

## Lawrence, Sharon

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**From:** Houck, Linda McClosky  
**Sent:** Monday, February 25, 2019 7:41 AM  
**To:** Haas, Harry  
**Cc:** Luzerne County Council Members; Lawrence, Sharon  
**Subject:** Position Budget resolution and rationale  
**Attachments:** Resolution 2019 - regarding Position Budget.pdf

Mr. Haas and all Council,

Attached please find a draft resolution regarding the Position Budget and amendments that are proposed to it, such as those in the January 14 and 31 emails sent by Mr. Parsnik and forwarded to us by Mr. McGinley. I ask that the Legislative Committee consider this and it be added to the Council Work Session following that committee's discussion.

As you will note in the draft resolution, the Administrative Code clearly identifies one of the Budgets we adopt as a Position Budget. It must be referred to properly by management, and treated as such, with changes to it made by ordinance, as each change in the number or type of positions has the potential for financial impact to the County.

The intent of "locking in" a Position Budget is to encourage Management to plan for each year in every way, including the number of employees needed and their deployment. Changes to the Position Budget are as significant as changes to every other Budget, and need to be treated as such.

This Administrative Code clause was specifically added in 2014 to allow Council to be fully informed of Position changes. Until 2018, the Position Budget was referred to as a "Budget." Management decided at some point to decrease its importance by referring to it as a "List," which is inappropriate and incorrect. A List does not have the same requirements or importance as a Budget.

After several requests to Management to correctly identify this document as a "Budget" it seems to me that the only way to make it happen is by resolution.

In conformity with the Charter, the Admin Code, and this resolution, the Jan 14 and 31 position changes should be included in an ordinance and subject to vote of Council.

Thank you for your attention to this matter.

Linda Houck

**RESOLUTION R-2019-  
LUZERNE COUNTY COUNCIL**

*A Resolution By the Luzerne County Council  
Regarding the Annual Position Budget*

WHEREAS, the Luzerne County Home Rule Charter (the “Charter”) was approved by the voters of Luzerne County on November 2, 2010 and became effective on Monday, January 2, 2012; and

WHEREAS, Section 5.02 of the Charter provides that the Luzerne County Budgets shall be submitted to County Council; and

WHEREAS, Section 5.03 of the Charter provides that the format of the Budgets shall be as set forth in the Administrative Code; and

WHEREAS, Section 5.07 of the Charter provides that County Council shall adopt the Budgets and/or amend them; and

WHEREAS, Section 5.10(F) of the Charter provides that changes to the Budgets following their adoption shall be made by ordinance and include a public hearing; and

WHEREAS, the Luzerne County Administrative Code was adopted June 19, 2012 and amended January 21, 2014; and

WHEREAS, Section 8.02(B) of the Administrative Code provides that the annual Budgets shall include a Position Budget for legislatively authorized positions for that year;

NOW, THEREFORE, BE IT RESOLVED, the County Council wishes to require the Manager or his designee to properly publish the Position Budget for each year under the title of “Position Budget” rather than “Position List,” and to introduce proposed amendments to the Position Budget in the form of ordinances, in compliance with the Charter and the Administrative Code of Luzerne County.

This Resolution shall become effective 6 days after adoption.

**ADOPTED** at a meeting of the Luzerne County Council held on \_\_\_\_\_, 2019.

LUZERNE COUNTY COUNCIL

By: \_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_