

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 24 - 2022

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INTRODUCED BY

APRIL 6, 2022

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AN ORDINANCE

Amending the 2022 General Fund budget to add one (1) Pension and Financial Analyst position at a Paygrade 12N at an annual salary of Sixty-Four Thousand Seven Hundred Thirty-Three Dollars (\$64,733) and eliminate the Finance Operations Manager effective August 5, 2022 at an annual salary of Ninety-One Thousand Four Hundred Sixty-Six (\$91,466) Dollars.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That page 51 of the General Fund budget be amended by adding one (1) Pension and Financial Analyst position (12N) budgeted at an annual salary of Sixty-Four Thousand Seven Hundred Thirty-Three (\$64,733) Dollars and eliminating the Finance Operations Manager, effective August 5, 2022, at an annual salary of Ninety-One Thousand Four Hundred Sixty-Six (\$91,466) Dollars.

SECTION TWO: That City Council approves a transfer within the Finance Department Budget to fund 15 pay periods in 2022 for this new position as follows:

**FROM**

**Finance Department  
Revenue and Audit**

**000-02-0602-0001-50**

**Other Services and Charges**

**\$ 19,176**

TO

Finance Department  
Finance & Budget Administration

000-02-0602-0003-02

Permanent Wages

\$19,176

SECTION THREE: That this Ordinance will take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

## LEGISLATIVE TEMPLATE

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Finance

- **Summary and Facts of the Bill**

According to section 507 of the Home Rule Charter, the Finance Department is responsible for pension administration. The Finance Department will begin performing all pension calculations and all tasks associated with pensions. Historically, pensions have been an area of concern for the retiree, the unions, the administration, and the controller. The calculations often take a significant amount of time to be completed, contain errors, and is part of a broken inefficient process. Currently, there is not one person, but multiple people in several different departments who are involved in the pension process, resulting in confusion and frustration on who to go to when there is a problem or concern. The Finance Department is requesting to create a Pension and Financial Analyst position whose primary responsibility will be pensions. This will ensure that we have a more efficient process and are able to provide exceptional customer service in this area that has been significantly lacking in the past.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City's Vision/Mission/Priorities**

Adding an additional financial analyst position to create a more effective, accurate and efficient process and ensure better customer service for all parties involved.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

- **Funding Sources – Please include the following in your explanation:**
  - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

We currently have a tenured employee (Finance Operations Manager) retiring in August. With the creation of the Deputy Director of Finance, it has been determined that this position as it currently exists is no longer necessary. This position will be eliminated after the current staff member retires in August.

The Finance Operations Manager is a 15N and is budgeted at \$91,466.00. Step A of Paygrade 12N of the Financial Analyst Position is \$64,733.00. With the elimination of the Finance Operations Manager position as of August, there will be a savings of approximately \$18,170.00 net of any retirement pay out. If the Financial Analyst position begins as of June, it will cost \$37,346. In 2023, there will be a savings of \$26,733.00 to the Finance Administration personnel costs.

The additional cost of the position in 2022 will come within existing budgeted funds.

- **Priority status/Deadlines, if any**

ASAP

- **Why should Council unanimously support this bill?**

Adding this position will ensure that we have a more accurate and efficient pension process and will be able to provide better customer service.