

CITY OF WILLIAMSPORT, PA

FILE OF CITY COUNCIL

BILL No. 1809-22

SESSION OF 2022

Approved on first reading

This day 28th of Sept 2022

Members of City Council:

YODER, KATZ, ALLISON, MIELE
MACKEY, PULIZZI, BEITER

Approved on final reading

This day 13th of Oct 2022

AN ORDINANCE

6443

Transfer Ordinance # 43

BE IT HEREBY ORAINED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT THAT the following revision to the 2022 General Fund Budget will be made as follows:

Section I

<u>From</u>	<u>Acct. Description</u>	<u>Account #</u>	<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Change</u>
Treasurer	Equipment	4010 64010	30,000	18,000	(12,000)

Section II

<u>To</u>	<u>Acct. Description</u>	<u>Account #</u>	<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Change</u>
Treasurer	Part Time	4010 51040	22,500	32,500	10,000
Treasurer	Automation	4010 70140	27,500	29,500	2,000

Section III

BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT THAT this ordinance shall become effective upon final enactment of this ordinance.

This ordinance was approve this 13th day of Oct, 2022.

ATTEST:

Janice M. Frank
Janice M. Frank, City Clerk

Adam Yoder
Adam Yoder, President
Williamsport City Council

Derek J. Slaughter
Derek J Slaughter, Mayor

09.20.2022

MEMO

To
City Council

From
Kevin Mackey

CC
Mayor Slaughter
City Council

Re
Funds Transfer
Full Time Joint Clerk

City Council and Administration,

Attached is a resolution requesting a transfer of funds from the Treasurer's Equipment account to the Treasurer's Part Time Account along with a follow up request to transition the Part Time Clerk into a Full Time Clerk that will work in both the Treasurer's Office and Finance Department.

The current part time position is not competitive enough to keep qualified employees for extended periods of time and has had 5 individuals in the past 2 years(as per HR). As pointed out in prior meetings, we have several busy times where we need the office running efficiently with all positions filled and trained adequately. While we do not need the office filled completely all year round, our ability to maintain an employee all year round is needed. To fill another immediate need in our Finance Department, it is suggested that this position be transitioned to full time and take on responsibilities there as well.

Further responsibilities to this position will be added within the Treasurer's Office to account for the Office's MBP and LST collection duties that were taken on during 2020, a transition that saved the City nearly 50k in commissions and lead to a tax revenue increase of 120k. These new responsibilities to the position will allow the Office to better enforce and collect on delinquent and non-filing businesses within the City of Williamsport.

Please contact me if you have any questions,

Kevin Mackey

Williamsport Treasurer & Tax Collector

Phone: 570 327 7521

Fax: 570 327 7537

Treasurer@Cityofwilliamsport.org

CITY OF WILLIAMSPORT OFFICE OF THE TREASURER

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