

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 35 - 2026

MAY 6, 2026

AN ORDINANCE

Amending the 2026 General Fund budget to accommodate the upgrade of the part-time Clerk III in the Office of Compliance and the upgrade of the two (2) part-time MWI-Custodial positions in Building Maintenance within the Department of Public Works. The part-time Clerk III, currently M08, would be upgraded to an Administrative Assistant at a proposed pay grade of S07 to better align the job duties and responsibilities of this position. The two (2) part-time MWI-Custodial positions will remain in the same paygrade (M06) but be upgraded to full-time positions to better align job duties and allow for consistent staffing in Building Maintenance.

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

SECTION ONE: That page 60 of the General Fund budget be amended by adding the full-time position of Administrative Assistant (07M) with a salary budget of Fifty-Nine Thousand Seven Hundred and Thirty-Five (\$59,735.00) Dollars.

SECTION TWO: That City Council allows for a transfer of Thirty Thousand Five Hundred Sixty-Nine Dollars (\$30,569.00) in the following manner:

	<u>FROM</u>	
Public Works		
000-03-0701-0014-50004	Temporary Wages	\$30,569.00
	<u>TO</u>	
Public Works		
000-03-0701-0014-50002	Permanent Wages	\$29,868.00
000-03-0701-0014-50012	FICA	\$701.00

SECTION THREE: That page 69 of the General Fund budget be amended by adding two (2) additional full-time positions of MWI/Custodial to make the total number eight (8) with an additional salary of Eighty-Three Thousand Three Hundred Fifty Dollars (\$83,350.00).

SECTION FOUR: That City Council allows for a transfer of Forty-Two Thousand Two Hundred Sixty-Six Dollars (\$42,266.00) in the following manner.

	<u>FROM</u>	
Public Works		
000-03-0707-0017-50004	Temporary Wages	\$42,266.00
	<u>TO</u>	
Public Works		
000-03-0707-0017-50002	Permanent Wages	\$41,675.00
000-03-0707-0017-50012	FICA	\$591.00

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

SECTION SIX: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.