

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 57 - 2026

AUGUST 5, 2026

AN ORDINANCE

Amending the 2026 General Fund budget to accommodate the upgrade of the part-time Clerk 3 Confidential position in Fire Administration & Operations within the Fire Department. The part-time Clerk 3 Confidential position will remain at the same paygrade (s05) but be upgraded to a full-time position to better align with the job duties and allow for consistent staffing in Fire Administration & Operations.

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

SECTION ONE: That page 104 of the General Fund budget be amended by adding the full-time position of Clerk 3 Confidential with a salary budget of Fifty-Four Thousand Seven Hundred Forty-Two (\$54,742) Dollars.

SECTION TWO: That City Council allows for a transfer of Ten Thousand Two Hundred Forty-Four (\$10,244) Dollars in the following manner:

		<u>FROM</u>	
Fire Admin & Operations			
000-05-0803-0028-50004		Temporary Wages	\$9,505.00
000-05-0803-0028-50034		Training & Prof Dev	\$ 739.00
		<u>TO</u>	
Fire Admin & Operations			
000-05-0803-0028-50002		Permanent Wages	\$9,516.00
000-05-0803-0028-50012		FICA	\$ 728.00

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SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

Legislative Template

- What department or bureau is this bill originating from?

Fire Department

- Summary and facts of the bill.

The Fire Department is requesting the reclassification of the part-time Clerk 3 Confidential position to a full-time Clerk 3 Confidential position to meet operational needs and provide adequate administrative support for departmental functions. Funds in the amount of \$10,244 are needed to cover this position change for the remainder of 2026.

- What is the purpose of the bill?

The purpose of this bill is to authorize the reclassification of the Clerk 3 Confidential position from a part-time position to a full-time position. By reclassing this position, the department will be better equipped to manage the current and anticipated workload of the department and to provide consistent coverage at the administrative support level to the department during business hours.

- What are the benefits of doing this?

Reclassifying this position from part-time to full-time will provide much needed administrative support to the department, improve operational efficiency, and reduce the need for overtime among current full-time employees by ensuring adequate staffing levels to meet workload demands.

- How does this bill relate to the City's vision/mission/priorities?

This bill supports the City's mission of maintaining efficient and effective operations. An additional full-time administrative support position will improve departmental productivity and reduce reliance on overtime at the administrative level.

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

The cost to upgrade this position for the remainder of 2026 is \$10,244. There will be approx. \$9,505 available in the temporary wage account to cover the cost and the remaining \$739 will be funded through our operating budget.

- b. Benefits (initial and ongoing)

The benefits of this reclassification would be increased administrative support, improved operational efficiency, and consistent coverage during business hours.

- Funding Sources – Please include the following in your explanation:
 - a. **If transferring funds, please make sure to give specific account names and numbers.**

Transferring from:

000-05-0803-0028-50004	Temp Wages	\$9,505.00
000-05-0803-0028-50034	Training & Prof Development	\$ 739.00

Transferring to:

000-05-0803-0028-50002	Permanent Wages	\$9,516.00
000-05-0803-0028-50012	FICA	\$ 728.00

- Priority status – Are there any deadlines to be aware of?

No deadlines.

- Why should Council unanimously support this bill?

Reclassifying the Clerk 3 Confidential position to a full-time position is necessary to support the department, improve operational efficiency, provide consistent coverage during business hours, and reduce the need for overtime among current full-time employees by ensuring adequate staffing levels to meet workload demands.