



CITY COUNCIL

Committee of the Whole

Monday, April 15, 2024
Hybrid Meeting
Agenda
5 pm

The City Council Committee of the Whole meetings are filmed and can be viewed LIVE while the meeting is taking place via the attached Zoom link and dial-in phone number, on Facebook and on BCTV MAC Channel 99.

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- I. Update from Downtown Manager**
- II. Downtown Plus Study – which initiatives should be implemented**
[PowerPoint Presentation \(readingpa.gov\)](#)
- III. Proposed Changes to Position Ordinance – W. Heim**



Office of the Managing Director

Memorandum

TO: City Council
FROM: William M. Heim, Managing Director
DATE: March 19, 2024
SUBJECT: Proposed Changes to GF Budget – Position Ordinance

I am proposing a change that would eliminate the position ordinance and instead use the position listing as a guide. It would remain as part of the budget process but no longer be attached to the part of the budget process that needs to be voted on by council.

There are several reasons to have this position listing as a guide not an ordinance:

- 1) Between the preparation, introduction, and adoption of the annual budget there will be significant changes to the persons employed, wages, and positions held that make the ordinance inaccurate.
- 2) The Administration requires flexibility to offer wages for key positions that are commensurate with job description requirements and responsibilities and market or near market rates, especially for management, professional, and technical positions. It would also be beneficial for Administration to redefine positions when there is an operational need to increase, further define, and/or change focus and responsibility of positions for efficiency and effectiveness.
- 3) Any new/additional positions created by Administration would still have to be approved by city council by budget amendment ordinance.

- 4) Since a budget is a planning tool, not meant to be an exact accounting of revenue and expenses, it is better to have broad categories, as exists in the “Budget Analysis” document, to which the various departments are held accountable for accurate predictions as much as practical.
- 5) The position listing would still be furnished as part of the budget process but realize that it is a guide/addendum rather than an ordinance.
- 6) The administration would have flexibility in the offers presented to potential employees that may be lower than shown in the current position ordinance and may also use “step” increases to the salary after a probation period.
- 7) Council could require a resolution whenever a salary change is made above any annual increase or other authorized increase by the Managing Director.
- 8) A resolution would be approved at a single council meeting whereas an ordinance needs approval at two council meetings. This could delay an offer to a candidate as much as four weeks. Candidates are hesitant to give notice to a current employer without approval of salary by council when needed.

I would like to get this scheduled for a COW to discuss.