

BILL NO. 84 - 2012  
AN ORDINANCE

AMENDING CHAPTER 1, ADMINISTRATION, OF THE CODIFIED ORDINANCES OF THE CITY OF READING, §1-186. FISCAL PROVISIONS PART 9 ANNUAL BUDGET, SECTION C BUDGET ORGANIZATION AND CONTENT SECTION - 2.d. REGARDING THE POSITION ORDINANCE

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

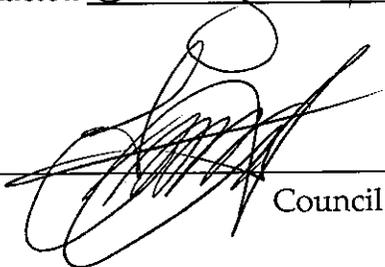
**SECTION 1.** Amending Chapter 1, Administration, Of the Codified Ordinances Of The City Of Reading, §1-186. Fiscal Provisions Part 9, Section C Budget Organization and Content - 2.d. regarding the Position Ordinance is hereby amended as attached in Exhibit A.

**SECTION 2:** All relevant ordinances, regulations and policies of the City of Reading, Pennsylvania not amended per the attached shall remain in full force and effect.

**SECTION 3:** If any section, subsection, sentence or clause of this ordinance is held for any reason to be invalid such decision shall not affect the validity of the remaining portions of the Ordinance.

**SECTION 4:** This Ordinance shall become effective in ten (10) days after passage.

Enacted Aug 27, 2012

  
\_\_\_\_\_  
Council President

Attest:

  
\_\_\_\_\_  
City Clerk

(Council Staff & Managing Director)

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Ordinance passed by the Council of the City of Reading, on the 27 day of Aug, A. D. 2012. Witness my hand and seal of the said City this 30 day of Aug, A. D. 2012.

  
\_\_\_\_\_  
CITY CLERK

Submitted to Mayor: \_\_\_\_\_

Date: 8/29/12

Received by the Mayor's Office: \_\_\_\_\_

Date: 8/29/12

Approved by Mayor: \_\_\_\_\_

Date: 8/30/12

Vetoed by Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT A

### CHAPTER 1 - Administration

#### §1-186. Fiscal Provisions.

##### 9. Annual Budget.

##### C. Budget Organization and Content.

###### (1) Section 904. Budget.

*The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year in accordance with all generally accepted accounting principles and, except as required by this Charter, shall be in such form as the Mayor deems desirable or the Council may require. In organizing the budget, the Mayor shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. The budget shall contain, among other things, the following:*

- A. It shall begin with a general summary of its contents.*
- B. It shall show in detail all estimated income, indicating the existing and proposed tax levies, as well as other assessments, fees and charges.*
- C. It shall show all proposed expenditures, including debt service, for the ensuing fiscal year.*
- D. It shall show the number of proposed employees in every job classification and the proposed salaries of all exempt employees beginning in 2009. [Ord. 3-2009]*
- E. It shall be so arranged as to show comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding 4 fiscal years.*
- F. It shall indicate proposed expenditures during the ensuing fiscal year, detailed by offices, departments and agencies, in terms of their respective work programs and the methods of financing such expenditures.*
- G. It shall indicate proposed capital expenditures during the ensuing fiscal year, detailed by office, departments and agencies when practicable, and the proposed method of financing each such capital expenditure. The Mayor will include this separate capital program section in the annual Budget and submit to Council with appropriate supporting information as to the necessity for such programs.*
- H. It shall indicate anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.*

*The total of proposed expenditures shall not exceed the total of estimated*

income.

(2) The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year in accordance with all generally accepted accounting principles and, except as required by the Charter, shall be in such form as the Mayor deems desirable or the Council may require. (Refer to comment on §901.46) In organizing the budget, the Mayor shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity and object. The budget shall contain, among other things, the following:

(a) It shall begin with a general summary of its contents.

(b) It shall show in detail all estimated income, indicating the existing and proposed tax levies, as well as other assessments, fees, and charges.

(c) It shall show all proposed expenditures, including debt service, for the ensuing fiscal year.

(d) It shall include the position ordinance, defined in §1-122, which shows the number of all proposed employees in every job classification, as defined in §1-221, highlighting changes and the proposed salaries of all exempt employees beginning in 2009 (plain italic language required by Bill No. 3-2009 enacted January 26, 2009, and approved by the Mayor January 27, 2009). [Ord. 60-2009]

1. **In some cases, however, prudent succession management may call for temporarily exceeding the position allowance in a particular department. Some examples are:**

**a. When there is a known planned retirement of an individual in a highly technical position, smooth operations would call for an extended period of knowledge transfer that would require hiring the replacement individual prior to the retirement.**

**b. In the case of extended apprenticeships or training periods, such as police, it would make sense to consider the historic rate of attrition when determining the ideal class size. This would provide a more consistent number of trained staff vs. the current system which can produce peaks and valleys.**

**Therefore, in order to manage the operations of the City more effectively, City Council may, by ordinance, authorize the Managing Director to exceed the position ordinance for any department with the following conditions:**

**a. No departmental position ordinance will be exceeded for a period of time greater than 6 months.**

**b. The temporary addition of employees will not cause the total wages of the City to exceed budgeted levels.**

**c. The Managing Director will report to Council on all planned hires which will exceed any position ordinance and will report on the status of all such hires on a regular basis.**

**d. At no time will the total number of City employees exceed the total number of employees authorized under position ordinances by more than 10 employees.**

(e) It shall be so arranged as to show comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding 4 fiscal years.

(f) It shall indicate proposed expenditures during the ensuing fiscal year, detailed by offices, departments, and agencies, in terms of their respective work programs, and the methods of financing such expenditures.

(g) It shall indicate proposed capital expenditures during the ensuing fiscal year, detailed by office, departments and agencies when practical, and the proposed method of financing each such capital expenditure. The Mayor shall include this separate capital program section in the annual budget and submit it to Council with appropriate supporting information as to the necessity for such programs.

(h) It shall indicate anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget.

The total of proposed expenditures shall not exceed the total of estimated income. The estimated income shall mean the total of estimated revenue plus the prior fiscal year's fund balance. If a deficit exists, a plan to eliminate that deficit must be included in the budget.