

ORDINANCE NO. 15633

FILE OF CITY COUNCIL

BILL NO. 19 - 2020

MARCH 18, 2020

AN ORDINANCE

Amending the 2020 General Fund budget by creating the position of Receptionist (5N) in the Human Resources Department and transferring \$27,500 from the General and Civic, Account 78 for salary for the remainder of the year.

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

SECTION ONE: That pages 155 and 156 of the General Fund budget be amended by creating one (1) Receptionist (5N) at an annual salary of Thirty-Nine Thousand Five Hundred Twenty (\$39,520) Dollars

SECTION TWO: That City Council authorizes the transfer of funds needed for the remainder of 2020 into the Permanent Wage account in the Human Resources Department as follows:

FROM

General and Civic

000-01-0609-0001-78	Contingency	\$ 27,500
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TO

Human Resources

000-06-0603-0001-02	Permanent Wages	\$ 27,500
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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SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Candida Affa	X	
Julio A. Guridy, VP	X	
Ce-Ce Gerlach	X	
Cynthia Mota	X	
Joshua Siegel	X	
Ed Zucal	X	
Daryl Hendricks, Pres.	X	
TOTAL	7	0

I hereby certify that the foregoing Ordinance was passed by City Council on September 2, 2020 and signed by the Mayor on September 3, 2020.


 CITY CLERK

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

Human Resources

- Summary and Facts of the Bill

This Bill would facilitate adding a position to be stationed at the reception desk in the lobby of City Hall. This position will report to Human Resources.

- 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

For the last few years the reception desk in the lobby of City Hall has not be occupied on a full-time basis. As a result of the Homeland Security visit, as well as the need to maintain a watch on visitors to the building and assist with directing them to the correct office, it has become necessary to hire someone to staff the desk on a full-time basis. This position will report to Human Resources

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

The annual salary for this position is \$39,520.

- 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 transferred from the Contingency Account in General and Civic to the Permanent Wage Account in Human Resources.

- Priority status/Deadlines, if any

As soon as Council approves this position the process will begin to hire someone.

- Why should Council unanimously support this bill?

Staffing the reception desk in the lobby of City Hall was recommended by Homeland Security and is a position that is essential to greet citizens and provide customer service by locating the appropriate floor and resources they need.