

ORDINANCE NO. \_\_\_\_\_

FILE OF CITY COUNCIL

BILL NO. \_\_\_\_ - 2024

July 17, 2024  
\_\_\_\_\_

## AN ORDINANCE

Amending the 2024 General Fund, Rental Fund, and Risk Fund budgets to accommodate the upgrading and retitling of positions to allow various departments to operate at a level more in line with the job responsibilities currently assigned, to support City functions. This will ensure that departments are operating more efficiently, inequalities are reduced, positions are correctly classified, and employees are appropriately compensated for the work they are performing based on a correctly classified position which enhances job satisfaction.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:**  
**SECTION ONE:**

Page	Fund	Current Grade	Current Title	Budgeted Wage	Proposed Grade	Proposed Title	Proposed Wage	Estimated 2024 Cost	Percent Increase
Pg 39	General	S11, B	Contract Paralegal	\$69,946	S15, A	Senior Paralegal (Contracts)	\$79,904	\$3,735	14%*
Pg 39	General	S11, C	Legal Office Administrator	\$70,342	S15, A	Senior Paralegal (Office Admin)	\$79,904	\$3,586	12%*
Pg 39	General	S14, C	Litigation Paralegal	\$79,872	S15, D	Senior Paralegal (Litigation)	\$86,243	\$2,390	7%
Pg 39	General	S9, A	Right-to-Know Officer	\$62,946	S11, A	Paralegal (RTK Officer)	\$66,977	\$1,512	8%
Pg 39	General	S18, C	Assistant Solicitor	\$95,657	S20, B	-	\$102,495	\$2,564	6%
Pg 39	General	S18, H	Assistant Solicitor	\$110,299	S20, G	-	\$115,547	\$1,968	6%
Pg 39	General	S20, C	Deputy Solicitor	\$105,618	S21, C	-	\$110,536	\$1,844	5%
Pg 141	General	S10, C	Emergency Mgmt Coordinator	\$68,420	S21, E	Deputy Fire Chief	\$116,034	\$17,855	42%*

Page	Fund	Current Grade	Current Title	Current Wage	Proposed Grade	Proposed Title	Proposed Wage	Estimated 2024 Cost	Percent Increase
Pg 63	General	S10, B	Contracts Administrator	\$66,312	S12, A	Procurement Sourcing Specialist	\$70,009	\$1,386	6%
Pg 63	General	S7, D	Purchasing Coordinator	\$58,820	S12, A	Procurement Sourcing Specialist	\$70,009	\$4,196	14%*
Pg 63	General	S10, C	Buyer	\$67,986	S12, B	Procurement Sourcing Specialist	\$71,823	\$1,439	6%
Pg 63	General	S10, D	Buyer	\$69,598	S12, C	Procurement Sourcing Specialist	\$73,637	\$1,515	6%
Pg 59	General	S6, B	Treasury & Accounting Coordinator	\$55,848	S11, A	-	\$66,977	\$4,173	18%*
Pg 59	General	S13, J	Accountant	\$90,376	S15, I	Accountant II	\$96,808	\$2,412	7%
Pg 59	General	S13, J	Accountant	\$90,376	S15, I	Accountant II	\$96,808	\$2,412	7%
Pg 217	General	S12, F	Flood Plain Manager	\$78,742	S13, G	Review Coordinator	\$84,633	\$2,210	7%
Pg 231	General	S11, A	Workflow Coordinator	\$33,488	S13, A	Review Coordinator	\$73,149	\$14,873	8%
Pg 251	General	M12, H	Community Health Special	\$63,206	S11, A	Public Health Paramedicine Specialist	\$66,977	\$1,414	6%
						<b>Total cost of upgrades</b>		<b>\$71,484</b>	
						<b>Removal of law temporary position</b>		<b>(\$60,000)</b>	
						<b>Total cost to the General Fund</b>		<b>\$11,484</b>	
Pg 445	Rental	S11, A	Workflow Coordinator	\$33,488	-	Deleted	(\$33,488)	(12,558)*	-
Pg 353	Risk	New	New	-	S10, A	Benefits Coordinator	\$64,138	\$24,052*	-

**\*The Senior Paralegal (Contracts) and the Senior Paralegal (Office Administration) may be required to act on behalf of the Solicitor in their absence. With this in mind, their current grade is under classified.**

**\*The Emergency Management Coordinator position is being deleted and will be replaced with the Deputy Fire Chief who will fulfill both roles as well as other administrative responsibilities necessary to ensure efficient operation of a large-scale Fire Department.**

**\*The upgrade to the Purchasing Coordinator position to the Procurement Sourcing Specialist represents a significant increase in responsibilities. This upgrade will ensure more timely and efficient processing of purchasing related items and will prevent the department from having to hire additional staff to meet the increased demands in their office.**

**\*The Treasury and Accounting Coordinator position is significantly under classified for the roles and responsibilities that it carries out. This position is responsible for processing payroll for over 800 active employees (almost 1,000 during seasonal operations) as well as over 600**

**retirees. In addition, this position is responsible for various federal and state reporting as well as serving as a backup for all other positions within the department.**

**\*The Workflow Coordinator Position is being deleted from the Rental fund and is being moved completely to the General Fund. Currently, the wage for the Workflow Coordinator is split between the Rental and General Funds. Therefore, moving this position entirely from the Rental Fund to the General Fund would only consist of moving half the salary since half the salary currently resides in the General Fund. For this reason, it appears on the chart above that the individual in this position is getting a significant increase, when in fact their salary is increasing by a total of 8%.**

**\*The Risk Bureau is requesting a new position due to the fact that they have recently acquired all of the benefits processing from the HR Department. It is not feasible to conduct the duties related to the additional workload solely with existing staff.**

**SECTION TWO:**

<b>From</b>		<b>Amount</b>	<b>To</b>		<b>Amount</b>
000-01-0501-0001-04	Temp Wages	\$17,598	000-01-0501-0001-02	Perm Wages	\$17,598
000-01-0501-0001-04	Temp Wages	(\$42,402)	-	-	-
000-05-0803-0002-34	Training & Prof Develop	\$17,855	000-05-0803-0002-02	Perm Wages	\$17,855
000-02-0602-0003-34	Training & Prof Develop	\$4,998	000-02-0602-0004-02	Perm Wages	\$4,998
000-02-0602-0003-50	Other Svcs & Charges	\$3,536	000-02-0602-0005-02	Perm Wages	\$3,536
000-02-0602-0004-34	Training & Prof Develop	\$4,000	000-02-0602-0004-02	Perm Wages	\$4,000
000-02-0602-0005-35	Training & Prof Develop	\$5,000	000-02-0602-0005-02	Perm Wages	\$5,000
000-09-0902-0001-04	Temp Wages	\$2,210	000-09-0902-0001-02	Perm Wages	\$2,210
000-09-0903-0001-46	Other Contract Svcs	\$14,873	000-09-0902-0001-02	Perm Wages	\$14,873
105-09-0903-0005-XX	-	-	105-09-0903-0005-02	Perm Wages	(12,558)
Risk Fund Unappropriated Balance	-	\$24,052	081-02-8001-0001-02	Perm Wages	\$24,052

**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.**

	Yea	Nay
Candida Affa		
Ce-Ce Gerlach		
Daryl Hendricks		
Santo Napoli		
Natalie Santos		
Ed Zucal		
Cynthia Y. Mota, Pres.		
TOTAL		

**I hereby certify that the foregoing Ordinance was  
passed by City Council on \_\_\_\_\_ and signed by  
the Mayor on \_\_\_\_\_.**

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**CITY CLERK**

## Legislative Template

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

This request is for a reorganization of multiple departments including Law, Finance, Fire, and CED.

- Summary and facts of the bill.

Multiple departments are requesting a reorganization, to include upgrading and retitling, to promote efficiency, reduce inequalities, ensure that positions are appropriately classified, allow for an adequate amount of cross training and back up, and to ensure job satisfaction of employees across multiple departments.

- 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?

Reorganize the Law, Finance, Fire, and CED departments to include upgrading and retitling of positions.

- b) What are the benefits of doing this? What are the drawbacks?

Ensure that departments are operating more efficiently, inequalities are reduced, positions are correctly classified, and employees are appropriately compensated for the work they are performing based on a correctly classified position which enhances job satisfaction.

- c) How does this bill relate to the City's vision/mission/priorities?

Ensuring job satisfaction and reduced inequalities.

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

- d) Cost (initial and ongoing)

Total General Fund impact from personnel reclassification will be \$11,484

Total Risk Fund impact from this personnel request will be \$24,052

Total Rental Fund savings to personnel will be \$12,558

- e) Benefits (initial and ongoing)

Promote efficiency, reduce inequalities, ensure that positions are appropriately classified and allow for a more competitive compensation which will assist in job recruitment, allow for an adequate amount of cross training and back up, and to ensure job satisfaction of employees across multiple departments.

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

f) 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.

Transfer from:

For more details, see above

Transfer to:

For more details, see above

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

The current workload demands of the included departments have been and continue to be surpassing what can practically be accomplished by City staff. Staff are continuing to be asked to perform at a level that is not sustainable. Departments included in this request believe that the longer we delay in addressing these issues, the higher the impact will be to the City that will result from staff turnover, decreased employee satisfaction and burnout.

- Why should Council unanimously support this bill?

This bill promotes efficiency, reduces inequalities, ensures that positions are appropriately classified, and allows for an adequate amount of cross training and back up to ensure job satisfaction of employees across multiple departments.

## **Additional Remarks:**

### **Law:**

In June of 2023, Jack Gross was appointed as the City Solicitor to work in a part time capacity. This appointment of a part time solicitor instead of a full-time solicitor resulted in a savings of \$48,144 to the law office's budget. During his first year as City Solicitor, Mr. Gross reorganized the structure of the office including job roles and responsibilities of his staff. The elimination of a full-time City Solicitor (21A) and one part-time Solicitor position (20A) remaining unfilled, as well as the increasing demand on the law office has considerably compounded the responsibilities of all the law office staff, particularly the Paralegals. Paralegals have also experienced an increased number of Right-to-Know responses, and are expected to cross train, assist in active litigation, and provide complete backup of all paralegal roles.

The proposed Department reorganization saves the City money. The funds from the unfilled City Solicitor (PT) will be reallocated to fund the reorganization and the excess savings, \$42,402, will be returned to the General Fund. Additionally, the Department of Law will propose to permanently eliminate the City Solicitor (PT) position in its 2025 budget and future budgets. By eliminating an attorney position, the City will save secondary costs including the cost of benefits and pension, onboarding, and professional, licensing, and legal search engine fees.

The reorganization has created a modern law office that supports and advises the City in an efficient and effective manner. Furthermore, the reorganization provides more competitive compensation for paralegals and attorneys which will help reduce employee turnover in the future and enable the office to recruit high level talent if positions do become vacant. The staff of the Department is proud of its counsel to the Administration, all City Departments, and numerous City Authorities, Boards, and Commissions.

### **Fire:**

The upgrade of the Emergency Management Coordinator (EMC) position to Deputy Fire Chief, provides a means for the City to better integrate emergency management activities into day-to-day operations. The fire department is an integral component of all disaster response in the city. Bringing the EMC into a closer working relationship with fire department and EMS leadership allows the EMC a better opportunity to utilize City resources to advance its mission. The purpose of combining these two positions is to provide for more robust and flexible emergency management, eliminate a single point of failure, and improve our city's capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. The bill will also leverage the institutional experience in emergency incident management found in the fire department to develop cohesive city-wide emergency planning and response. Lastly, it allows the fire and EMS leadership to better assist the EMC with maintaining and developing relationships with outside agencies and other stakeholders. This Bill relates to the Fire Departments mission to protect and serve the citizens of Allentown and provide a safe City for all who live, work, and visit the City of Allentown. It has always been the City of Allentown's priority, as well as every elected official to provide safe and efficient Public Safety services to ensure a safe environment.

### **Finance- Purchasing:**

The Purchasing Department currently operates in a very siloed manner. There are 2 buyers providing services to all departments: one person who handles contracts and a coordinator who handles the vendor outreach and clerical tasks within the department. Additionally, the workload of Purchasing has significantly increased since the garage has been brought in house. We believe that a redistribution of tasks will allow the team to meet the city's current workload



without requiring the addition of staff. Furthermore, the buyer's role has expanded over the past few years to include writing RFP's. Today, there are significantly more RFP's being done than prior years. RFP's take a longer time to write and evaluate. As a result, the department is running inefficiently, and certain positions have no back up. During high volume times, other staff cannot provide appropriate assistance. This is causing staff burnout and job dissatisfaction. We are proposing to upgrade all positions to a Procurement Sourcing Specialist at grade 12. Currently, the buyer role is not adequately represented at its grade due to the research, analysis, evaluation, and writing involved for this position. The Purchasing Contracts Administrator position is also not currently classified correctly. This position is responsible for doing a high level of contract work as well as the writing and monitoring of contracts.

This process would allow for the entire department to be cross trained to provide all services to their departments, ensuring efficient processing of work, proper back up for staff and departments when they are out, and ultimately better employee satisfaction. The combined proposed upgrades cost significantly less than an additional Full Time Employee (FTE) with benefits.

### **Finance- Treasury:**

The Accountants are responsible for performing a high degree of accounting and auditing tasks. However, there are certain functions that require specialized expertise and oversight. With this in mind, we are proposing upgrading 2 Accountant positions to an Accountant II with the main difference being the level of experience and responsibility which is required of the Accountant II. The Accountant II positions will be responsible for coordinating the audit process, analyzing a variety of financial information, capital and grant accounting, and utilizing accounting principles to drive financial decisions. In addition, the Accountant II will provide guidance and support to the other Accountants in the department. The Accountant II position requires a CPA which is a differentiator from the other Accountant positions since it is a highly specialized degree.

The Treasury & Accounting Coordinator position is currently significantly under classed, as this position works in conjunction to the Payroll Coordinator position. The City provides in-house payroll services to 1,000+ active employees & 600+ retiree's. In addition to the bi-weekly pay runs, they manage all customer inquiries and respond in a timely manner. It is of utmost importance that this function is properly trained & staffed year-round. Additionally, this position is meant to be a floating position, which provides support to all areas of the Treasury and Accounting Department and prepares the incumbent for a future in an Accountant position. We are proposing an upgrade from an S06 to an S11 to classify this position where it belongs.

### **CED- Planning & Zoning/ Building Standards & Safety:**

The Building Standards & Safety (BSS) and Planning & Zoning (PZ) Bureaus have identified positions that have single points of failure: Review Coordinator, Flood Plain Manager and Workflow Coordinator. With the adoption of plan review services, we need to add cross-trained Review Coordinators to manage these plans. We currently do not have back-up in these critical positions in the case of absences. These positions are unique and individualized and as such creates gaps in essential services during absences. This legislation authorizes the City to amend the 2024 Budget to upgrade the BSS Workflow Coordinator and the PZ Flood Plain Manager to a 13N. The position upgrades will provide support to the new services being offered in BSS plan review and will allow for better customer service to our constituents by reducing turnaround time with plans, permit submissions, inspection scheduling and flood plain review. This solution of upgrading current staff will eliminate the need to request new staff in the next budget year.

### **CED- Health:**

The requested upgrade within the Department of Community and Economic Development's Health Bureau is grant funded. Existing grants funds from PADOH -PH Emergency Preparedness ELC, PADOH – PH Infrastructure Grant and insurance billing are already in the 2024 budget. No increase to the 2024 grant revenue budget is required. Actual grant revenue is based on the reimbursement requested throughout the year. Our request is as follows:

The Health Bureau created the position of Public Health Paramedicine Specialist within our Public Health Engagement and Outreach program in the Summer of 2023. This position has shown to be an effective personnel move which is in high demand by not only other City departments but also the health care networks and the community. At this point, there is more demand on the position than there are hours in the week. This bill would create a second Public Health Paramedicine Specialist by upgrading a currently vacant Community Health Specialist position within Public Health Emergency Preparedness. The upgraded position will meet the high level of demand, provide well needed support and expertise to the program, and expand current initiatives. This upgrade will also enhance our ability to better serve the elderly, isolated, and unhoused with no burden to the general fund. Outreach performed by this current position has resulted in a decrease in EMS services to residents classified as high utilizers. Referrals from AEMS, AFD, APD, LVHN and St Lukes for medically fragile individuals that are unhoused, homebound or otherwise interacting frequently with emergency services has exceeded 200 in the first 5 months of 2024 resulting in home visits and call for connection to further care. Visiting high utilizers of emergency services and pre-empting frequent 911 calls also saves the City money in terms of dispatching first responders and wear and tear on first responder vehicles, especially ambulances and fire trucks.

Vision 2030 identifies homelessness, lack of access to healthcare, lack of quality pre-school education and food and resource instability as priorities to improve health and stability within the city. The 2024 CHNA survey also identified isolation, poor housing conditions and lack of access to care as major concerns for the City of Allentown. This bill provides services to those citizens that need help the most. This position will also enhance our planning for public health emergency preparedness and further strengthen relationships with our first responders.

### **Risk:**

The purpose of this plan is to add a second Benefits Coordinator position. **The full benefits program was moved from Human Resources to Risk Management in January 2024 as part of the need to have all insurance programs under the Risk office.** The additional workload from this change greatly exceeds the normal expected duty of a single position. The current position must ensure that employees and retirees needs are met, while also ensuring the city remain compliant with all reporting requirements. Thus, this additional position is necessary to fully meet the demands of the City.

The additional employee will be able to focus on areas that require thorough analysis to find errors or cost savings solutions. This position will be responsible for the day-to-day customer service, interactions with employees and retirees, and ensure proper enrollment in the City ERP. The role will also focus on auditing and evaluating existing benefits and benchmarking them against healthcare industry standards to save costs. Lastly, this position will ensure prompt payment of healthcare invoices and ensure compliance with federal and state regulations governing employee benefits reporting. Overall, this position will eliminate areas of potential waste in the benefits contracts, thus saving the taxpayers money.

