

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 34 - 2025

MAY 6, 2025

AN ORDINANCE

Amending the 2026 General Fund budget to amend the Fixed Cost Distribution (FCD) for two (2) employees within DCED to change the portions of their salary and benefits expensed to the Grant Fund Recompete Program budget to reflect work performed under the grant.

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

SECTION ONE: That the General Fund budget for DCED, Planning and Zoning Bureau, be amended by adjusting the two (2) positions below:

The FCD for Senior Planner (144-003) will be amended from 75% General Fund and 25% Grant Fund to 50% General Fund and 50% Grant Fund.

The FCD for Assistant Planner (227-005) will be amended from 50% General Fund and 50% Grant Fund to 75% General Fund and 25% Grant 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SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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?**

Department of Community and Economic Development (DCED)

- **Summary and facts of the bill.**

This legislation amends the Fixed Cost Distribution (FCD) for two (2) employees within DCED to change the portions of their salary and benefits expensed to the Grant Fund Recompete Program budget to reflect work performed under the grant.

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

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

Amending personnel FCD's reduces general fund personnel budget and allows for grant reimbursement of personnel costs.

Within the DCED, Planning & Zoning Bureau, the following personnel changes will be made:

The FCD for Senior Planner (144-003) will be amended from 75% General Fund and 25% Grant Fund to 50% General Fund and 50% Grant Fund.

The FCD for Assistant Planner (227-005) will be amended from 50% General Fund and 50% Grant Fund to 75% General Fund and 25% Grant Fund.

Changes will be made retroactive to begin on the pay period starting January 19th, 2026. This is consistent with the award's authorized staffing plan last approved by the U.S. Economic Development Administration (EDA). This will require reclassing personnel, moving wages already paid from the General Fund to the Grant Fund

- b. **What are the benefits of doing this?**

The benefit is a direct reduction of personnel costs within the General Fund budget. Personnel expenditures from the Recompete Program within the Grant Fund are 100% reimbursable. These changes will continue through the full lifecycle of the Recompete Grant (present – 2030), resulting in year-over-year increased savings to the General Fund.

This personnel update received the required EDA approval and authorization. This bill amends the city's general fund and grant fund to match the federally authorized staffing plan, and generates savings in the process.

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

The Recompete grant addresses a priority area for the city. Unemployment, lack of good paying jobs, lack of trained staff for industry and the trades, lack of transportation and sub-standard childcare are all priority issues for the city. This grant project addresses many of the factors that keep individuals from increasing stability and economic growth while reducing the burden on the General Fund budget to staff positions to facilitate this 5-year project.

• **Financial impact – Please include the following in your explanation:**

a. Cost (initial and ongoing)

There are no net costs associated with these personnel changes.

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

None

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

Council should support this Bill because the city was chosen as one of only six areas in the nation to receive the \$20 Million Dollar Recompete Grant. The benefits of creating higher quality childcare and transportation that is responsive to workforce needs will better the entire city. Converting vacant, blighted or under-utilized space to urban worksites brings jobs and opportunity. This award brings many community partners together and offers resources to address long standing employment issues for a targeted population who can pull entire families out of poverty.

Allowing the administration to amend its current staff structure to present savings to the General Fund while still accomplishing the tasks set above aligns with the goal of fiscal responsibility.