

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 27 - 2018

JUNE 6, 2018

AN ORDINANCE

Amending the 2018 General Fund budget to accommodate the reclassification of Para-Police position to a Clerk II position in the Police Department resulting in a savings of Fifteen Thousand Eight Hundred Seventy (\$15,870) Dollars.

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

SECTION ONE: That page 119 of the General Fund budget be amended by deleting the vacant Para-Police position (7M) budgeted at Forty-Seven Thousand Sixteen (\$47,016) and adding one (1) Clerk II position (6M) to be budgeted at Forty-Two Thousand Two Hundred Sixty (\$42,260) Dollars.

SECTION TWO: That the net savings of Fifteen Thousand Eight Hundred Seventy (\$15,870) Dollars will be added to the unappropriated balance of the General Fund.

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SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

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

Police Department. There is currently a vacancy in the Para-Police position and the Police Department re-examined the responsibilities/position.

- **Summary and Facts of the Bill**

The Police Department wants to change a Para-Police position to a Clerk II position. The Clerk II would be assigned to the Patrol Division to better serve the department. All of the units in the Police Department have a clerk to handle the day to day paperwork including payroll, schedules and hearing notices. The Patrol Division currently does not have a clerk. There are approximately 130 officers in the Patrol Division that the clerk would serve. The Para-Police position is currently vacant.

- **Purpose – Please include the following in your explanation:**

- **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
- **What are the Benefits of doing this/Down-side of doing this**
- **How does this Bill related to the City's Vision/Mission/Priorities**

The purpose of assigning a Clerk II to the Patrol Division would be to free up supervisors, the Sergeants and Lieutenants, from doing the day to day paperwork in the office. This would allow them to be on the street with the officers they are to be supervising.

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

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

A Para-Police position is a M7 and currently budgeted at an annual salary of \$47,016.

A Clerk II position is a M6 at an annual salary of \$42,260

The change would be a decrease in the cost for the position.

- **Funding Sources – Please include the following in your explanation:**

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

The Para-Police position is currently being paid out of the Police Department's permanent wage account and the Clerk II would also be paid out of the same permanent wage account.

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

None.

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

This change would better serve the Police Department.