporting.

A. OVERTIME WORKED (OTW)

A – 1. Policy

Due to fiscal impacts and possible effects on member wellness, overtime worked must be minimized, controlled, and used only as absolutely necessary. The annual performance evaluation of supervisors, commanders, and managers will include an assessment of managing overtime expenditures.

A – 2. Definitions

1. Overtime Worked or OTW refers to hours worked by members according to the Memorandum of Understanding (MOU) and law (including the Fair Labor Standards Act).
2. Overtime Rate is one and one-half times the base hourly rate.

A – 3. General Provisions

1. Members shall refer to labor agreements for details on exempt and non-exempt positions, circumstances in which overtime pay may be granted, rates of payment for all overtime that qualifies for payment at the premium rate, and related matters.
2. Sworn Members working reimbursable events shall claim paid time – not compensatory time.
3. ~~Members working large-scale natural disasters or federally reimbursable events shall claim paid time only – not compensatory time or deferred compensation.~~

B. OVERTIME PROCEDURES

B – 1. Overtime Authorization

1. Approval Process

Members shall obtain advance approval from a commander or manager before working overtime except when overtime is necessary to:

- a. Complete a radio-dispatched assignment.
- b. Complete an assignment provided by a supervisor (e.g. follow up to an incident that cannot wait until the next shift).
- c. Self-dispatch to a required emergency response (e.g. an officer in need of immediate assistance).
- d. Complete an on-view assignment that requires immediate and continuing police action (e.g., civil disturbances, serious traffic accidents, homicide investigations, etc.)
- e. Attend a court session, judicial or administrative proceeding related to Departmental business in response to a subpoena or lawful order of a superior officer.
- f. Fill unplanned vacancies in the Patrol, Communications, or Records Divisions that would bring the division under minimum staffing levels.

Callback overtime is addressed by Memoranda of Understanding. Members may be called back to work due to an order from competent authority (e.g. call-out schedule, supervisor or commander order). Such callback orders shall be considered advance approval of overtime as specified in this section if the member is due overtime pay pursuant to Memoranda of Understanding and/or law.

Members may work voluntary overtime while on day off, vacation, or surrounding a regular work shift. Members either on paid leave (i.e. CTU, MIL, SICK, FDL), on non-paid leave, or exhibiting below standard performance (i.e. attendance management, performance deficiency notice) shall not work voluntary overtime. Immediate ~~First Level Commanders and~~

~~Managers~~ supervisors and first level commanders and managers are responsible for ensuring compliance.

2. First Level Commander and Manager Fiscal Responsibilities

Commanders and managers are responsible for ensuring any approved overtime is within their approved budgets. In all instances when an org's overtime expenditures are expected to exceed – or actually exceed – budget, the commander or manager shall make every effort to monitor and minimize this overage.

Commanders and managers shall provide the following information in a written memo to their deputy chief or equivalent quarterly when there is a projected or actual overage in the commander's or manager's overtime budget in accordance with Attachment A. This memo shall include:

- a. The reason for the overage.
- b. A plan to get the overtime back within budget or to minimize overtime overage if overtime budget has already been exceeded.

Attachment B is a sample overtime memo.

3. Correct Overtime Forms

- a. Members shall sign the mass overtime form (TF-3504) when working a special event, special enforcement, designated training assignment, or other assignment or event where a mass overtime form has been provided. Members shall not use individual overtime forms when a mass overtime form has been provided for the overtime worked.
- b. Members shall use the individual overtime form (TF-3171) for all overtime not directly associated with an assignment or event where mass overtime forms have been provided. Members shall complete one overtime form for each instance of overtime worked, and are responsible for ensuring that the information entered on the form is accurate and complete. Signatures are required on all forms (no signature stamps).

B – 2. Overtime Coding

The City's Financial System, Oracle, requires that each member input their Hours Type (pay element), Project, Task, Award (if applicable) and Organization (org) to record their time and attendance.

1. Using the Correct Project, Task and Org

It is imperative that members enter the correct project, task and org codes for all hours worked. This ensures accurate reporting, transparency and proper reimbursement for special events and approved projects and programs.

- a. Members shall charge their home org for all overtime worked related to their normal duties.
- b. Members shall charge the requesting org for overtime worked outside of their normal duties. Members shall receive advance approval from the commander or manager who has oversight and control of the org code or the on-duty Watch Commander.
- c. Members assigned to the Criminal Investigation Division (CID) shall charge CID for all investigative callouts.
- d. Members shall charge their overtime to the Special Operations Section org and the provided task for all special events (i.e. games, parades, festivals, etc.). Members shall ensure their hours and corresponding task entered in Oracle are the same as the hours and task on the mass overtime form.
- e. Members who drive to a location for line-up other than where they are assigned shall add an appropriate amount of travel time in both directions, which is generally fifteen minutes in each direction. **This applies only to events when a member is mandated to work – not events for which the member has volunteered.**
- f. Attachment C provides the current orgs.
- g. Below is a chart of tasks that should be entered in Oracle when working overtime.

When Performing This Task	Use this Task Name
Interview of a victim, subject or witness	Administrative Investigation
General task for routine overtime performed by OCOP, OIG, Personnel, IT, Fiscal and PAS members	Agency-Wide Administration
General task for routine overtime performed by Communications members	Communications
General task for routine overtime performed by CID members	Criminal Investigation
General task for routine overtime performed by Crime Lab members	Criminalistics
General task for routine overtime performed by IAD members.	Internal Affairs
General task for routine patrol assignment	Patrol
General task for routine overtime performed by Records members	Police Records
General task for routine overtime performed by Training members	Police Training
General task for routine overtime performed by R&P members	Research & Planning
General task for routine overtime performed by Special Ops members	Special Operations
General task for routine overtime performed by Traffic Operations members	Traffic Operations
Overtime related to primary sergeant patrol backfill	Primary Sgt Backfill
An arrest late in the shift that caused the member to exceed their normal shift hours due to processing protocol by an outside agency (e.g. long line at Santa Rita and heavy vehicular traffic during return to the City of Oakland)	In-Custody Arrest
Transport of a victim, suspect or witness	Transport
Overtime caused by a UOF incident	Use Of Force
Overtime caused by a pursuit	Pursuit
Overtime related to a crime suppression plan (e.g. violence suppression or robbery suppression)	Crime Suppression
Critical incident such as an OIS, crime scene, in-custody death	Critical Incident
Overtime caused by retrieving and/or downloading videos, gathering witness statements, etc.	Con't Investigation
Hospital Guard not connected to shift	Hospital Guard

When overtime is related to multiple tasks, members shall select the task that initially triggered the overtime worked.

2. Using the Correct Pay Element

Pay Elements (Hours Type) allow the Department to appropriately categorize overtime. It is important that the overtime pay element used matches the type of overtime worked.

- a. **Backfill pay elements shall be used when filling an open shift (WODOP). Members shall not use Extension of Shift pay elements when working Backfill overtime.**
Backfill overtime may be incurred because the regularly assigned member is unavailable due to:
 - Sick/Injured
 - Vacation
 - Comp time
 - Training
 - Loan
 - Special assignment
 - b. Extension of Shift pay elements shall be used when completing work that started during a member's regular shift. The member working Extension of Shift overtime may be doing so due to:
 - In-custody arrest
 - Transport of victim, suspect or witness
 - Critical incident such as an Officer Involved Shooting (OIS), crime scene, in-custody death
 - Use of Force
 - Pursuit
 - Natural disaster
 - Interview of a victim, suspect of witness
 - Continuing investigation
 - Report writing
 - Training
3. Supervisor Responsibilities
 - a. **First Level Commanders and Managers** shall verify correct fund codes and ensure that the approved hours are properly recorded before approval.
 - b. First Level Commanders and Managers shall ensure that all approved original OT forms are submitted to the Personnel Section no later than the close of the following pay period to be retained for one year.
 4. Bureau of Field Operations (BFO)
 - a. Designated BFO personnel shall verify overtime hours reported on OT forms before forwarding them to the bureau commander for approval.

- b. Incorrectly completed or disapproved OT forms shall be returned to the member's supervisor.
- c. BFO payroll clerks shall audit all overtime forms for accuracy and proper coding.

B – 3. Managing Overtime

1. OPD Fiscal Services shall provide detailed overtime reports on a regular basis to commanders and managers.
2. All commanders and managers are responsible for managing overtime.
3. Commanders and managers shall take measures, whenever reasonably possible, to reduce or limit the need for overtime. These measures include, but are not limited to, the following:
 - a. Confirming that the work needing to be performed cannot be performed on straight time.
 - b. Ensuring that all other resources have been assigned and cannot be shifted to mitigate the need for overtime. (e.g., confirming that no other patrol officers are available City-wide to fill an openbeat).
 - c. Anticipating and managing workload to best utilize regular duty hours.
 - d. Managing and coordinating planned leave, training and special assignments to minimize the need for overtime.

B – 4. Member Restrictions on Overtime

1. Members shall have at least eight hours rest between work periods unless authorized by a commander or manager.
 - a. Members shall notify the authorizing commander or manager any time the member is projected to have less than eight hours rest between work periods.
2. Members shall have at least one (1) day where they do not work during each seven-day week unless authorized by a commander of the rank of Captain or above. All such authorizations shall be documented in writing by the authorizing Captain or higher-rank member, and the justifying documentation shall be sent to the Executive Command staff.

B – 5. Overtime Corrections

1. To request overtime corrections, members shall complete Payroll Correction Forms (TF-2062) and submit them to their bureau commanders for approval via the assigned Payroll Coordinator. Approved correction forms shall be forwarded directly to the Personnel Section for processing.
2. The OPD Personnel Section is responsible for updating each member's unit of assignment (e.g., Organization Code, Fund, Project and/or Cost Center) and exemption status as he/she is hired, transferred, loaned, or promoted. This includes Departmental internal files and City personnel and payroll files.

By order of

Chief of Police

Date Signed: _____

Finding #6

OPD HEALTH AND WELLNESS UNIT DOCUMENTS

OPD Health and Wellness Unit Intranet Site:

<https://oaklandca.sharepoint.com/sites/intranet/police-wellness?CT=1602262399468&inactivity=d75a89ef-7be6-9f2f-50b4-7c458831abff>

Links within the Intranet page:

6 Simple Habits for a Heart Healthy Lifestyle: <https://thrive.kaiserpermanente.org/thrive-together/live-well/lifestyle-habits-that-hurt-your-heart>

September 6-12: Suicide Prevention Week: <https://oaklandca.sharepoint.com/sites/intranet/police-wellness/DeptNews/Suicide%20Prevention%20Week>

Dispatcher Stress Management: <https://oaklandca.sharepoint.com/sites/intranet/police-wellness/DeptNews/Dispatcher%20Stress%20Is%20Real!>

Each Wednesday OPD sends out a notice for the Kaiser Permanente Wellness Webinar.

OPD also provides a full range of Mental Health, Critical Incident and Chaplain services available to all employees.

The OPD on-site fitness facilities are not open, due to COVID. The Health and Wellness Unit is has made online yoga and fitness classes available to all employees.

Telestaff Upgrade Project Plan

Item	Task	Resource	Due By	Status	Responsible	Notes
	1 week post upgrade - monitor & resolve Phase I issues	HRTM, Kronos + Project Members	9/10-9/16	Completed	All	
	Launch Phase II on 9/15 weekly team meeting	HRTM, Kronos + Project Members	9/15/2020	Completed	All	
Phase 2- System Configuration/Optimization.2 (impacts existing policies), Payroll, Training - schedule for completion in October - December						
1	GOAL: OT Management - track, report, configure open shift, end user list, track & report OT	HRTM, Kronos + Project Members	TBD	Executing	Art/SMEs	Priority: automate OT slips for payroll - Telestaff feed to Oracle
2	Database work - v2 hierachy build out (1st level supervisor)	OPD	9/15-9/30	Executing	SMEs	
3	Database configueration work: rules, backfilling, automation, overwork, track/report	HRTM, Kronos	9/15-10/30	Executing	Art/Spencer	Refer to item 21: Spencer have met with individual Divisions to understand business needs & will build/config based on meeting discussions (impacts policy)
4	Team to test demo, provide feedback	OPD	9/29-10/30	Executing	All	
5	Resolution: config, test, feedback work/doesn't, reconfig, retest, resolution	HRTM + Kronos	9/29-10/30	Executing	All	
6	Phase 2 Payroll kick off meeting	Central Payroll, OPD Payroll	9/14-9/18	Completed	David Jones, Doris Cheng, Amber Fuller	9/8 first OPD payroll meeting with Spencer.
7	Series of meetings to discuss payroll OPD/Central requirements	HRTM + Payroll	9/10-10/30	Executing	David Jones, Doris Cheng, Kiona Suttle, Amber Fuller	10/1 first payroll (opd & central) and Oracle specialist meeting w
8	Oracle IT interface with Telesatff set up	HRTM + Payroll + IT	9/21-10/30	Pending	David Su, Doris Cheng	
9	Coordinate SME from OFD to discuss pros/cons	OPD	9/30/20	Pending	Jenny	
10	Coordinate Sign off acceptance for solution	OPD	11/2-11/6	Pending	Jenny	
11	Provide departmentwide training in phases, cover 24-hr shift (Comprehensive training of enhancements in cloud solution)	OPD + HRTM	11/9-11/20	Pending	Jenny	PowerDMS, live training in Teams.
12	Train the Trainer (4-hr training) Supervisors (4-hr training) End users need to create training materials, new processes, new policies. Prepare for Q&A.	Kronos + OPD	11/9-11/20	Pending	Spencer, Jenny for end user training	
13	Go-Live	Kronos + OPD	12/2/2020	Pending	All	
14	Administrator's Training (2-hr training)	Kronos	12/7-12/11	Pending	Spencer	
15	Follow up training sessions if needed- work with SMEs for support	Kronos + OPD	12/9/2020	Pending	Jenny/Spencer/SMEs	
16	Executive Summary Report, close out project	OPD	12/15/2020	Pending	Jenny	
17	Transition to Kronos Global Support (Officially Close)	HRTM Project Manager	12/25/2020	Pending	Art	
18						

ith Spencer



Oakland Police Department – Fiscal Services

STANDARD OPERATING PROCEDURE (SOP)

ACCOUNTS RECEIVABLE

RECONCILE MASS OT SHEETS FOR SPECIAL EVENT INVOICING

Standard Operating Procedure No.	SOP 205
Revision No:	
Original Date of Issue:	1/30/2015
Revision Date:	3/26/2015
Revised by:	Rachel Tavistock
Approved by:	Choose an item.

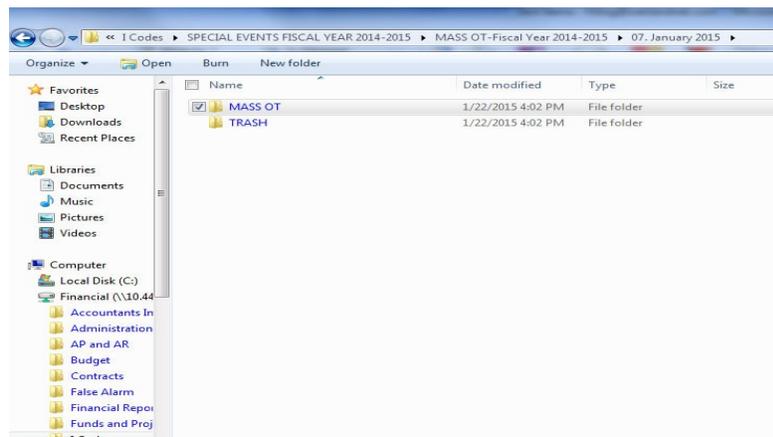
Purpose: To reconcile Mass Overtime Sheets with PA Report for Special Event (I-code) Invoicing

Related Documents:

- [L:\I Codes\SPECIAL EVENTS FISCAL YEAR 2014-2015\MASS OT-Fiscal Year 2014-2015](#)
- [L:\I Codes\Fiscal - PA's\FY 14-15\Special Events PA - 2015-01.xlsx](#)
- [L:\I Codes\SPECIAL EVENTS FISCAL YEAR 2014-2015\Log-Event Codes Fiscal Year 2014-2015.xls](#)

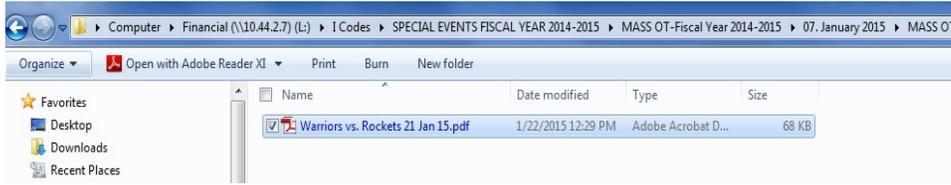
Procedure:

- I. Open the MASS OT Folder located on the server at Financial (L:) → I Codes → SPECIAL EVENTS for the appropriate fiscal year then MASS OT for the fiscal year, and then select a file based on the Period, Month and Year being reconciled (example: 7. January 2015)



Next Scheduled Review Date: 3/26/2016

A. Print the PDF files in the folder, which have been saved there by Officer Cabral



B. Go back one folder and move the PDF files you printed to the TRASH folder

II. Check the columns Overtime Hours Worked and OTW Claimed (highlighted below) for calculation accuracy on the Mass OT sheets, make corrections and adjust if necessary

CITY OF OAKLAND
POLICE DEPARTMENT

OVERTIME AUTHORIZATION

Request for Overtime					Overtime Actually Worked				Acknowledgement	
Name (Rank, Last, First) (e.g. Sgt. Ofc, Disp, PST)	Employee #	Serial #	Regular Duty Hours	Regular Days Off	Overtime Hours Worked	OTW Code	OTW Claimed	Self Serve Y or N	Signature of Employee Who worked Overtime	
Sgt. Gonzalez, Patrick	8462	8181	0800- 1630	SS	1700-2330	OTSG	6.5	Y		
Ofc. Conner, Michael	16271	8711	RPD	TWT	1700-2330	OTSG	6.75	Y		
Ofc. Don Sahler	9336	8095	0800- 1630	FSS	1700-2330	OTSG	6.5	Y		
Ofc. Cortez, Robert S	8262	7704	2200- 0800	FSS	1700-2200	OTSG	5	YES		
Ofc. Ho, Anthony	16725	8776	0700- 1700	TFS	1700-2330	OTSG	6.5	Y		
Ofc. Jarris, William	4793	8041	0800-1600	SS	1700-2315	OTSG	6.25	Y		
Ofc. Johnson, Donald	10319	8383	RID	WTF	1700-2330	OTSG	6.5	Y		
Ofc. Spencer, Adam	16303	8731	0800- 1630	SS	1700-2330	OTSG	6.25	Y		
Ofc. Morse, Michael R.	1399	7726	0700- 1700	SS/Thu	1700-2315	OTSG	6.25	Y		
Ofc. Donald, Jorge	9990	8782	0700- 1700	SS/Thu	1700-2330	OTSG	6.5	Y		
Sgt. Espinoza, Pedro	3430	8003	0600- 1600	S,S,H	1700-2330	OTSG	6.5	Y		

Reason For the Overtime: Warriors vs. Rockets

Date of Overtime: 21-Jan-15

Cost Center: 0000 1010 1042 107710
Project Fund Program Organization

Auth: [Signature]
Verifying Supervisor / Signature & Date

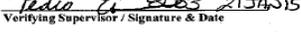
Next Scheduled Review Date: 3/26/2016

III. Check for Signature of Employee Who worked Overtime, Authorizing Commander and Verifying Supervisor signatures. OPD is unable to claim and invoice Special Event customers for overtime worked without signatures such as the missing signature for Sgt. McNeil below. You must e-mail Officer Cabral to follow up on missing signatures.

CITY OF OAKLAND
POLICE DEPARTMENT
OVERTIME AUTHORIZATION

Request for Overtime					Overtime Actually Worked				Acknowledgement
Name (Rank, Last, First) (e.g., Sgt. Ore, Disp, PST)	Employee #	Serial #	Regular Duty Hours	Regular Days Off	Overtime Hours Worked	OTW Code	OTW Claimed	Self Serve Y or N	Signature of Employee Who worked Overtime
Sgt. McNeil, Andrew	2359	7880	0700-1700	SSM	1700-2315	DEF	6.25	Y	
Off. R. B. B. R. J.	2545	8217	0600-1600	SSM	1700-2315	OTSG	6.25	Y	
Off. Monroe, John	5253	7579	0700-1700	SSM	1700-2330	OTSG	6.5	Y	
Off. Valdez, Jose	3544	8089	0600-1400	SS	1700-2345	OTSG	6.75	Y	
Off. Dominguez, Daniel	19763	9113	0800-1600	WTF	1700-2315	OTSG	6.75	Y	
Off. Law, Jonathan	12026	8606	0600-1400	SSM	1700-2315	OTSG	6.25	Y	
Off. Bonifacio, Frank L.	10993	8496	0600-1500	SS	1700-2330	OTSG	6.5	Y	
Off. Nguyen, Huu	0851	8290	0600-1400	S.S	1700-2315	OTSG	6.75	Y	
Off. Johnson, Vinton W.	72	1910	0600-1600	SS	1700-2315	OTSG	6.75	Y	
Off. Kraus, Joseph	6633	7699	0700-1700	SSM	1700-2315	OTSG	6.75	Y	
Off. Taylor, Trade	17119	8843	0600-1400	SSM	1700-2315	OTSG	6.25	Y	
Off. Smith, Robert	21310	9237	0800-1600	WTF	1700-2330	OTSG	6.5	Y	

Reason for the Overtime: Warriors vs. Rockets
 Date of Overtime: 21-Jan-15
 Cost Center: 0000 1010 I-242 107710
 Project: Fund Program Organization


 Authorizing Commander

 Verifying Supervisor / Signature & Date

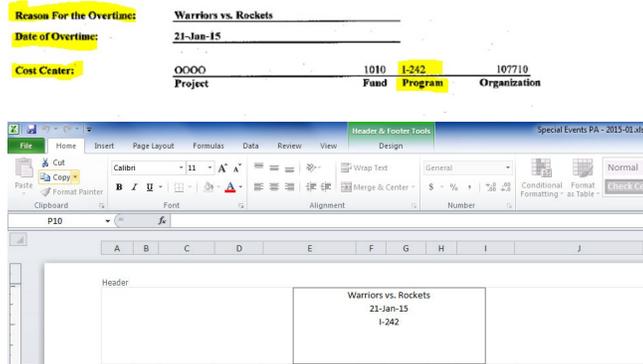
IV. Create a new I-code Excel spreadsheet tab using format below for each Special Event I-code and save the workbook in the same Excel file as the corresponding PA Report, ie; [L:\Codes\Fiscal - PA's\FY 14-15\Special Events PA - 2015-01.xlsx](#), Once the template is set up you may copy and paste it onto each tab, changing the contents.

Rank	Task	Expend Type	Item Date	Employee/Supplier	Emp#	Qty	UOM	Raw Cost	Expend Org	Prog
Warriors vs. Rockets 21-Jan-15 I-242										
								\$	-	
Subtotal								\$	-	
CSO @ 12.03%								\$	-	
Total								\$	-	

Next Scheduled Review Date: 3/26/2016

A. In top Header field, enter the following information listed on the OT forms you printed:

1. Reason for the overtime
2. Date of overtime
3. I-code number from the Cost Center Program



B. In Header row 1, label Rank, Task, Expnd Type, Item Date, Employee/Supplier, Emp#, Qty, UOM, Raw Cost, Expnd Org and Prog for columns A – K, respectively (NOTE: columns E and F will be hidden later)

C. ENTER Subtotal row

1. Enter "**Subtotal**" text in column A
2. Create AutoSum Σ AutoSum calculations for columns G (Qty) and I (Raw Cost)

D. ENTER CSO (Central Service Overhead) fee row

1. Enter "**CSO @12.03%**" text in column A
2. Calculate CSO with formula (=) subtotal in column I multiply (*) by 0.1203
(a) DO NOT include CSO rate for Interagency – City of Oakland and the Port of Oakland

E. Enter Total row

1. Enter "**Total**" text in column A
2. Create formula (=) with the addition (+) of Subtotal and CSO cells in Column I for the total amount to invoice Customer/Name of Company on Special Event (I-code)

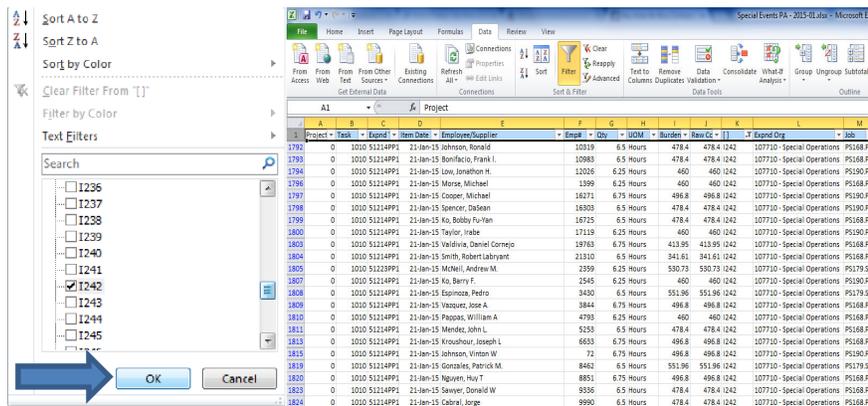
F. Name sheet by I-code at bottom tab

Warriors vs. Rockets
21-Jan-15
I-242

Rank	Task	Expnd Type	Item Date	Employee/Supplier	Emp#	Qty	UOM	Raw Cost	Expnd Org	Prog
								\$ -		
								\$ -		
								\$ -		
Subtotal										
CSO @ 12.03%										
Total										

V. Fill in I-code template above with data copied from PA Report using the fnd_gfm Excel sheet

A. Select Column K, click the Sort and Filter button and click on the drop down arrow that appears next to the brackets ([]), filter by the specific I-code to reconcile (i.e. I242) and hit OK



B. Copy the data in column B - H in fnd_gfm spreadsheet and paste into the corresponding columns B - H in the I-code tab spreadsheet

C. Copy column J (Raw Cost) data and paste into column I (Raw Cost)

D. Copy column L (Expnd Org) data and paste into column J (Expnd Org)

E. Copy column K ([I]) data and paste into column K (Prog)

F. With column D (Item Date) data, confirm Payroll Adjustment date matches date of overtime worked, otherwise change date in I-242 spreadsheet to match date of Special Event worked on Mass OT Sheet

Next Scheduled Review Date: 3/26/2016

	A	B	C	D	E	F	G	H	I	J	K	L
1	Project	Task	Expend	Item Date	Employee/Supplier	Emp#	Qty	UOM	Burden	Raw Cc	[]	Expend Org
1792	0	1010	S1214PP1	21-Jan-15	Johnson, Ronald	10319	6.5	Hours	478.4	478.4	1242	107710 - Special Operations
1793	0	1010	S1214PP1	21-Jan-15	Bonifacio, Frank I.	10983	6.5	Hours	478.4	478.4	1242	107710 - Special Operations
1794	0	1010	S1214PP1	21-Jan-15	Low, Jonathon H.	12026	6.25	Hours	460	460	1242	107710 - Special Operations
1796	0	1010	S1214PP1	21-Jan-15	Morse, Michael	1399	6.25	Hours	460	460	1242	107710 - Special Operations
1797	0	1010	S1214PP1	21-Jan-15	Cooper, Michael	16271	6.75	Hours	496.8	496.8	1242	107710 - Special Operations
1798	0	1010	S1214PP1	21-Jan-15	Spencer, DaSean	16303	6.5	Hours	478.4	478.4	1242	107710 - Special Operations
1799	0	1010	S1214PP1	21-Jan-15	Ko, Bobby Fu-Yan	16725	6.5	Hours	478.4	478.4	1242	107710 - Special Operations
1800	0	1010	S1214PP1	21-Jan-15	Taylor, Irabe	17119	6.25	Hours	460	460	1242	107710 - Special Operations
1803	0	1010	S1214PP1	21-Jan-15	Valdivia, Daniel Cornejo	19763	6.75	Hours	413.95	413.95	1242	107710 - Special Operations
1804	0	1010	S1214PP1	21-Jan-15	Smith, Robert Labryant	21310	6.5	Hours	341.61	341.61	1242	107710 - Special Operations
1805	0	1010	S1223PP1	21-Jan-15	McNeil, Andrew M.	2359	6.25	Hours	530.73	530.73	1242	107710 - Special Operations
1807	0	1010	S1214PP1	21-Jan-15	Ko, Barry F.	2545	6.25	Hours	460	460	1242	107710 - Special Operations
1808	0	1010	S1214PP1	21-Jan-15	Espinosa, Pedro	3430	6.5	Hours	551.96	551.96	1242	107710 - Special Operations
1809	0	1010	S1214PP1	21-Jan-15	Vazquez, Jose A.	3844	6.75	Hours	496.8	496.8	1242	107710 - Special Operations
1810	0	1010	S1214PP1	21-Jan-15	Pappas, William A.	4793	6.25	Hours	460	460	1242	107710 - Special Operations
1811	0	1010	S1214PP1	21-Jan-15	Mendez, John L.	5253	6.5	Hours	478.4	478.4	1242	107710 - Special Operations
1813	0	1010	S1214PP1	21-Jan-15	Kroushour, Joseph L.	6633	6.75	Hours	496.8	496.8	1242	107710 - Special Operations
1815	0	1010	S1214PP1	21-Jan-15	Johnson, Vinton W.	72	6.75	Hours	496.8	496.8	1242	107710 - Special Operations
1819	0	1010	S1214PP1	21-Jan-15	Gonzales, Patrick M.	8462	6.5	Hours	551.96	551.96	1242	107710 - Special Operations
1820	0	1010	S1214PP1	21-Jan-15	Nguyen, Huy T.	8851	6.75	Hours	496.8	496.8	1242	107710 - Special Operations
1823	0	1010	S1214PP1	21-Jan-15	Sauyer, Donald W.	9336	6.5	Hours	478.4	478.4	1242	107710 - Special Operations
1824	0	1010	S1214PP1	21-Jan-15	Cabral, Jorge	9990	6.5	Hours	478.4	478.4	1242	107710 - Special Operations

Warriors vs. Rockets
21-Jan-15
1-242

Rank	Task	Expend Type	Item Date	Employee/Supplier	Emp#	Qty	UOM	Raw Cost	Expend Org	Prog	
1	1010	S1214PP1	21-Jan-15	Johnson, Ronald	10319	6.5	Hours	478.4	107710 - Special Operations	1242	
2	1010	S1214PP1	21-Jan-15	Bonifacio, Frank I.	10983	6.5	Hours	478.4	107710 - Special Operations	1242	
3	1010	S1214PP1	21-Jan-15	Low, Jonathon H.	12026	6.25	Hours	460	107710 - Special Operations	1242	
4	1010	S1214PP1	21-Jan-15	Morse, Michael	1399	6.25	Hours	460	107710 - Special Operations	1242	
5	1010	S1214PP1	21-Jan-15	Cooper, Michael	16271	6.75	Hours	496.8	107710 - Special Operations	1242	
6	1010	S1214PP1	21-Jan-15	Spencer, DaSean	16303	6.5	Hours	478.4	107710 - Special Operations	1242	
7	1010	S1214PP1	21-Jan-15	Ko, Bobby Fu-Yan	16725	6.5	Hours	478.4	107710 - Special Operations	1242	
8	1010	S1214PP1	21-Jan-15	Taylor, Irabe	17119	6.25	Hours	460	107710 - Special Operations	1242	
9	1010	S1214PP1	21-Jan-15	Valdivia, Daniel Cornejo	19763	6.75	Hours	413.95	107710 - Special Operations	1242	
10	1010	S1214PP1	21-Jan-15	Smith, Robert Labryant	21310	6.5	Hours	341.61	107710 - Special Operations	1242	
11	1010	S1223PP1	21-Jan-15	McNeil, Andrew M.	2359	6.25	Hours	530.73	107710 - Special Operations	1242	
12	1010	S1214PP1	21-Jan-15	Ko, Barry F.	2545	6.25	Hours	460	107710 - Special Operations	1242	
13	1010	S1214PP1	21-Jan-15	Espinosa, Pedro	3430	6.5	Hours	551.96	107710 - Special Operations	1242	
14	1010	S1214PP1	21-Jan-15	Vazquez, Jose A.	3844	6.75	Hours	496.8	107710 - Special Operations	1242	
15	1010	S1214PP1	21-Jan-15	Pappas, William A.	4793	6.25	Hours	460	107710 - Special Operations	1242	
16	1010	S1214PP1	21-Jan-15	Mendez, John L.	5253	6.5	Hours	478.4	107710 - Special Operations	1242	
17	1010	S1214PP1	21-Jan-15	Kroushour, Joseph L.	6633	6.75	Hours	496.8	107710 - Special Operations	1242	
18	1010	S1214PP1	21-Jan-15	Johnson, Vinton W.	72	6.75	Hours	496.8	107710 - Special Operations	1242	
19	1010	S1214PP1	21-Jan-15	Gonzales, Patrick M.	8462	6.5	Hours	551.96	107710 - Special Operations	1242	
20	1010	S1214PP1	21-Jan-15	Nguyen, Huy T.	8851	6.75	Hours	496.8	107710 - Special Operations	1242	
21	1010	S1214PP1	21-Jan-15	Sauyer, Donald W.	9336	6.5	Hours	478.4	107710 - Special Operations	1242	
22	1010	S1214PP1	21-Jan-15	Cabral, Jorge	9990	6.5	Hours	478.4	107710 - Special Operations	1242	
24	Subtotal							143.00	\$ 10,523.01		
25	CSO @ 12.85%								\$ 1,265.92		
26	Total								\$ 11,788.93		

Next Scheduled Review Date: 3/26/2016

VI. Reconcile each line item to match information on Mass OT Sheets and adjust accordingly

- A. Check quantity of hours worked on Mass OT sheet against exported data and adjust I-code sheet QTY and calculate new Raw Cost if necessary. See below for FY2014-15 Hourly Rate Table for Hourly OT Rate:

1. [L:\Overtime\FY 2014-15\FY14-15 Hourly Rate Table.pdf](#)

FY2014-15 Hourly Rate Table January 1 - June 30, 2015			
	Hourly Rate	Hourly OT Rate	CSO Overhead
Police Officer			
Step 1	35.04	52.56	58.88
Step 2	40.89	61.33	68.71
Step 3	42.45	63.67	71.33
Step 4	43.85	65.78	73.69
Step 5	45.41	68.12	76.32
Step 6	49.07	73.60	82.45
Sergeant			
	56.61	84.91	95.13
Lieutenant			
	65.48	98.22	110.04
Captain			
	79.79	119.68	134.08
Deputy Chief			
	93.71	140.56	157.47
Police Service Tech II			
Step 1	22.47	33.71	37.76
Step 2	23.66	35.50	39.77
Step 3	24.89	37.33	41.82
Step 4	26.21	39.31	44.04
Step 5	27.60	41.40	46.39
Dispatcher			
Step 1	32.46	48.69	54.55
Step 2	33.28	49.92	55.92
Step 3	34.13	51.19	57.35
Step 4	35.01	52.51	58.83
Step 5	35.92	53.87	60.35

- B. Enter employee Rank (Ofc, Sgt, Lt., Capt, Disp, PST, etc.) in Column A as each line item per row is reconciled

Rank	Task	Expend Type	Item Date	Employee/Supplier	Emp#	Qty	UOM	Raw Cost	Expend Org	Prog
	1010 51214PP1		21-Jan-15	Johnson, Ronald	10319	6.5	Hours	478.4	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Bonifacio, Frank L.	10983	6.5	Hours	478.4	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Low, Jonathon H.	12026	6.25	Hours	460	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Morse, Michael	1399	6.25	Hours	460	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Cooper, Michael	16271	6.75	Hours	496.8	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Spencer, DaSean	16303	6.5	Hours	478.4	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Ko, Bobby Fu-Yan	16725	6.5	Hours	478.4	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Taylor, Irabe	17119	6.25	Hours	460	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Valdivia, Daniel Corne	15763	6.75	Hours	413.95	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Smith, Robert Labryan	21310	6.5	Hours	341.61	107710 - Special Operations	I242
Sgt	1010 5123PP1		21-Jan-15	McNeil, Andrew M.	2359	6.25	Hours	530.73	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Ko, Barry F.	2545	6.25	Hours	460	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Espinoza, Pedro	3430	6.5	Hours	551.96	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Vazquez, Jose A.	3844	6.75	Hours	496.8	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Pappas, William A.	4793	6.25	Hours	460	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Mendez, John L.	5253	6.5	Hours	478.4	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Kroushour, Joseph L.	6633	6.75	Hours	496.8	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Johnson, Vinton W.	72	6.75	Hours	496.8	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Gonzales, Patrick M.	8462	6.5	Hours	551.96	107710 - Special Operations	I242
Ofc	1010 51214PP1		21-Jan-15	Nguyen, Huy T.	8851	6.75	Hours	496.8	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Sawyer, Donald W.	9336	6.5	Hours	478.4	107710 - Special Operations	I242
	1010 51214PP1		21-Jan-15	Cabral, Jorge	9990	6.5	Hours	478.4	107710 - Special Operations	I242
	Subtotal					143.00		\$ 10,523.01		
	CSO @ 12.03%							\$ 1,265.92		
	Total							\$ 11,788.93		

- C. Add/delete employee as necessary per Mass OT sheets as Payroll may have coded OT pay to the wrong I-code and/or may have posted overtime worked to another pay period. Complete each column for any additional line item that was manually added, see highlighted below:

Ofc. Don Sawyer	9336	8262	0500-1520	FSS	1700-2200	OTSG	6.5	4	11/11/14
Ofc. Cooper, Robert S	8262	7704	2200-0800	FSS	1700-2200	OTSG	5	YES	1/2/15
Ofc. KO, Bobby	16725	8776	0700-1700	TFS	1700-2200	OTSG	6.5	4	1/14/15

Ofc	1010 51214PP1	21-Jan-15	Cooper, Robert	8262	5.00	Hours	\$ 368.00	107710 - Special Operations	I242
Subtotal					148.00		\$ -		
CSO @ 12.03%							\$ -		
Total							\$ -		

Rank	Task	Expnd Type	Item Date	Employee/Supplier	Emp#	Qty	UOM	Raw Cost	Expnd Org	Prog
2	Ofc	1010 51214PP1	21-Jan-15	Johnson, Ronald	10319	6.5	Hours	478.4	107710 - Special Operations	I242
3	Ofc	1010 51214PP1	21-Jan-15	Bonifacio, Frank I.	10983	6.5	Hours	478.4	107710 - Special Operations	I242
4	Ofc	1010 51214PP1	21-Jan-15	Low, Jonathon H.	12026	6.25	Hours	460	107710 - Special Operations	I242
5	Ofc	1010 51214PP1	21-Jan-15	Morse, Michael	1399	6.25	Hours	460	107710 - Special Operations	I242
6	Ofc	1010 51214PP1	21-Jan-15	Cooper, Michael	16271	6.75	Hours	496.8	107710 - Special Operations	I242
7	Ofc	1010 51214PP1	21-Jan-15	Spencer, DaSean	16303	6.5	Hours	478.4	107710 - Special Operations	I242
8	Ofc	1010 51214PP1	21-Jan-15	Ko, Bobby Fu-Yan	16725	6.5	Hours	478.4	107710 - Special Operations	I242
9	Ofc	1010 51214PP1	21-Jan-15	Taylor, Irabe	17119	6.25	Hours	460	107710 - Special Operations	I242
10	Ofc	1010 51214PP1	21-Jan-15	Valdivia, Daniel Corne	19763	6.75	Hours	413.95	107710 - Special Operations	I242
11	Ofc	1010 51214PP1	21-Jan-15	Smith, Robert Labryan	21310	6.5	Hours	341.61	107710 - Special Operations	I242
12	Sgt	1010 51223PP1	21-Jan-15	McNeil, Andrew M.	2359	6.25	Hours	530.73	107710 - Special Operations	I242
13	Ofc	1010 51214PP1	21-Jan-15	Ko, Barry F.	2545	6.25	Hours	460	107710 - Special Operations	I242
14	Sgt	1010 51214PP1	21-Jan-15	Espinoza, Pedro	3430	6.5	Hours	551.96	107710 - Special Operations	I242
15	Ofc	1010 51214PP1	21-Jan-15	Vazquez, Jose A.	3844	6.75	Hours	496.8	107710 - Special Operations	I242
16	Ofc	1010 51214PP1	21-Jan-15	Pappas, William A	4793	6.25	Hours	460	107710 - Special Operations	I242
17	Ofc	1010 51214PP1	21-Jan-15	Mendez, John L.	5253	6.5	Hours	478.4	107710 - Special Operations	I242
18	Ofc	1010 51214PP1	21-Jan-15	Kroushour, Joseph L	6633	6.75	Hours	496.8	107710 - Special Operations	I242
19	Ofc	1010 51214PP1	21-Jan-15	Johnson, Vinton W	72	6.75	Hours	496.8	107710 - Special Operations	I242
20	Sgt	1010 51214PP1	21-Jan-15	Gonzales, Patrick M.	8462	6.5	Hours	551.96	107710 - Special Operations	I242
21	Ofc	1010 51214PP1	21-Jan-15	Nguyen, Huy T	8851	6.75	Hours	496.8	107710 - Special Operations	I242
22	Ofc	1010 51214PP1	21-Jan-15	Sawyer, Donald W	9336	6.5	Hours	478.4	107710 - Special Operations	I242
23	Ofc	1010 51214PP1	21-Jan-15	Cabral, Jorge	9990	6.5	Hours	478.4	107710 - Special Operations	I242
24	Ofc	1010 51214PP1	21-Jan-15	Cooper, Robert	8262	5.00	Hours	\$ 368.00	107710 - Special Operations	I242
25	Subtotal					148.00		\$ 10,891.01		
26	CSO @ 12.03%							\$ 1,310.19		
27	Total							\$ 12,201.20		

Next Scheduled Review Date: 3/26/2016

VII. Print a copy of completed Special Event I-code Excel sheet "I-242" WITH Officers' name and Emp# (this serves as documentation for invoicing)

Warriors vs. Rockets
21-Jan-15
I-242

Rank	Task	Expnd Type	Item Date	Employee/Supplier	Emp#	Qty	UOM	Raw Cost	Expnd Org	Prog
Ofc	1010	51214PP1	21-Jan-15	Bonifacio, Frank I.	10983	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Cabral, Jorge	9990	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Cooper, Michael	16271	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Cooper, Robert	8262	5.00	Hours	\$ 368.00	107710 - Special Operations	I242
Sgt	1010	51214PP1	21-Jan-15	Espinosa, Pedro	3430	6.50	Hours	\$ 551.96	107710 - Special Operations	I242
Sgt	1010	51214PP1	21-Jan-15	Gonzales, Patrick M.	8462	6.50	Hours	\$ 551.96	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Johnson, Ronald	10319	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Johnson, Vinton W	72	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Ko, Barry F.	2545	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Ko, Bobby Fu-Yan	16725	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Kroushour, Joseph L	6633	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Low, Jonathon H.	12026	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Sgt	1010	51223PP1	21-Jan-15	McNeil, Andrew M.	2359	6.25	Hours	\$ 530.73	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Mendez, John L.	5253	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Morse, Michael	1399	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Nguyen, Huy T	8851	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Pappas, William A	4793	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Sawyer, Donald W	9336	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Smith, Robert Labryan	21310	6.50	Hours	\$ 341.61	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Spencer, DaSean	16303	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Taylor, Irabe	17119	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Valdivia, Daniel Corne	19763	6.75	Hours	\$ 413.95	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	Vazquez, Jose A.	3844	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Subtotal						148.00		\$ 10,891.01		
CSO @ 12.03%								\$ 1,310.19		
Total								\$ 12,201.20		

VIII. Print a 2nd copy of completed Special Event I-code Excel sheet WITHOUT Officers' name and Emp# by hiding columns E and F (to be sent to customer with original invoice)

Warriors vs. Rockets
21-Jan-15
I-242

Rank	Task	Expnd Type	Item Date	Qty	UOM	Raw Cost	Expnd Org	Prog
Ofc	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	5.00	Hours	\$ 368.00	107710 - Special Operations	I242
Sgt	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 551.96	107710 - Special Operations	I242
Sgt	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 551.96	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Sgt	1010	51223PP1	21-Jan-15	6.25	Hours	\$ 530.73	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 341.61	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.50	Hours	\$ 478.40	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.25	Hours	\$ 460.00	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.75	Hours	\$ 413.95	107710 - Special Operations	I242
Ofc	1010	51214PP1	21-Jan-15	6.75	Hours	\$ 496.80	107710 - Special Operations	I242
Subtotal				148.00		\$ 10,891.01		
CSO @ 12.03%						\$ 1,310.19		
Total						\$ 12,201.20		

IX. Mass OT sheets and supporting I-code Excel spreadsheets are ready for Special Event invoicing

Next Scheduled Review Date: 3/26/2016