

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 61 - 2017

OCTOBER 4, 2017

AN ORDINANCE

Amending the 2017 General Fund budget by deleting the position of Legal Administrative Manager (09N) and adding the position of Legal Administrative Assistant (07N) and one Assistant City Solicitor (17N).

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 Manager (09N), budgeted at Sixty-One Thousand Nine Hundred Fifty-Eight (\$61,958) Dollars and adding the position of Legal Administrative Assistant (07N), budgeted at Fifty-One Thousand (\$51,000) Dollars and one Assistant City Solicitor (17N), budgeted at Seventy-Five (\$75,000) Dollars.

SECTION TWO: That City Council authorizes a transfer in the amount of Eight Thousand Five Hundred (\$8,500) Dollars as follows:

**Law
Legal Services**

FROM

000-01-0501-0001-04	Temporary Wages	\$8,500
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TO

000-01-0501-0001-	Permanent Wages	\$8,500
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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SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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**

Due to the increased work load in the Solicitor's Office it has been decided that an additional full time Assistant City Solicitor would be more beneficial to the office than replacing the vacant part-time Assistant City Solicitor. In addition it has also been determined that a Legal Administrative Manager is no longer needed and the vacant position can be reclassified to a Legal Administrative Assistant making all the office staff equal in terms of paygrades.

- **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**

This small reorganization is being proposed to better fulfill the needs of the Solicitor's Office at a time when two positions are currently vacant.

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

This restructuring will have no financial impact to the Law Office budget. The \$8,500 that is being transferred from Temporary Wages to Permanent Wages is the remaining unspent salary of the vacant part-time Assistant City Solicitor. That amount combined with the savings from the vacant position of Legal Administrative Manager will cover the funds for the two new positions for the remainder of 2017. \$14,423 is estimated as being needed for the new full-time Assistant City Solicitor and \$10,000 for the new Legal Administrative Assistant.

- **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 currently exist in the Law Office budget and the transfer that is included in this Ordinance simply moves available funds from Temporary Wages to Permanent Wages.

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

As soon as possible in order to hire two new employees and improve the efficiency of the office.

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

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

