

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 36 - 2024

APRIL 3, 2024

AN ORDINANCE

Amending the 2024 General Fund budget to accommodate the reorganization of positions in the Department of Public Works: upgrade one (1) Engineering Aid 3 (currently M13) to an Associate Engineer 1 at a proposed S12 paygrade; upgrade one (1) Associate Utility Engineer (currently S14) to an Associate Engineer 2 (title change only); and upgrade one (1) Public Works Administrative Manager (currently S14) to a proposed S16 paygrade.

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 Engineering Aid 3 (13M) with the total salary budgeted in the amount of Thirty-Four Thousand Seven Hundred and Sixty-Two (\$34,762) Dollars; and adding the position of Associate Engineer 1 (12S) with a salary budget of Seventy Thousand and Nine (\$70,009) Dollars.

SECTION TWO: That page 83 of the General Fund budget be amended by retitling the position of Associate Utility Engineer (14S) to Associate Engineer 2 (14S).

SECTION THREE: That page 83 of the General Fund budget be amended by upgrading the Public Works Administrative Manager (14S) with the total salary budgeted in the amount of Seventy-Six Thousand Four Hundred Sixty-Six (\$76,466) Dollars to Public Works Administrative Manager (16S) with a salary budget of Eighty-Three Thousand Five Hundred and Eleven (\$83,511) Dollars.

SECTION FOUR: That City Council allows for a transfer of Sixteen Thousand Two Hundred Seventy-Seven Dollars and Sixty-Seven Cents (\$16,277.67) in the following manner:

FROM

Public Works

000-03-0702-0001-46	Other Contract Services	\$ 10,236.77
085-03-8005-0001-34	Training & Prof. Develop	\$ 1,447.00
086-03-0815-0001-34	Training & Prof. Develop	\$ 578.80
086-03-0815-0002-34	Training & Prof. Develop	<u>\$ 4,015.10</u>
		TOTAL \$ 16,277.67

TO

Public Works

000-03-0702-0001-02	Permanent Wages	\$ 10,236.77
086-03-0815-0002-02	Permanent Wages	\$ 4,015.10
085-03-8005-0001-02	Permanent Wages	\$ 1,447.00
086-03-0815-0001-02	Permanent Wages	\$ 578.80

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

SECTION SIX: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

Legislative Template

- What department or bureau is this bill originating from? Where did the initiative for the bill originate?

Public Works

- Summary and facts of the bill.

The Public Works Department would like to upgrade one (1) Engineering Aid 3 (currently M13) to an Associate Engineer 1 at a proposed S12 paygrade, upgrade one (page 83)(1) Associate Utility Engineer (currently S14) to an Associate Engineer 2 (title change only), and upgrade (page 83) one (1) Public Works Administrative Manager (currently S14) to a proposed S16 paygrade.

- Purpose – Please include the following in your explanation:
 - a. What does the bill do? What are the specific goals or tasks the bill seeks to accomplish?

The purpose of this reorganization is twofold. The Associate Engineer 1 would be an entry level position responsible to assist with engineering reviews including site, stormwater management, erosion and sedimentation control, and grading plans. This position would also assist with management and design of city capital projects and review and prepare cost estimates. Having a lower-level position created, will allow us to attract candidates out of school and allow them to gain experience and provide a succession path in the Engineering Bureau. Retitling the existing Associate Utility Engineer to a Associate Engineer 2 is a tiered approach to the Engineering responsibilities and will provide growth and advancement within the Engineering Bureau.

Upgrading the Public Works Administrative Manager position would align with the job responsibilities that are at a Bureau Manager level. This position is currently preparing bids, RFPs and contracts. Is the point of contact for the Finance team in regard to all 13 of the Public Works budgets. Is the point of contact for Human Resources as it pertains to all personnel matters pertaining to hiring, firing, and discipline for the Public Works Department.

- b. What are the benefits of doing this? What are the drawbacks?
This plan will ensure these positions are graded appropriately.
 - c. How does this bill relate to the City's vision/mission/priorities?
These upgrades would ensure these positions are properly aligned within the correct grade.
- Financial Impact – Please include the following in your explanation:
 - a. Cost (initial and ongoing)
The initial cost of the plan for the remainder of 2024 is \$16,277.67 split between the General Fund, Stormwater Enterprise Fund, and Solid Waste Enterprise Fund. The

anticipated additional cost for 2025 would be \$25,430 which would reduce the Engineering Services contract within Engineering.

b. Benefits (initial and ongoing)

The financial benefit of this plan is that upgrading these positions in the Public Works Department will result in a succession plan within Engineering and will assist with the Plan Reviews for land development projects. This will also better align the job responsibilities within the paygrade.

- Funding Sources – Please include the following in your explanation:

- a. If transferring funds, please make sure to give specific account names and numbers. If appropriating funds from a grant, please list the agency awarding the grant.

From

000-03-0702-0001-46 - \$10,236.77
085-03-8005-0001-34 - \$1,447.00
086-03-0815-0001-34 - \$578.80
086-03-0815-0002-34 - \$4,015.10
\$16,277.67

To

000-03-0702-0001-02 - \$10,236.77
086-03-0815-0002-02 - \$4,015.10
085-03-8005-0001-02 - \$1,447.00
086-03-0815-0001-02 - \$578.80

- Priority status – Are there any deadlines to be aware of?

We would like to implement this as soon as possible. Public Works has had a difficult time filling the City Engineer position causing a backlog of land development reviews. Reorganizing the structure will allow for easier hiring and additional help within the Engineering Bureau.

- Why should Council unanimously support this bill?

Council should unanimously support this bill to allow the Public Works Department to operate more efficiently and eliminate single points of failure.