

ORDINANCE NO. 15275

FILE OF CITY COUNCIL

BILL NO. 9 - 2016

FEBRUARY 17, 2016

AN ORDINANCE

Amending the 2016 General Fund budget by deleting the position of Executive Secretary to the Managing Director (09N) and adding the position of Administrative Assistant (07N).

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

SECTION ONE: That page 23 be amended by deleting the position of Executive Secretary to the Managing Director (09N), budgeted at Forty-Eight Thousand Twenty-Two (\$48,022) Dollars and adding the position of Administrative Assistant (07N), budgeted at Forty-Three Thousand One Hundred and Sixty-Nine (\$43,169) Dollars.

SECTION TWO: That the difference of Four Thousand Eight Hundred and Fifty-Three (\$4,853) Dollars be added to unappropriated balance of the General Fund.

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SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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



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 large amount of Right-To-Know requests being submitted to the City on a daily basis it has become necessary to employ someone whose main task is to assist with organizing and tracking them in order to ensure the City is in compliance with the Right-To-Know regulations. The position of Administrative Assistant would be an appropriate classification for these duties.

- **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 ensure compliance with the Right-To-Know regulations it has become apparent that an Administrative Assistant is needed to help organize and track the requests. In addition, this position will assist in other types of research projects as needed.

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

This restructuring will be a cost savings of \$5,022.

- **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.**

The unspent funds will be added to the unappropriated balance of the General Fund.

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

As soon as possible in order to appropriately ensure complete compliance with the Right-To-Know regulations.

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

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