

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 43 - 2023

MAY 3, 2023

AN ORDINANCE

Amending the 2023 General Fund budget to accommodate two title changes and a reorganization of positions to allow the Mayor's office to operate more efficiently and prepare for future project work. The General Fund budget will be amended by changing the titles of the Grants Coordination Manager (14N) to Manager of Strategic Initiatives (14N) and the Executive Assistant (11N) to Grants Coordinator (11N).

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

SECTION ONE: That page 23 of the General Fund budget be amended by changing the titles of the Grants Coordination Manager (14N) to Manager of Strategic Initiatives (14N) and the Executive Assistant (11N) to Grants Coordinator (11N).

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SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- What department or bureau is this bill originating from? Where did the initiative for the bill originate?

The Mayor's office

- Summary and facts of the bill.

This ordinance would change the title of Grants Coordination Manager (S13) to Manager of Strategic Initiatives at the same step. It would also change the title of Executive Assistant (S11) to Grants Coordinator at the same step. The Grants Coordinator position will report to the Manager of Strategic Initiatives.

- 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?

This is a small reorganization in the Mayor's office to help manage and prioritize the needs of the City and the Mayor.

- b. What are the benefits of doing this? What are the drawbacks?

This would help the Mayor's office staff function in the absence of a Managing Director. The Manager of Strategic Initiatives title would allow for a more expansive role from a managerial position while the Grants Coordinator would ensure the functionality of working with City departments to obtain grants is fulfilled.

- Financial Impact – Please include the following in your explanation:
 - a. Cost (initial and ongoing)

There is no financial impact.

- 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.

N/A

- Priority status – Are there any deadlines to be aware of?

As soon as possible so we may begin the recruitment process.

- Why should Council unanimously support this bill?

The Mayor's office would like to make a title change/reorganization that would help the staff significantly. This managerial role will have a job description that is more expansive than the current Grants Coordination Manager description and duties, allowing for more support to and oversight of current Mayor's office staff including the Grants Coordinator.