

ORDINANCE NO. 15204

FILE OF CITY COUNCIL

BILL NO. 23 – 2015

April 15, 2015

AN ORDINANCE

Amending the 2015 General Fund Budget by eliminating one full time Senior Buyer position (11N) and replacing it with one full time Buyer position (10N).

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

SECTION ONE: That the 2015 budget is amended to eliminate the Senior Buyer Position listed in the proposed and adopted budget and replace it with one Buyer Position. Attached is the revised budget sheet, page 63, to reflect these changes.

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

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

	Yea	Nay
Joe Davis	X	
Jeanette Eichenwald	X	
Jeff Glazier	X	
Daryl Hendricks	X	
Cynthia Y. Mota	X	
Julio A. Guridy, VP	X	
Ray O'Connell, Pres.	X	
TOTAL	7	0

I hereby certify that the foregoing Ordinance was passed by City Council on May 6, 2015 and signed by the Mayor on May 7, 2015.

Michael P. Hall

CITY CLERK

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

Purchasing Office of the Finance Department. The Senior Buyer will be retiring in June 2015. I would like to take this opportunity to restructure the office.

- Summary and Facts of the Bill

The legislation asks City Council to remove the Senior Buyer position from the Purchasing Office Budget, and replace it with a Buyer position, which will have no financial impact with the remaining budget allocation.

- Purpose – Please include the following in your explanation:
 - o What does the Bill do – what are the specific goals/tasks the bill seek to accomplish
 - o What are the Benefits of doing this/Down-side of doing this
 - o How does this Bill related to the City's Vision/Mission/Priorities

The purpose of this ordinance is to restructure the office to allow for two (2) equal Buyer positions, which will provide for a more even distribution of work. This position will work in conjunction with, but not under the supervision of, the other Buyer in the office. This will create a uniform office structure that promotes a collaborative work environment.

The creation of this position aligns with the City vision, in that it (1) reconfigures the office to deliver more effective customer service to both internal and external bureaus/departments, as well as City Vendors; (2) reduces the costs of providing municipal services; and (3) improves the level of collaboration between the centralized purchasing bureau and the individual departments.

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

There will be no financial impact with the remaining budget allocation.

- Funding Sources – Please include the following in your explanation:
 - o If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.

This position will be funded by the General Fund.

- Priority status/Deadlines, if any

The Senior Buyer's last day in the office is April 30th. As the centralized procurement office for the City, our office processes thousands of purchases a year, and the need for two (2) active buyers is essential. I would like to post the Buyer position as soon as possible, to provide for minimal down time to our customers, the City's bureaus/departments.

- Why should Council unanimously support this bill?

This serves the City by reducing the overall cost savings to payroll, and restructures the bureau to permit more appropriate service to both internal and external City Bureaus/Departments.