



Memorandum

Date: 2/13/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-044

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2189
---------	----------------	--------------

DEPARTMENT STAFF:

Finance	Haritha Narra	Financial Planning Manager
Finance	Marissa Flynn	Senior Financial Analyst

TITLE:

Quarterly Overtime Report, January 1, 2023 through December 31, 2023

OVERVIEW STATEMENT:

For Council's review in Attachment A is the Quarterly Overtime Report that provides data from January 1, 2023 through December 31, 2023.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Key highlights from the Quarterly Overtime Report include the following:

- **Citywide** overtime costs total \$6.01 million and are 20.1% ahead of budget expectations.
- **Total Salaries** including regular salaries and overtime, are trending 3.1% or \$5.71 million under budget.
- **Fire Department** overtime costs total \$4.26 million and are trending 18.4% ahead of budget expectations primarily driven by firefighter backfill while new recruits attend the Fire Academy.
- **Police Department** overtime costs total \$1.26 million and are trending 43.3% ahead of budget expectations primarily driven by significant position vacancies resulting in regular salary savings of \$1.30 million.
- **All Other Departments'** overtime costs total \$496 thousand and are trending 1.2% ahead of budget expectations, driven, in part, by staffing at special events and the Right of Way (ROW) inspection workload which has been in excess of what can be completed in a regular work week.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

N/A

Approved in current biennial budget:

☐ Yes

☐ No

☒ N/A

Budget Offer Number:

N/A

Budget Priority:

Healthy and Sustainable, Safe and Resilient, Strategic and Responsive, and Vibrant and Connected

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Date: 2/13/2024

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 24-044

Type: Committee Memo

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: 2023 4th Quarter Overtime Report