

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 1 - 2021

INTRODUCED BY

JANUARY 20, 2021

AN ORDINANCE

Amending the 2021 General Fund, Solid Waste Fund and the Stormwater Fund budgets to accommodate the reorganization of positions to allow the Department of Public Works to operate more efficiently and be in compliance with the Home Rule Charter.

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

SECTION ONE: That page 83 of the General Fund budget be amended by deleting the position of Sr. Civil Engineer/Asst. City Engineer (17N) with Seventy (70%) percent of the salary budgeted in the amount of Sixty-Eight Thousand Nine Hundred Sixty (\$68,960); and adding the position of City Engineer (18N) with Sixty (60%) of the salary budgeted at Sixty-Two Thousand Sixty-Four (\$62,064) Dollars. The remainder of the salary will be budgeted in the Stormwater Fund budget as shown in Section Two.

SECTION TWO: That page 397 of the Stormwater Fund budget be amended by deleting the position of Sr. Civil Engineer/Asst. City Engineer (17N) with 30 (30%) percent of the salary budgeted in the amount of Twenty-Nine Thousand Five Hundred Fifty-Four (\$29,554) Dollars; and adding the position of City Engineer (18N) with Forty (40%) percent of the salary budgeted at Forty-One Thousand Three Hundred Seventy-Six (\$41,376) Dollars.

SECTION THREE: That page 83 of the General Fund budget be amended by deleting the position of Construction Operations Manager (13N) with Seventy (70%) percent of the salary budgeted in the amount of Forty-Five Thousand Three Hundred Seventy-Three (\$45,373) Dollars; and adding two (2) Public Works Project Managers with Sixty (60%) percent of the salaries budgeted in the amount of Eighty-Seven Thousand One Hundred Ninety-Nine (\$87,199) Dollars. The remainder of the salaries will be budgeted in the Stormwater and Solid Waste Fund budgets as shown in Sections Four and Five.

SECTION FOUR: That page 397 of the Stormwater Fund budget be amended by deleting the position of Construction Operations Manager (13N) with Thirty (30%) percent of the salary budgeted in the amount of Nineteen Thousand Four Hundred Forty-Five (\$19,445) Dollars; and adding two (2) Public Works Project Managers (14N) with Forty (40%) percent of one position budgeted at Twenty-Seven Thousand Seven Hundred Forty-Two (\$27,742) Dollars and one position with Twenty (20%) budgeted at Fifteen Thousand One Hundred Ninety-Five (\$15,195) Dollars.

SECTION FIVE: That page 375 of the Solid Waste Fund budget be amended by eliminating the position of Office Manager (9N) budgeted One Hundred (100%) percent at a salary of Sixty-One Thousand Four Hundred Twelve (\$61,412) Dollars and; adding the position of Public Works Project Manager (14N) with Twenty (20%) percent of the salary budgeted at Fifteen Thousand One Hundred Ninety-Five (\$15,195) Dollars. Also reclassifying one (1) Clerk 2 position (6M) to Clerk 3 (8M) position with an increase in salary of One Thousand Eighty-Five (\$1,085) Dollars. These changes result in a net savings to the Solid Waste Fund in the amount of Forty-Five Thousand One Hundred Thirty-Two (\$45,132) Dollars.

SECTION SIX: That page 83 of the General Fund budget be amended to reclassify one (1) Clerk 2 (6M) position budgeted one Hundred (100%) percent at a salary of Forty-Nine Thousand Five Hundred Fifty-Seven (\$49,557) Dollars to a Clerk 3 (8M) position budgeted One Hundred (100%) percent at a salary of Forty-Seven Thousand Four Hundred Thirty-Eight (\$47,438) Dollars. Page 83 is also amended by changing the salary and fixed cost distribution for the Public Works Operations Manager (13N) at a salary budgeted Eighty (80%) percent in the amount of Fifty-Seven Thousand Eight Hundred Eighty-Six (\$57,886) Dollars. The Public Works Operations Manager will remain at a paygrade (13N) changing the percentage to Thirty (30%) percent General Fund at a salary of Nineteen Thousand Seven Hundred Thirteen (\$19,713) Dollars. The remaining salary will be paid from the Stormwater Fund and the Solid Waste Fund as shown below in Sections Seven and Eight. The remainder of the Public Works Operations Manager salary will be budgeted in the Stormwater and Solid Waste Funds budgets as shown in Section Seven and Eight.

SECTION SEVEN: That page 397 of the Stormwater Fund budget be amended to add the position of Public Works Operations Manager (13N) budgeted at Twenty (20%) percent at a salary of Thirteen Thousand One Hundred Forty-Two (\$13,142) Dollars.

SECTION EIGHT: That page 375 of the Solid Waste Fund budget be amended to change the salary and fixed cost distribution of the Public Works Operations Manager (13N) currently budgeted at Twenty (20%) percent at a salary of Fourteen Thousand Four Hundred Seventy-Two (\$14,472) Dollars to Fifty (50%) percent at a salary of Thirty-Two Thousand Eight Hundred Fifty-Five (\$32,855) Dollars.

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

SECTION TEN: 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?**

Department of Public Works, Bureau of Engineering

- **Summary and Facts of the Bill**

Bill would facilitate a reorganization of Public Works management within the Bureau of Engineering, by:

1. reclassifying (5) positions within the Bureau of Engineering
2. reclassifying (1) positions within the Bureau of Recycling & Solid Waste
3. deleting (1) position within the Bureau of Recycling & Solid Waste

- **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**

The bill seeks to increase the efficiency of the Department of Public Works by reorganizing management positions as follows:

1. Reclassify the position of "Sr. Civil Engin/Asst City Engineer" (N17) to "City Engineer" at a paygrade of N18.
2. Reclassify the position of "Construction Operations Manager" (N13) to "Public Works Project Manager" at a paygrade of N14.
3. Create (1) additional position of "Public Works Project Manager" at a paygrade of N14.
 - Moving the current 'Public Works Operations Manager' into this newly created 'Public Works Project Manager' position.
4. Delete the position of "Office Manager" (N9) within the Bureau of Recycling & Solid Waste
 - Moving the current "Office Manager" into the vacated 'Public Works Operations Manager' position.
2. Reclassify the position of "Clerk 2 Bi-Lingual" (M6) to "Clerk 3 Bi-Lingual" at a paygrade of M8.

In accordance with City Charter, the Department of Public Works is required to have a City Engineer on staff. Realigning the first (3) positions as noted, will further assist with the maintenance, development and proper tracking of processes involved with projects and grant opportunities available to the Department of Public Works.

The recommendation from the Public Works Director is delete the Office Manager in the Bureau of Recycling & Solid Waste. The incumbent will be able to oversee office functions while in the Operations Manager position.

Deleting the Office Manager will require reclassification of the (1) Clerk 2 into a Clerk 3. By implementing this change it will allow the Bureau of Recycling & Solid Waste to have a backup for payroll entry and other specialized clerical activities in the absence of the Public Works Operations Manager.

- **Financial Impact – Please include the following in your explanation:**

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

Current Salaries positions total \$344,858, going into the 2021 budget, and are split across (3) funds: General Fund at \$172,219; Stormwater Fund at \$49,000; Solid Waste Fund at \$123,639.

The reorganization would bring proposed salaries to \$301,894 still split across (3) funds: General Fund at \$168,976; Stormwater Fund at \$97,455; Solid Waste Fund of \$35,463.

This would be an initial savings of \$3,243 to the General Fund and \$26,765 to the Solid Waste Fund

Please see information in the Funding Sources section.

- **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.**

Currently Salary Breakdown:

General Fund (000-03-0702-0001-*) at \$172,219 / Stormwater Fund (086-03-0815-0001*) at \$49,000 / Solid Waste Fund (085-03-8005-0001*) at \$75,884

Position & Paygrade	Salary	General	Stormwater	Solid Waste
Sr Civil Eng/Asst City Eng (17N)	\$98,514	\$68,960	\$29,554	\$0
PW Operations Manager (13N)	\$72,358	\$57,886	\$0	\$14,472
Const Operations Manager (13N)	\$64,818	\$45,373	\$19,445	\$0
Office Manager (9N)	\$61,412	\$0	\$0	\$61,412
Clerk 2 Bi-Lingual (6M)	\$47,756	\$0	\$0	\$47,756
TOTALS	\$344,858	\$172,219	\$49,000	\$123,639

Proposed Reorganization:

General Fund (000-03-0702-0001-*) at \$168,976 / Stormwater Fund (086-03-0815-0001*) at \$97,455 / Solid Waste Fund (085-03-8005-0001*) at a savings of \$13,361

Position & Paygrade	Salary	General	Stormwater	Solid Waste
City Engineer (18N)	\$103,440	\$62,064	\$41,376	\$0
PW Project Manager (14N)	\$75,976	\$45,586	\$15,195	\$15,195
PW Project Manager (14N)	\$69,355	\$41,613	\$27,742	\$0
PW Operations Manager (13N)	\$65,711	\$19,713	\$13,142	\$32,855
Clerk 3 Bi-Lingual (8M)	\$47,756	\$0	\$0	\$47,756
Office Manager (9N)	-\$61,412	\$0	\$0	-\$61,412
TOTALS		\$301,894	\$168,976	\$97,455
				\$35,463

Benefits and pay increases will be budgeted as per any position, adhering to finance guidelines in accordance with any active CBA in subsequent budget years.

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

As soon as council approves changes

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

This realignment will increase efficiency throughout the Public Works Department.