

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 25 - 2017

APRIL 5, 2017

AN ORDINANCE

Amending the 2017 General Fund budget to accommodate the reorganization of positions to allow the Department of Public Works to operate more efficiently. The proposal would facilitate a small reorganization of Public Works management; by realigning the Operation Manager to the Engineering Bureau, placing an Office Manager position in the Streets Bureau and combining the Building Maintenance and Compliance Office managers into one position.

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

SECTION ONE: That page 99 of the General Fund budget be amended by deleting the position of Public Works Operations Manager (13N) with Eighty (80%) percent of the salary budgeted in the amount of Fifty-One Thousand Nine Hundred Thirty-Eight (\$51,938); and adding the position of Office Manager (9N) budgeted at annual salary of Fifty Thousand Nine Hundred Sixty (\$50,960) Dollars.

SECTION TWO: That page 89 of the General Fund budget be amended by adding the position of Public Works Operation Manager (13N) with Eighty (80%) percent of the salary budgeted in the amount of Fifty-One Thousand Nine Hundred Thirty-Eight (\$51,938).

SECTION THREE: That page 95 of the General Fund budget be amended by reducing the percentage of the salary for the Office Manager from One Hundred (100%) percent to Seventy (70%) reducing the annual salary from Fifty Thousand Nine Hundred Sixty (\$50,960) to Thirty-Five Thousand Six Hundred Seventy-Two (\$35,672) Dollars.

SECTION FOUR: That page 85 of the General Fund budget be amended by deleting the Administrative Supervisory position (9N) budgeted at Fifty-Two Thousand Four Hundred Sixty-Eight (\$52,468) Dollars and adding the position of Office Manager (9N) at Thirty (30%) Percent of the annual salary of Fifteen Thousand Two Hundred Eight-Eight (\$15,288) Dollars.

SECTION FIVE: That the total savings of Thirty-Four Thousand Three Hundred Six (\$34,306) Dollars will be added to the unappropriated balance of the General Fund.

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

SECTION SEVEN: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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?
Public Works

- **Summary and Facts of the Bill**

Bill would facilitate a small reorganization of Public Works management; by realigning the Operation Manager to the Engineering Bureau, placing an Office Manager position in the Streets Bureau and combining the Building Maintenance and Compliance Office managers into one position.

- **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 bill will increase the efficiency of the Public Works Department by reorganizing positions.

Moving the Public Works Operations Manager to the Engineering Bureau will assist with the maintenance and development of the strategic alignment of processes involved with projects and grant opportunities available to the Public Works Department. The Operations Manager will continue to supervise all Public Works office managers and complete Public Works audits as required.

Since the Operations Manager will retain the more complex reporting responsibilities, the remaining tasks will allow this Streets Bureau position to be reverted to an Office Manager, as was previously done at the Streets Bureau.

After an internal review, the positions of Office Manager in the Bureau of Compliance no longer requires a full position status. The recommendation from the Public Works Director is to combine both the Office Manager in the Bureau of Compliance and Building Maintenance into one full-time Office Manager position.

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

The Public Works reorganization will net a General Fund savings of Thirty-Four Thousand Three Hundred Six (\$34,306) Dollars.

- **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.**

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

As soon as council approves changes

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

This realignment will increase efficiency throughout the Public Works Department.

