

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 60 - 2021

INTRODUCED BY

JUNE 16, 2021

AN ORDINANCE

Amending the 2021 General Fund budget to create one (1) Project Manager position at a Paygrade 14N at an annual salary of Sixty-Nine Thousand Two Hundred Dollars (\$69,200) to assist the Department of Community and Economic Development as well as other departments with implementation, oversight and management of city-wide projects.

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

SECTION ONE: That page 187 of the General Fund budget be amended by adding one (1) Project Manager position (14N) budgeted at an annual salary of Sixty-Nine Thousand Two Hundred (\$69,200) Dollars.

SECTION TWO: That City Council approves a transfer within the Department of Community and Economic Development in the amount of Twenty-Nine Thousand Two Hundred Seventy-Seven (\$29,277) Dollars to fund the remaining 11 pay periods in 2021 for this position:

**FROM**

**Department of Community and Economic Development  
Administration**

<b>000-09-0901-0001-40</b>	<b>Civic Expenses</b>	<b>\$ 25,000</b>
<b>000-09-0901-0001-46</b>	<b>Other Contract Services</b>	<b><u>4,277</u></b>
	<b>Total</b>	<b>\$ 29,277</b>

**TO**

**000-09-0901-0001-02**

**Permanent Wages**

**\$ 29,277**

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SECTION FOUR: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.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 Bill originating from? Where did the initiative for the bill originate?**

Community and Economic Development is requesting an additional position of Project Manager.

- **Summary and Facts of the Bill**

The Community and Economic Development Department, needs a Project Manager for the implementation, oversight and management of city wide projects as well as to assist other city departments in project management. ARP, ANIZDA, grants and public infrastructure improvements require full time project management experience to carry out, from start to finish, in order to meet deadlines placed on funding sources.

- **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**

Hiring a Project Manager will assure projects meet funding deadlines in a timely manner.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (initial and ongoing)**

Estimated annual salary of a Project Manager is \$69,200.

- **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.**

000-09-0901-0001-40 (\$25,000 Civic Engagement, \$25,000 My Brothers Keeper)

000-09-0901-0001-46 (\$4,277 Architecture, Engineer, Design)

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

This is needed as soon as possible as construction is booming.

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

This will allow the City to take advantage of all funding sources available without missing funding deadlines.