

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 34 - 2024

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APRIL 3, 2024

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AN ORDINANCE

Amending the 2024 General Fund and Information Systems budget to accommodate the reorganization of two positions: Amend the General Fund budget by deleting the position of Systems Analyst 2 (14A) with the salary budgeted in the amount of Seventy-Six Thousand Four Hundred Sixty-Six (\$76,466) Dollars; and creating the position of Office Manager (09A) with the salary budgeted at Sixty-One Thousand Four Hundred Ten (\$61,410.00) Dollars.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That page 161 of the General Fund budget be amended by deleting the position of Systems Analyst 2 (14A) with the salary budgeted in the amount of Seventy-Six Thousand Four Hundred Sixty-Six (\$76,466) Dollars; and creating the position of Office Manager (09A) with the salary budgeted at Sixty-One Thousand Four Hundred Ten (\$61,410.00) Dollars.

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

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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?
  - Information Systems Department
  - I am looking to align the departments personnel for current and future needs.
  
- Summary and facts of the bill.
  - Amending the 2024 General Fund and Information Systems budget to accommodate the reorganization of positions to allow the Department of Information Systems to operate more efficiently, prepare for future project work and be in compliance with the home rule charter.
  
- 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?
    - i. I am looking to re-organize the IT by eliminating one open position and creating one new position that will better align the IT staff for current needs and future workloads. I hope to advertise and fill the newly created position in the 2<sup>nd</sup> quarter of 2024.
  
  - b. What are the benefits of doing this? What are the drawbacks?
    - i. I will no longer need technically trained personnel to do data entry and bookkeeping.
  
  - c. How does this bill relate to the City's vision/mission/priorities?
    - i. I will be utilizing my vacant position within the IT department to better meet the current need for day-to-day operations including financials, record keeping, quotes and inventory.
  
- Financial Impact – Please include the following in your explanation:
  - a. Cost (initial and ongoing)
    - i. Section one produces a net reduction in wages of -\$15,056.
    - ii. Saving the City of Allentown, a total of \$15,056 in salaries.
  
  - b. Benefits (initial and ongoing).
    - i. The Information Systems department will have an Office Manager to support the day-to-day operations of entering invoices, requestions, contracts, obtaining quotes, managing RFP's and bids for the Information Systems department which now includes the Mailroom and Printshop.
  
- 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.

- No funding is needed, the realignment of this position will provide a net savings in salaries for the City of Allentown equaling \$15,056.
- Priority status – Are there any deadlines to be aware of?
  - I will be looking to fill the office manager position as soon as approved.
- Why should Council unanimously support this bill?
  - These changes enhance the IT department's abilities while showing a net savings for the City of Allentown in lower salaries.