

ORDINANCE NO. 15287

FILE OF CITY COUNCIL

BILL NO. 23 - 2016

APRIL 20, 2016

AN ORDINANCE

Amending the 2016 General Fund budget by deleting the position of Clerk Typist 2 - Part-time (05M) and adding the position of Administrative Assistant (07N) in the Fire Administration Office. The purpose of this bill is to create a Full-time Administrative Assistant to provide sufficient office administrative support in the Fire Prevention office and as needed to support the Deputy Chief.

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

SECTION ONE: That page 148 be amended by deleting the position of Clerk Typist 2 – Part-time (05M), budgeted at Fourteen Thousand Two Hundred and Forty-Eight (\$14,248) Dollars and adding the position of Administrative Assistant (07N), budgeted at Forty-Three Thousand One Hundred Sixty-Nine (\$43,169) Dollars.

SECTION TWO: The City Council authorizes a transfer from the Temporary Wage Account to the Permanent Wage Account as follows:

FROM

000-05-0803-0001-04	Temporary Wages	\$9,305.00
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TO

000-05-0803-0001-02	Permanent Wages	\$9,305.00
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SECTION THREE: That City Council authorizes a supplemental appropriation from the unappropriated balance of the General Fund for the difference of Twenty-Nine Thousand Eight Hundred Eighty-Six (\$29,886) Dollars as follows:

**Fire
Admin/Planning/Training**

000-05-0803-0001-02

Permanent Wages

\$29,886.00

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

SECTION FIVE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Candida Affa	X	
Julio A. Guridy	X	
Daryl Hendricks, VP	X	
Roger MacLean	X	
David K. McGuire	X	
Cynthia Y. Mota		
Ray O'Connell, Pres.	X	
TOTAL	6	0

I hereby certify that the foregoing Ordinance was passed by City Council on May 4, 2016 and signed by the Mayor on May 9, 2016.



CITY CLERK

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

The bill originated in the Department of Fire.

- **Summary and Facts of the Bill**

The Bill eliminates the Part-time Position and creates the position of Administrative Assistant in the Department of Fire Prevention office.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City's Vision/Mission/Priorities**

The purpose of this bill is to create a Full-time Administrative Assistant to provide sufficient office administrative support in the Fire Prevention office and as needed to support the Deputy Chief. At present, the part-time position performs her job functions during her scheduled part-time hours, but the Assistant Chief undertakes much of this himself during the hours the part-time person is not there. Making the position full-time will allow the Assistant Chief to delegate such routine matters, leaving him free to perform his core operational functions without distractions. This new position will be better able to focus their attentions on the issuing of permits and collections of fees in a more timely and efficient manner.

The creation of this position aligns with the City vision in that it will deliver more effective customer service both internally and externally and increase the quality of government services.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

There is minimal financial impact from the elimination of the Part-time Clerk to the creation of the Administrative Assistant in the Department of Fire.

By providing administrative support to the Department of Fire, there will be more time to focus on increasing revenue and efficiency of staff allowing them to better focus on their work and will more effectively serve the needs of the City.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Funds will be appropriated from the unappropriated balance of the General Fund for the difference needed after transferring the budgeted Temporary Wages to Permanent Wages.

- **Priority status/Deadlines, if any**

The objective is to have the Full-time position hired May 2016.

- **Why should Council unanimously support this bill?**

The City leadership continues to look for better support, efficiencies and productivity throughout the City. Council's passage of this bill will help with providing this support to the Fire Department and will more effectively serve the needs of the City.