

ORDINANCE NO. 15274

FILE OF CITY COUNCIL

BILL NO. 8 - 2016

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INTRODUCED BY

FEBRUARY 17, 2016

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AN ORDINANCE

Amending the 2016 General Fund budget by deleting the position of Legal Administrative Assistant (05N) and adding the position of Executive Legal Administrative Assistant (07N).

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

SECTION ONE: That page 43 be amended by deleting the position of Legal Administrative Assistant (05N), budgeted at Forty-Two Thousand Sixteen (\$42,016) Dollars and adding the position of Executive Legal Administrative Assistant (07N), budgeted at Fifty Thousand (\$50,000) Dollars.

SECTION TWO: That City Council authorizes a supplemental appropriation from the unappropriated balance of the General Fund for the difference of Seven Thousand Nine Hundred Eighty-Four (\$7,984) Dollars as follows:

**Law**  
**Legal Services**

<b>000-01-0501-0001-02</b>	<b>Premium Pay</b>	<b>\$7,984.00</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SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Candida Affa	X	
Julio A. Guridy	X	
Daryl Hendricks, VP	X	
Roger MacLean	X	
David K. McGuire	X	
Cynthia Y. Mota	X	
Ray O'Connell, Pres.	X	
TOTAL	7	0

I hereby certify that the foregoing Ordinance was passed by City Council on March 16, 2016 and signed by the Mayor on March 17, 2016.

*Michael P. Hall*

CITY CLERK

- **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**

Due to the increased responsibilities being given to the Legal Administrative Assistant We are requesting that the position be reclassified to an Executive Legal Administrative Assistant along with a paygrade increase from a 05N to a 07N.

- **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**

In order to balance the workload between the two clerical staff employees, greater responsibility is being given to the Legal Administrative Assistant. For this reason it would be appropriate to reclassify the position to an Executive Legal Administrative Assistant which previously existed in this office in 2013 along with the paygrade it was originally assigned.

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

This restructuring will have a minimal increase to the Law Office budget of \$7,984.

- **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.

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

As soon as possible in order to appropriately compensate the employee for the already increased job responsibilities.

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

This requested restructuring will enable the Law office to improve the efficiency of the office.