

**Council Report Backs**  
2022 2023 Budget Questions – Part 3

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Question 1	Question From	Answer From
Overtime – How does the City manage overtime?	Ruckriegel	Police Fire ECC Comm Dev Public Works

While management employees do not receive additional compensation or time off for hours worked in excess of forty, employees covered by collective bargaining agreements are entitled to overtime or compensatory time when they work additional hours. Below are examples that highlight the range of circumstances where overtime is used.

Some overtime is driven by contractual provisions in collective bargaining agreements. For instance: The Fire Department has fifteen pieces of apparatus, and their collective bargaining agreement requires that each apparatus be staffed with three personnel. When employees use vacation, Kelly Days, sick leave, workers compensation, military leave, jury duty, bereavement leave, etc., there is often a need for additional personnel to staff all fifteen apparatus. When this occurs, overtime is paid to those employees. The Fire Department is also contractually obligated to hold quarterly training for their three specialty teams. This training requires that overtime be paid to any members who are off-duty on the day training for that team is held.

Other overtime is driven by minimum staffing levels required to accomplish the work. For instance:

- The Emergency Communications Center requires eighteen trained Telecommunicators to staff the Center and provide 24-hour service to citizens. The ECC currently has twenty radio-trained Telecommunicators. When the use of approved leave is factored in, the ECC must require employees to work overtime to meet operational needs.
- The Police Department also has a minimum staffing level for their Patrol Division. During April to October, when the call load increases, Patrol Officers work three main shifts (first, second and third) with two additional officers per shift, (on the two busiest days of the week. Shifts are designed to meet minimum staffing requirements without overtime, however adjustments are made and overtime becomes necessary due to PTO, sick leave, injuries, military leave, etc.)

Overtime can also be situational. Some examples are:

- In the Police Department, the Shift Commander has the authority to hold officers over or call officers in early. This is primarily done when significant incidents occur and require additional resources. (Critical incidents are one example of this situation, as well as SRT callouts.)
- SID works overtime during drug investigations, warrant executions, directed patrol details, and criminal apprehension details.
- CID works additional details throughout the year as well on overtime. i.e. downtown details and district 150 events

In the Fire Department, when one of the specialty teams is called for assistance by an outside agency, any member not on shift on the day of the incident must be paid overtime.

- Fire investigators are also called in outside of their normal hours, and the Police Department utilizes the Fire Department’s tactical paramedics during hostage situations or when conducting search warrants.

- Public Works uses overtime during emergency situations (snow, flooding and other weather-related events; life-safety situations involving facilities or fleet; and traffic sign or signal emergencies) that occur outside normal work hours.
- Information Systems employees receive overtime when they respond outside of their normal work hours to critical incidents (dispatch software failure, fiber not working to communicate to a fire house), provide Council meeting support, or respond to Councilmembers when their iPhones or iPads are not working.

The Community Development Department does not have an overtime budget so they primarily utilize compensatory time which is time off in lieu of overtime pay. Their represented employees receive compensatory time when they work more than their normal forty-hour workweek to attend neighborhood meetings/projects, for emergency situations and due to workload demands. Mandatory overtime is used occasionally due to seasonal demands related to tall grass and a backlog of complaints. Employees are only allowed to accrue 240 hours of compensatory time before it must to be paid out, and employees who separate from the City are also paid out for the balance of any compensatory time that remains.

Because overtime is used by departments for a variety of reasons and in accordance with different bargaining agreements, a general overtime policy is not feasible. However, departments use a variety of methods to control overtime usage including creating different shifts, adjusting work hours on certain days, requiring management employees to attend or respond, and providing incentives to persuade applicants to accept positions in the Emergency Communications Center. In addition, all overtime is approved in advance by supervisors and Department Heads monitor overtime usage on a regular basis.

<b>Question 2</b> Budget Motions	<b>Question From</b>	<b>Answer From</b> Finance City Manager
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The following list includes budget motions for tomorrow November 2, 2021. Staff will have the motions with the corresponding budget detail included sent out via separate cover tomorrow.

- A motion to Amend the City of Peoria 2022-2023 BIENNAL BUDGET for an Additional \$12,500,000 for the Wisconsin Ave street project;
- A motion to Amend the City of Peoria 2022-2023 BIENNAL BUDGET for an Additional \$1,120,849 in General Fund revenue and \$885,000 in General Fund expense cuts in 2022 and an Additional \$1,806,760 in General Fund revenue and \$890,500 in General Fund expense cuts in 2023 as presented in Report Back 1-5;
- A motion to Amend the City of Peoria 2022-2023 BIENNAL BUDGET for an additional \$5,070,000 for property acquisition and surface parking improvements in the 800-1000 blocks of Washington Street in the Warehouse District TIF;
- A motion to Amend the City of Peoria 2022-2023 BIENNAL BUDGET for an additional \$2,068,403 in Fiscal Recovery Funds use for demolition of McKinley and Harrison Schools and a portion of the Allen Road Project and additional General Fund expenses to account for Fiscal Recovery Fund proposed spending;
- A motion to Amend the City of Peoria 2022-2023 BIENNAL BUDGET for an additional \$1,200,000 in the State Motor Fuel Tax Fund for acceptance of a Distressed Communities Grant from the State of Illinois, and an increase of \$55,000 in the Western Avenue street project for cameras and wayfinding;
- A motion to Amend the City of Peoria 2022-2023 BIENNAL BUDGET for an additional \$125,000 in both 2022 and 2023 for the use of the Illinois Department of Commerce and Economic Opportunity Grant funds for the Mayor’s Youth Program and corresponding expenses;
- A motion to Amend the City of Peoria 2022-2023 BIENNAL BUDGET for an additional \$15,000 in both 2022 and 2023 for the purchase of a TIF Compliance software for Economic Development based on recent state law changes; and
- A motion to Amend the City of Peoria 2022-2023 BIENNAL BUDGET for an to complete the 2021 Sidewalk Participation Program.