

ORDINANCE NO. 15290

FILE OF CITY COUNCIL

BILL NO. 26 - 2016

May 4, 2016

AN ORDINANCE

Amending the 2016 General Fund budget by deleting the position of Office Manager (09N) in the Bureau of Accounting & Financial Management and adding the position of Financial Analyst (14N) in the Bureau of Finance & Budget Administration. The annual salary is \$59,000, funded as a result of transfers from Accounting and Financial Management to Finance and Budget Administration.

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

SECTION ONE: That page 63 be amended by deleting the position of Office Manager (09N), budgeted at Forty-eight Thousand Twenty-two Dollars (\$48,022).

SECTION TWO: That page 59 be amended by adding a second position of Financial Analyst (14N), budgeted at Fifty-nine Thousand Dollars (\$59,000).

SECTION THREE: That City Council authorizes a transfer in the amount of Thirty-Six Thousand Three Hundred Ten (\$36,310) Dollars (this is seven months of the position) in the following manner:

FROM

**Department of Finance
Bureau of Accounting and Financial Management**

000-02-0602-0004-02	Permanent Wages	\$36,310.00
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TO

Department of Finance
Bureau of Finance and Budget Administration

000-02-0602-0003-02

Permanent Wages

\$36,310.00

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

SECTION FIVE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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		
David K. McGuire		
Cynthia Y. Mota	X	
Ray O'Connell, Pres.	X	
TOTAL	5	0

I hereby certify that the foregoing Ordinance was passed by City Council on June 1, 2016 and signed by the Mayor on June 3, 2016



CITY CLERK

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

The bill originates from the Department of Finance on the initiative of the Finance Director. The Finance & Budget Administration Bureau and the Accounting & Financial Management Bureau are directly affected by the bill.

- **Summary and Facts of the Bill**

As part of a reorganization of responsibilities within the Finance Department, the budgeted Office Manager position on the Accounting & Financial Management Bureau is hereby deleted, and a second Financial Analyst position in the Finance & Budget Administration Bureau is created.

- **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 Finance Department is currently working with other City departments to establish a more comprehensive capital outlay needs assessment. Finance also is reviewing solutions to streamline its information technology requirements without adversely affecting other monetary collection activity in the City. Additionally, Finance's aggregate budget administration responsibilities require additional expertise to ensure that City-wide needs are addressed alongside those of individual departments and stressed appropriately in consultation with the Mayor during the budget development process. The new Financial Analyst will be deployed as needed to ensure timely solutions to the above initiatives.

- **Financial Impact – Please include the following in your explanation:**

- o **Cost (Initial and ongoing)**

- o **Benefits (initial and ongoing)**

The annual salary for the new position is \$59,000; 7/12ths of this amount is needed for 2016 and available by cutting the vacant Office Manager position. The benefits include greater coordination of capital outlay, information technology and budget oversight across the City.

- **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.**

7/12ths of \$59,000 in budget authority is being transferred between Finance bureaus.

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

Finance would like the new position to begin on Monday, June 6, 2016.

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

For the reasons stated above.