

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 12 - 2017

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MARCH 1, 2017

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AN ORDINANCE

Amending the 2017 General Fund budget by deleting the position of Administrative Assistant (07N) and adding the position of Litigation Paralegal (08N) in the Law Office.

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

SECTION ONE: That page 43 be amended by deleting the position of Administrative Assistant (07N), budgeted partially in the Law Office at Twenty-One Thousand Nine Hundred Five (\$21,905) Dollars and adding the position of Litigation Paralegal (08N), budgeted at Fifty-Five Thousand (\$55,000) Dollars.

SECTION TWO: That City Council authorizes a supplemental appropriation from the unappropriated balance of the General Fund for the difference of Nineteen Thousand Nine Hundred Thirty-Seven (\$19,937) Dollars as follows:

**Law  
Legal Services:**

<b>000-01-0501-0001-02</b>	<b>Permanent Wages</b>	<b>\$19,937.00</b>
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SECTION THREE: That this Ordinance will take effect ten (10) days after final passage.

SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

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

This Bill is being initiated by the Law Office.

- **Summary and Facts of the Bill**

The position of Litigation Paralegal is being added to account for the increased volume of litigation and other law-related work in the Solicitor's Office. The current employee who is handling civil litigation has a number of other important duties within the office and cannot handle the volume of civil litigation that exists. In addition, the position requires an individual with a keen understanding of litigation generally, with strong paralegal skills.

- **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 goal of the Solicitor's Office is to handle all legal matters affecting the City in a highly professional manner that is commensurate with a private law firm. The increase in volume of matters that come before the Solicitor's Office has increased dramatically in recent years. Most importantly, the Solicitor has determined that many litigation matters can be cost-effectively handled within the Solicitor's Office, rather than being assigned to outside legal counsel. This has resulted in greater efficiencies at a much lower cost to the City. However, this can be supported only by hiring a highly skilled litigation paralegal to assist the attorneys in the office who currently handle such matters. If this position is not created, the only choice will be to send more legal matters to outside counsel who are properly supported with paralegals, and this will result in higher costs to the City which far surpass the proposed salary for this position. It is also anticipated that this position will assist with other paralegal functions within the office of the City Solicitor which are currently understaffed.

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

This restructuring will cost \$19,937.

- **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 taken from the unappropriated balance of the General Fund. Due to the positions of Managing Director, Community Development Director and Public Works

Director being vacant these salaries will return to the available balance at the year, thus covering the appropriation at this time.

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

As soon as possible in order to appropriately ensure

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

This requested restructuring will enable the Law office to improve the efficiency of the office. In addition, this position will result in greater cost efficiencies, as a number of matters that are currently referred to outside counsel would be able to be retained within the Solicitor's office.