

**CITY OF BALTIMORE
COUNCIL BILL 09-0402
(First Reader)**

Introduced by: Councilmembers Conaway, Branch
Introduced and read first time: September 21, 2009
Assigned to: Judiciary and Legislative Investigations Committee

REFERRED TO THE FOLLOWING AGENCIES: City Solicitor, Comptroller, Department of Finance,
Board of Estimates

A BILL ENTITLED

1 AN ORDINANCE concerning

2 **Office of Overtime Reporting – Establishment**

3 FOR the purpose of establishing an Office of Overtime Reporting; providing for the appointment
4 of a director and staff for the Office; requiring City agencies to report to the Office on
5 overtime expenditures; and generally relating to oversight of overtime expenditures.

6 BY adding

7 Article 1 - Mayor, City Council, and Municipal Agencies
8 Section(s) 9-1 to 9-10, to be under the new subtitle,
9 “Subtitle 9. Office of Overtime Reporting”
10 Baltimore City Code
11 (Edition 2000)

12 **SECTION 1. BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF BALTIMORE,** That the
13 Laws of Baltimore City read as follows:

14 **Baltimore City Code**

15 **Article 1 - Mayor, City Council, and Municipal Agencies**

16 **SUBTITLE 9. OFFICE OF OVERTIME REPORTING**

17 **§ 9-1. DEFINITIONS.**

18 (A) *IN GENERAL.*

19 IN THIS SUBTITLE, THE FOLLOWING TERMS HAVE THE MEANINGS INDICATED.

20 (B) *AGENCY.*

21 “AGENCY” MEANS ANY DEPARTMENT, BOARD, COMMISSION, COUNCIL, AUTHORITY,
22 COMMITTEE, OFFICE, OR OTHER UNIT OF CITY GOVERNMENT.

EXPLANATION: CAPITALS indicate matter added to existing law.
[Brackets] indicate matter deleted from existing law.

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1 (B) *DIRECTOR*.

2 “DIRECTOR” MEANS THE DIRECTOR OF OVERTIME REPORTING.

3 (C) *OFFICE*.

4 “OFFICE” MEANS THE OFFICE OF OVERTIME REPORTING.

5 **§ 9-2. {RESERVED}**

6 **§ 9-3. OFFICE ESTABLISHED.**

7 THERE IS AN OFFICE OF OVERTIME REPORTING.

8 **§ 9-4. MISSION OF OFFICE.**

9 THE MISSION OF THE OFFICE IS TO:

10 (1) ANALYZE AND MONITOR THE USE OF OVERTIME BY CITY AGENCIES AND EMPLOYEES;
11 AND

12 (2) MAKE INFORMATION ABOUT THE USE OF OVERTIME AVAILABLE TO THE COMPTROLLER,
13 MAYOR, AND CITY COUNCIL.

14 **§ 9-5. {RESERVED}**

15 **§ 9-6. DIRECTOR.**

16 (A) *POSITION ESTABLISHED*.

17 THE HEAD OF THE OFFICE IS THE DIRECTOR OF OVERTIME REPORTING.

18 (B) *APPOINTMENT*.

19 THE DIRECTOR IS APPOINTED BY THE COMPTROLLER, SUBJECT TO CONFORMATION BY THE
20 CITY COUNCIL.

21 (C) *TERM*.

22 THE DIRECTOR:

23 (1) SERVES FOR A TERM CONCURRENT WITH THE COMPTROLLER’S TERM OF OFFICE;
24 AND

25 (2) MAY BE DISCHARGED IF:

26 (I) PROOF OF INEFFICIENCY, NEGLIGENCE OF DUTY, OR MISCONDUCT IN OFFICE IS
27 PRESENTED TO THE COMPTROLLER; AND

28 (II) THE CIVIL SERVICE COMMISSION SUBSTANTIATES THESE CHARGES AFTER A
29 FULL HEARING.

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1 (D) *COMPENSATION.*

2 THE DIRECTOR IS ENTITLED TO COMPENSATION AS PROVIDED IN THE ORDINANCE OF
3 ESTIMATES.

4 **§ 9-7. STAFF; SUPPLIES; AGENCY ASSISTANCE.**

5 (A) *STAFF.*

6 THE DIRECTOR MAY EMPLOY A STAFF AND MAY CONTRACT FOR CONSULTANTS AND
7 OTHER EXPERTS AS PROVIDED IN THE ORDINANCE OF ESTIMATES.

8 (B) *SUPPLIES.*

9 THE DIRECTOR MAY ACQUIRE SUPPLIES AS PROVIDED IN THE ORDINANCE OF ESTIMATES.

10 (C) *AGENCIES TO ASSIST OFFICE.*

11 AT THE REQUEST OF THE OFFICE, EVERY AGENCY OF THE CITY OF BALTIMORE SHALL
12 PROVIDE REASONABLE ASSISTANCE AND INFORMATION TO THE OFFICE.

13 **§ 9-8. {RESERVED}**

14 **§ 9-9. OVERTIME REPORTS.**

15 (A) *AGENCIES TO FILE.*

16 EVERY AGENCY OF THE CITY SHALL FILE A MONTHLY OVERTIME REPORT WITH THE
17 OFFICE.

18 (B) *FORM AND CONTENTS.*

19 THE REPORT MUST:

20 (1) BE IN THE FORM THAT THE DIRECTOR REQUIRES; AND

21 (2) CONTAIN:

22 (I) THE TOTAL AMOUNT OF OVERTIME COMPENSATION PAID OUT IN THE
23 PREVIOUS MONTH;

24 (II) THE AMOUNT OF OVERTIME COMPENSATION PAID TO EACH INDIVIDUAL IN
25 THE PREVIOUS MONTH; AND

26 (III) ANY OTHER INFORMATION THAT THE DIRECTOR REQUESTS.

27 (C) *COMPILATION OF REPORTS.*

28 THE OFFICE SHALL:

29 (1) COMPILE THE REPORTS RECEIVED FROM ALL AGENCIES; AND

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(2) ON REQUEST, PROVIDE THE INFORMATION DERIVED FROM THESE REPORTS AND
COMPILATIONS TO THE COMPTROLLER, MAYOR, OR ANY CITY COUNCIL MEMBER.

§ 9-10. RULES AND REGULATIONS.

(A) *DIRECTOR MAY ADOPT.*

THE DIRECTOR MAY ADOPT RULES AND REGULATIONS TO CARRY OUT THIS SUBTITLE.

(B) *FILING WITH LEGISLATIVE REFERENCE.*

A COPY OF ALL RULES AND REGULATIONS MUST BE FILED WITH THE DEPARTMENT OF
LEGISLATIVE REFERENCE BEFORE THEY TAKE EFFECT.

SECTION 2. AND BE IT FURTHER ORDAINED, That the catchlines contained in this Ordinance
are not law and may not be considered to have been enacted as a part of this or any prior
Ordinance.

SECTION 3. AND BE IT FURTHER ORDAINED, That this Ordinance takes effect on the 30th day
after the date it is enacted.