

04



# CITY OF BETHLEHEM

10 E. Church Street, Bethlehem, PA 18018-6025

To: Grace Crampsie Smith, Chair of Finance Committee  
 From: John F. Spirk, Jr., City Solicitor  
 Date: 4/22/2025  
 Subject: Paralegal position

## Action Requested: Budget Adjustment (Ordinance)

### Proposed Transaction:

#### REVENUE

<u>Account #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>	<u>Change</u>
001A-30108	Mercantile & Business Privilege	\$3,200,000	\$3,250,000	\$50,000
			Total	\$50,000

#### EXPENSE

<u>Account #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>	<u>Change</u>
0105-40004	Law - Temp Help	\$177,098	\$227,098	\$50,000
			Total	\$50,000

### Reason for Proposal:

The Law Bureau provides legal support to all 6 departments in the city. The increase in contracts, maintenance and professional agreements, use permits, and overall legal support has increased dramatically in both volume and complexity. This request will provide funding to increase staffing from a part-time clerical support position to a full-time paralegal position. The incremental funding will be provided by increased Mercantile & Business Privilege taxes, which are over-performing due to audits completed by Tri-State. (\$290K@3/31/24 vs \$662K@3/31/25)

This transaction will amend the total General Fund budget from \$113,119,937 to \$113,169,937.

Thank you for your consideration.

BILL NO. 27-2025

**ORDINANCE NO. 2025-\_\_\_\_\_**

AN ORDINANCE OF THE CITY OF BETHLEHEM,  
COUNTIES OF LEHIGH AND NORTHAMPTON,  
COMMONWEALTH OF PENNSYLVANIA, AMENDING  
THE GENERAL FUND BUDGET FOR 2025.

THE COUNCIL OF THE CITY OF BETHLEHEM HEREBY ORDAINS:

SECTION 1. That total appropriations in the 2025 General Fund Budget be increased from One Hundred Thirteen Million, One Hundred Nineteen Thousand, Nine Hundred Thirty-Seven (\$113,119,937) Dollars to One Hundred Thirteen Million, One Hundred Sixty-Nine Thousand, Nine Hundred Thirty-Seven (\$113,169,937) Dollars.

SECTION 2. That the following allocations be changed:

<u>Account #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
0105-40004	Law - Temp Help	\$177,098	\$227,098
<b>Total Adj.</b>			<b>\$50,000</b>

SECTION 3. That the following source of revenue be changed:

<u>Account #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>
001A-30904	Mercantile & Business Privilege	\$3,200,000	\$3,250,000
<b>Total Adj.</b>			<b>\$50,000</b>

SECTION 4. All Ordinances and parts of Ordinances inconsistent herewith be, and the same are hereby repealed.

Sponsored by: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

PASSED finally in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

This Ordinance approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor