

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 51 - 2026

JUNE 17, 2026

AN ORDINANCE

Amending the 2026 General Fund budget to accommodate the downgrade and title change of the vacant Grants Compliance Administrator to an Assistant Grants Compliance Administrator in the Bureau of CDBG Administration within the Department of Community & Economic Development. The Grants Compliance Administrator, currently an s11, would be downgraded to a proposed pay grade of s07 to align with the level of responsibility, autonomy and workload that the office currently needs for this vacant position. The permanent wages of this position are 60% HUD grant reimbursable and 40% General Fund funded.

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

SECTION ONE: That the following position reclassification be made to pages 152 and 362 of the 2026 General Fund and Federal Grants Fund budget.

Downgrading the position of Grants Compliance Administrator (s11) with a 60% budgeted salary in the amount of Forty-Seven Thousand Two Hundred Ninety-Six Dollars (\$47,296) in the Federal Grants Fund and a 40% budgeted salary in the amount of Thirty-One Thousand Five Hundred Thirty-One Dollars (\$31,531) in the General Fund to an (s07) with a 60% budgeted salary in the amount of Thirty-Five Thousand Eight Hundred Forty-One Dollars (\$35,841) in the Federal Grants Fund and a 40% budgeted salary in the amount of Twenty-Three Thousand Eight Hundred Ninety-Four Dollars (\$23,894) in the General Fund.

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

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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

The bill originated in the Department of Community and Economic Development – Grants department.

- Summary and facts of the bill.

The request is to downgrade position number 154-001 Grants Compliance Administrator to Assistant Grants Compliance Administrator. The current position is a grade 11N and the new position requested is a 7N.

- a. What are the specific goals or tasks the bill seeks to accomplish?

The Grants department needs administrative assistance however the position is a hybrid. The daily tasks of contract management, invoice payment, and administrative tasks will be coupled with grants compliance monitoring and report creation for award recipient tracking.

- b. What are the benefits of doing this?

The benefits are a more robust and timely processing of agreements, payments and reporting further enhancing our accountability to funders.

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

- a. Cost (initial and ongoing)

The 2026 budget impact, from the budgeted position of an s11/F to an s07/A, prorated from Aug 3rd through the end of the year, would be a General Fund expenditure savings of (\$3,478.30), inclusive of permanent wages and employer FICA. This represents 40% of the positions total savings.

The proposed 2027 budget impact, from a budgeted position of s11/A to s07/A would be a General Fund expenditure savings of (\$5,021.07). This represents 40% of the positions total savings.

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

- a. If transferring funds, please make sure to give specific account names and numbers. If appropriating funds from a grant, please list the agency awarding the grant.

There is no budget amendment required for this downgrade.

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

Yes. Sixty percent (60%) of the funds for this position are paid by the Department of Housing and Urban Development which requires the timely spending of allocations. This position has been vacant for some time and ideally should be filled immediately.