

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 55 - 2025

June 18, 2025

AN ORDINANCE

Amending the 2025 General Fund budget by changing the Fixed Cost Distribution (FCD) for seven (7) positions within the Department of Community & Economic Development (DCED) to direct a portion of their salary and benefits expense 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 following FCD's be changed on pages 199, 211, and 219 of the budget.

Amending the position of Deputy Director Community Development from 100% General Fund (000-09-0901-0013) to 95% General Fund (000-09-0901-0013) and 5% Grant Fund (005-09-0902-0089).

Amending the position of Business Development Manager from 100% General Fund (000-09-0901-0038) to 90% General Fund (000-09-0901-0038) and 10% Grant Fund (005-09-0902-0089).

Amending the position of Planning Director from 100% General Fund (000-09-0902-0039) to 90% General Fund (000-09-0902-0039) and 10% Grant Fund (005-09-0902-0089).

Amending the position of Senior Planner from 100% General Fund (000-09-0902-0039) to 25% General Fund (000-09-0902-0039) and 75% Grant Fund (005-09-0902-0089).

Amending the position of Assistant Planner from 100% General Fund (000-09-0902-0039) to 50% General Fund (000-09-0902-0039) and 50% Grant Fund (005-09-0902-0089).

Amending the position of Senior Planner from 100% Grant Fund (005-09-0902-0089) to 75% General Fund (000-09-0902-0039) and 25% Grant Fund (005-09-0902-0089).

Amending the position of Planner from 100% Grant Fund (005-09-0902-0089) to 50% General Fund (000-09-0902-0039) and 50% Grant Fund (005-09-0902-0089).

SECTION TWO: That City Council authorizes a supplemental reduction of Seventy-Six Thousand One Hundred Seventy Dollars and Forty-Eight Cents (\$76,170.48) to the below General Fund expenditure accounts.

General Fund, DCED, Director's Bureau:
Administration Program

000-09-0901-0013-50002-	Permanent Wages	(\$5,664.20)
000-09-0901-0013-50008-	Longevity	(\$21.70)
000-09-0901-0013-50012-	FICA	(\$434.97)

Business, Expansion, Attraction& Retention (B.E.A.R.) Program

000-09-0901-0038-50002-	Permanent Wages	(\$9,004.90)
000-09-0901-0038-50008-	Longevity	(\$62.60)
000-09-0901-0038-50012-	FICA	(\$693.66)

General Fund, DCED, Planning & Zoning Bureau

Community Planning Program

000-09-0902-0039-50002-	Permanent Wages	(\$53,590.10)
000-09-0902-0039-50008-	Longevity	(\$562.00)
000-09-0902-0039-50012-	FICA	(\$4,264.35)
000-09-0902-0039-50015-	Insurance Opt Out	(\$1,872.00)

TOTAL (\$76,170.48)

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 this bill originating from?
Department of Community and Economic Development (DCED) and Finance.
- Summary and facts of the bill.

This legislation amends the Fixed Cost Distribution (FCD) for seven employees within DCED to reflect that time spent working on projects housed in the Grant Fund be expended to the Grant Fund to allow for proper recording of personnel expenses and grant reimbursement.

- Purpose – Please include the following in your explanation:
 - a. What are the goals or tasks the bill seeks to accomplish?

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

- 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. This FCD change will continue through the full 5-year lifecycle of the Recompete Grant resulting in year-over-year increased savings to the General Fund.

- 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 costs associated with this change to the FCD structure.
The reduction in General Fund personnel expenses for fiscal year 2025 totals \$76,170.48.

- 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.

Amending the 2025 General Fund budget as follows:

000-09-0901-0013-50002-	Permanent Wages	(\$5,664.20)
000-09-0901-0013-50008-	Longevity	(\$21.70)

000-09-0901-0013-50012-	FICA	(\$434.97)
000-09-0901-0038-50002-	Permanent Wages	(\$9,004.90)
000-09-0901-0038-50008-	Longevity	(\$62.60)
000-09-0901-0038-50012-	FICA	(\$693.66)
000-09-0902-0039-50002-	Permanent Wages	(\$53,590.10)
000-09-0902-0039-50008-	Longevity	(\$562.00)
000-09-0902-0039-50012-	FICA	(\$4,264.35)
000-09-0902-0039-50015-	Insurance Opt Out	<u>(\$1,872.00)</u>
	Total	(\$76,170.48)

- 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 a savings to the General Fund while still accomplishing the tasks set above aligns with the goal of fiscal responsibility.