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Allentown City Council
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**COUNCIL MEETING
December 3, 2014
COUNCIL CHAMBERS**

Budget and Finance – 5:45 PM

Process Reviews

Hailey Shi – Curb & Sidewalk

Harry Kang – Travel Expense, Travel Advance, Mileage Reimbursement and City Credit Card Travel Usage

Monthly Reports

Public Works – 6:30 PM

R52 1006 Hanover Avenue

Authorizes Encroachment for Handicap Ramp in the public right of way at 1006 Hanover Avenue

R53 826 W Linden-planters

Authorizes Encroachment for Planters in the public- right-of-way at 826 West Linden Street

COUNCIL MEETING – 7:00 PM

- 1. Invocation: Minister Maurice Diggs, New Christian Harvest Church**
- 2. Pledge to the Flag**
- 3. Roll Call**
- 4. Courtesy of the Floor**

Courtesy and Privilege of the Floor Rules

Please observe the Rules of Council when addressing the body. A full copy of Council Rules can be found on the city website or by email if you contact Council office.

There are multiple opportunities to address Council. Individuals can speak during Courtesy of the Floor (addressing items not on the agenda) and during Bills and Resolutions on Final Passage and Introduction. When given the Floor, please go to the podium and state your name and address. All remarks must be directed towards the presiding officer or council as a body; not a particular Council member or elected official, the audience or city staff. Unless otherwise determined, individuals shall have three minutes to address council and individuals representing a bona-fide group shall have five minutes. Privilege of the Floor will not be extended for personal insults or personal attacks on any individual, name calling or other

behavior that is inconsistent with the purpose and intent of conducting official business. Please address council as a body. Refrain from using offensive language, cursing and making noises while other people are speaking. Act with decorum. Remove your hat and turn cell phones off.

5. Approval of Minutes: November 19, 2014

6. Old Business

7. Communications

8. REPORTS FROM COMMITTEES:

Budget and Finance: Interim Chairperson Guridy

Public Safety: Chairperson Eichenwald

Community and Economic Development: Chairperson Davis

Parks and Recreation: Chairperson Mota

Public Works: Chairperson O'Connell

Human Resources, Administration and Appointments: Chairperson Hendricks

Rules, Chambers, Intergovernmental Relations and Strategy: Chairperson Guridy

OTHER COMMITTEE REPORTS

Controller's Report

Managing Director's Report

9. APPOINTMENTS: None

10. ORDINANCES FOR FINAL PASSAGE (To be Voted On):

Bill 61 Bond Ordinance

AN ORDINANCE OF THE COUNCIL OF THE CITY OF ALLENTOWN, LEHIGH COUNTY, PENNSYLVANIA, AUTHORIZING AND DIRECTING THE ISSUANCE OF TAX EXEMPT GENERAL OBLIGATION BONDS, SERIES A OF 2015, IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$18,000,000 (THE "2015A BONDS"), AND GENERAL OBLIGATION BONDS, SERIES B OF 2015 IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$14,000,000 (THE "2015B BONDS"), PURSUANT TO THE LOCAL GOVERNMENT UNIT DEBT ACT OF THE COMMONWEALTH OF PENNSYLVANIA (THE ACT); PROVIDING THE NET PROCEEDS OF THE SALE OF THE 2015B BONDS SHALL BE APPLIED TO CARRY OUT THE CURRENT REFUNDING OF THE REMAINING OUTSTANDING GENERAL OBLIGATION BONDS, SERIES OF 2003 (THE "2003 BONDS"), THE CURRENT REFUNDING OF THE CITY'S GENERAL OBLIGATION BONDS, SERIES OF 2004 ("2004 BONDS"), AND THE ADVANCE REFUNDING OF A PORTION OF THE CITY'S GENERAL OBLIGATION BONDS, SERIES OF 2011 (THE "2011 BONDS"). THE 2003 BONDS, 2004 BONDS AND 2011 BONDS ARE COLLECTIVELY REFERRED TO AS THE "PRIOR BONDS", PROVIDING THAT THE PROCEEDS OF THE 2015A BONDS SHALL BE USED TO FUND CAPITAL PROJECTS, SETTING FORTH THE ESTIMATED USEFUL LIFE OF THE IMPROVEMENTS AND THE ESTIMATED USEFUL LIFE OF THE IMPROVEMENTS FINANCED BY THE PRIOR BONDS, DETERMINING THAT SUCH SALE SHALL BE A PRIVATE SALE BY NEGOTIATION UNDER THE ACT, AND DETERMINING THAT THE BONDS SHALL BE NONELECTORAL DEBT OF THE CITY; FIXING THE INTEREST PAYMENT DATES, DENOMINATIONS AND REGISTRATION, TRANSFER AND EXCHANGE PRIVILEGES OF THE BONDS AND PROVIDING FOR BOOK ENTRY BONDS THROUGH DEPOSITORY TRUST COMPANY; SETTING FORTH THE MATURITY DATES, PRINCIPAL MATURITIES AND CURRENT INTEREST RATES OF EACH SERIES OF BONDS AND ESTABLISHING A REQUIRED SCHEDULE OF PAYMENTS WITH RESPECT TO THE SINKING FUND, AS HEREINAFTER ESTABLISHED, IN ORDER TO AMORTIZE THE BONDS; ESTABLISHING THE REDEMPTION PROVISIONS OF THE BONDS, BOTH OPTIONAL AND MANDATORY; ESTABLISHING THE NOTICE REQUIREMENTS WITH RESPECT TO THE REDEMPTION OF THE BONDS; ACCEPTING A BID FOR

PURCHASE OF THE BONDS AND AUTHORIZING EXECUTION OF THE BOND PURCHASE AGREEMENT; DESIGNATING A PAYING AGENT AND REGISTRAR; DESIGNATING A PLACE AND METHOD OF PAYMENT OF THE BONDS AND INTEREST THEREON AND MAKING CERTAIN COVENANTS WITH RESPECT TO THE TAX FREE STATUS THEREOF; ESTABLISHING THE SUBSTANTIAL FORM OF THE BONDS AND THE PAYING AGENT'S CERTIFICATE RELATING THERETO; AUTHORIZING EXECUTION AND AUTHENTICATION OF THE BONDS; PROVIDING FOR THE REGISTRATION OF THE BONDS, THE MAINTENANCE OF RECORDS OF REGISTERED OWNERS AND TRANSFER OF THE BONDS; PROVIDING FOR THE DEPOSITING AND PAYMENT OF THE FUNDS REQUIRED AND THE MAINTENANCE OF RECORDS; COVENANTING TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS RELATED TO CITY IMPROVEMENTS AND PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER OF THE CITY TO SUCH PURPOSE; ESTABLISHING A SINKING FUND FOR THE BONDS AND AUTHORIZING AND DIRECTING PAYMENT THEREFROM; SETTING FORTH CERTAIN PROVISIONS WITH RESPECT TO THE INVESTMENT OF MONIES THEREIN; DESIGNATING A SINKING FUND DEPOSITORY; SETTING FORTH CERTAIN RIGHTS OF THE PAYING AGENT AND BONDHOLDERS IN THE EVENT OF DEFAULT AND OTHER RIGHTS OF THE PARTIES WITH RESPECT TO THE BONDS; PROVIDING FOR THE CIRCUMSTANCES UNDER WHICH THE ORDINANCE MAY BE AMENDED OR MODIFIED; PROVIDING FOR THE TERMS, CONDITIONS AND COVENANTS WITH RESPECT TO THE BOND INSURER, IF ANY, FOR THE BONDS; AUTHORIZING AND DIRECTING SPECIFIED OFFICERS OF THE CITY TO DO AND PERFORM CERTAIN SPECIFIED, REQUIRED OR APPROPRIATE ACTS; AUTHORIZING THE EXECUTION OF DOCUMENTS FOR SETTLEMENT AND THE PAYMENT OF ISSUANCE EXPENSES; DECLARING THAT THE DEBT TO BE INCURRED IS WITHIN THE LIMITATION IMPOSED BY THE ACT UPON INCURRING OF SUCH DEBT BY THE CITY; AUTHORIZING AND DIRECTING PROPER OFFICERS OF THE CITY TO DELIVER THE BONDS UPON EXECUTION AND AUTHENTICATION THEREOF, UPON RECEIPT OF PROPER PAYMENT OF THE BALANCE DUE THEREFOR, AND ONLY AFTER SPECIFIED APPROVAL, AS REQUIRED, OF THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT OF THE COMMONWEALTH OF PENNSYLVANIA; SETTING FORTH CERTAIN COVENANTS RELATING TO THE FEDERAL TAX STATUS OF THE BONDS; PROVIDING FOR COMPLIANCE WITH SECURITIES AND EXCHANGE COMMISSION RULE 15c2-12; COVENANTING TO PAY OVER AT SETTLEMENT SUFFICIENT MONIES TO PROVIDE FOR THE PAYMENT OF THE PRIOR BONDS OF EACH SERIES TO BE REFUNDED IN ACCORDANCE WITH THE REFUNDING PROGRAM AND AUTHORIZING AND DIRECTING CERTAIN OTHER ACTIONS AND APPROVING DOCUMENTATION WITH REGARD TO THE REFUNDING, AND ESTABLISHING SINKING FUNDS FOR THE BONDS BEING REFUNDED; PROVIDING FOR THE USE OF AND MAKING A COVENANT AS TO THE ADEQUACY OF THE PROCEEDS TO BE PAID OVER TO THE ESCROW AGENT FOR PURPOSES OF THE REFUNDING OF THE 2011 BONDS; COVENANTING AND DIRECTING THE USE OF PROCEEDS UNDER A 2011 BONDS ESCROW AGREEMENT; PRESCRIBING CERTAIN CONDITIONS OF THE ESCROW AGREEMENT AND AUTHORIZING AND DIRECTING ACTIONS OF THE ESCROW AGREEMENT; SETTING FORTH CERTAIN COVENANTS WITH RESPECT TO THE ADEQUACY OF REVENUES TO BE AVAILABLE UNDER THE ESCROW AGREEMENT; PROVIDING FOR THE ISSUANCE OF IRREVOCABLE INSTRUCTIONS TO THE PAYING AGENT FOR THE PRIOR BONDS SUBJECT TO EARLY OPTIONAL REDEMPTION TO CALL SAID PRIOR BONDS FOR REDEMPTION ON CERTAIN SPECIFIED DATES, ALL PRIOR BONDS OF THE SERIES TO BE REFUNDED MATURING THEREAFTER, AND ESTABLISHING THE FORM OF SUCH IRREVOCABLE INSTRUCTIONS AND THE NOTICE OF REDEMPTION; PROVIDING FOR NOTICE TO ANY BOND INSURER; PROVIDING FOR SEVERABILITY OF PROVISIONS OF THE ORDINANCE; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES SO FAR AS THE SAME SHALL BE INCONSISTENT; PROVIDING WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE.

Bill 62 Note Ordinance

AN ORDINANCE OF THE COUNCIL OF THE CITY OF ALLENTOWN, LEHIGH COUNTY, PENNSYLVANIA, AUTHORIZING THE ISSUANCE OF A GENERAL OBLIGATION NOTE (THE "NOTE") IN THE PRINCIPAL AGGREGATE AMOUNT NOT TO EXCEED \$7,000,000; SETTING FORTH THE PURPOSE OF THE ISSUANCE OF THE NOTE, TO FUND CERTAIN CAPITAL PROJECTS OF THE CITY OF ALLENTOWN PURSUANT TO THE LOCAL GOVERNMENT UNIT DEBT ACT; DETERMINING THAT THE NOTE SHALL BE SOLD AT PRIVATE SALE; DETERMINING THE PROJECTS AND ESTABLISHING THEIR USEFUL LIFE; DETERMINING THAT THE DEBT EVIDENCED BY THE NOTE SHALL BE NONELECTORAL DEBT; SETTING FORTH THE INTEREST RATES, INTEREST AND PRINCIPAL PAYMENT DATES AND FINAL MATURITY OF THE NOTE AND THE PREPAYMENT PRIVILEGES; ACCEPTING A PROPOSAL FOR THE PURCHASE OF THE NOTE; DESIGNATING A PAYING AGENT FOR THE NOTE; SETTING FORTH THE METHOD AND PLACE OF PAYMENT OF THE NOTE; APPROVING THE FORM OF THE NOTE; AUTHORIZING THE EXECUTION OF THE NOTE; ENTERING INTO A COVENANT WITH RESPECT TO THE NOTE AND PLEDGING THE CITY'S FULL FAITH, CREDIT AND TAXING POWER THEREFORE, AND ESTABLISHING A SINKING FUND FOR THE NOTE; DESIGNATING A SINKING FUND DEPOSITORY; SETTING FORTH CERTAIN ADDITIONAL TERMS WITH RESPECT TO THE NOTE; AUTHORIZING APPROPRIATE OFFICERS TO FILE UNDER SECTION 8110 OF THE LOCAL GOVERNMENT UNIT DEBT ACT WITH THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, INCLUDING PROCEEDINGS UNDER SECTION 8024 OR 8026 OF THE ACT MAKING CERTAIN FEDERAL TAX COVENANTS AND DECLARING THE NOTE TO BE QUALIFIED TAX-EXEMPT OBLIGATIONS; DECLARING THE DEBT EVIDENCED BY THE NOTE TO BE WITHIN THE LIMITATIONS OF THE LOCAL GOVERNMENT UNIT DEBT ACT MAKING CERTAIN FEDERAL TAX COVENANTS AND DECLARING THE NOTE TO BE QUALIFIED TAX-EXEMPT OBLIGATIONS; AUTHORIZING DELIVERY OF THE NOTE; AUTHORIZING INVESTMENT OF THE PROCEEDS OF THE NOTE; PROVIDING FOR INVALID PROVISIONS; PROVIDING FOR INCONSISTENT ORDINANCES; PROVIDING WHEN THE ORDINANCES SHALL BECOME EFFECTIVE.

Bill 44 Adopts the 2015 Solid Waste Budget**Bill 45 Adopts the 2015 Solid Waste Fee****Bill 46 Adopts the 2015 Liquid Fuels Budget****Bill 47 Adopts the 2015 Trexler Fund****Bill 48 Adopts the 2015 Golf Course****Bill 49 Adopts the 2015 Equipment Fund****Bill 50 Adopts the 2015 Risk Fund****Bill 51 Adopts the 2015 Debt****Bill 52 Adopts the 2015 E911****Bill 53 Grant Fund****Bill 54 EIT Rate Reduction****Bill 55 Adopts the 2015 Capital Project Budget****Bill 56 Fee Adjustments**

Bill 57 2015 General Fund

Bill 58 2015 Tax Rate

11. RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):

R51 Adopts Five Year Capital Projects Program

R52 1006 Hanover Avenue

Authorizes Encroachment for Handicap Ramp in the public right of way at 1006 Hanover Avenue

R53 826 W Linden-planters

Authorizes Encroachment for Planters in the public- right-of-way at 826 West Linden Street

12. ORDINANCES FOR INTRODUCTION (To be referred to Committee with public comment prior to referral)

Bill 63 - Public Art donation

Refer to Parks and Recreation

Amending the 2014 General Fund Budget to provide for a supplemental appropriation of \$12,500.00. This is a donation from the Century Fund to the City to continue Public Art restoration and Public Art signage.

13. RESOLUTIONS FOR INTRODUCTION (Can be voted on or Referred to Committee) : None

14. NEW BUSINESS

15. GOOD AND WELFARE

16. ADJOURNED

CITY OF ALLENTOWN
Curb and Sidewalk
Process Flow Narrative

Per Ordinance 907.01 “ It shall be the duty of owners of property having frontage on a dedicated and opened public street or alley to construct sidewalks, curbs, handicap ramps and cross-overs (driveways) where any of the following apply:

- A. Construction of new residential or non-residential structure
- B. Additions to non-residential structures
- C. Resurfacing, repaving, or other street or alley reconstruction (13823 §1 4/24/00)
- D. Where deemed necessary by the City Engineer for safety reasons or where drainage problems exist.”

STREET ASSESSMENT AND CUSTOMER NOTIFICATION

- 1) The Streets Department checks the street conditions regularly and determines if streets need work.
 - a) If the street is acceptable, no further action is required.
 - b) If the street needs repair it is added to a list. The list of streets in need of repair is provided to the Department of Public Works.
- 2) The Department of Public Works/Bureau of Engineering sends the Inspectors to the streets identified on the list. The Inspectors review the conditions of the curb and sidewalk and decide if the curb and sidewalk need replacement, construction, overlaying or are acceptable.
 - a) If the property owner doesn't need to install or replace the curb and sidewalk, they receive a notice from the Bureau of Engineering informing them of the work that will be performed on the street.
 - b) If the property owner needs to install or replace the curb and sidewalk, they receive a notice from the Bureau of Engineering via certified mail informing them of the work that will be performed on their street and what they need to correct on their curb and sidewalk.

- i. Starting in 2014, information regarding the Self-Forgiveness Loan Program is included with the letter.
- c) If the Inspector finds any additional curb and sidewalk that needs to be done that is not part of the designated street work, a notice is sent from Bureau of Engineering via certified mail to the property owner. If the property owner doesn't perform the work, the work is assigned to the "Miscellaneous Program".
 - i. Starting in 2014, information regarding the Self-Forgiveness Loan Program is included with the letter.

CUSTOMER SELECTION AND PERFORMANCE

- 1) The property owner selects either the City Contractor or a private contractor to perform the work.
 - a) The property owner calls the City indicating their choice of contractor within 60 days. Property owner or Private Contractor gets the permit to do the work. For City Contractor, the City provides the permit/work order.
 - b) If the work hasn't commenced within 60 days, the City assumes the property owner plans to have the City Contractor do the work.
 - c) The property owner has the right to request a postponement of the work only for new curb and sidewalk construction. Request has to be made no later than 60 days from the "Curb and Sidewalk Notice" date
 - d) If the property owner selects a Private Contractor,
 - i. The private contractor needs to have a valid business license, liability insurance of \$300,000, and a Pennsylvania One Call pleading.
- 2) If the property owner selects the City Contractor the property owner may apply for the Self-Forgiveness Loan.
 - a) The self-forgiving loan program is offered to qualified property owners who are required to install/replace curbs/sidewalk on their property, but only when the property owner chooses to have the City Contractor perform the work. Requirements are:
 - i. Funds are only available for owner-occupied properties.

- ii. Funds are available for property owners who have no City of Allentown tax delinquencies and are current on water and garbage fees.
 - iii. Funds are available to households that have incomes at or below 80% of the Area Median Income.
 - iv. Funds will be provided on a self-forgiving loan basis.
 - v. If the property owner meets the requirement, they can fill out the forms and apply for the loan in CDBG.
- 3) Before the Contractor pours the concrete, they need to give the City Inspector a call to have a preliminary inspection on their concrete forms and stones to make sure they perform the work in compliance with what the Inspector indicates.
- a) If the concrete and stone are ok, Contractor performs the work.
 - b) If the concrete and stone are wrong, Contractor has to correct before performing the work.

BILLING AND PAYMENT

- 1) When the work is done, the Contractor needs to call the City Inspector to have a final inspection to verify the quality and amount of the work. The Inspector completes the billing spreadsheet.
- 2) Upon completion of the work, the Inspector sends the final inspection, billing spreadsheet and inspectors report to the Construction Manager.
- 3) After the Construction Manager approves the bill, he sends documents to Administrative Supervisor for AP processing.
- 4) Administrative Supervisor calculates the amount of money to pay the City Contractor and submits the bill to AP for payment to the City Contractor.
- 5) After the payment to the City Contractor, the Administrative Supervisor creates the invoice for the property owner in EDEN.
 - a) Accounts Receivable is automatically updated in the system.
- 6) The Administrative Supervisor mails the invoice together with final inspection, to the property owner. Invoice includes:
 - a) 5% administration fee

- b) Work order fee
 - c) Construction/removal fee
- 7) The property owner has to pay the invoice within 90 days of the initial invoice date by cash, money order or check.
- a) Payment can be mailed
 - i. Only Check or money order
 - b) Paid in person
 - ii. May be paid at Treasury or Department of Public Works.
 - iii. Treasury or Public Works receives the payment.
 - 1. Cashier will scan the check or money order which automatically updates the AR in EDEN.
 - 2. Cashier gives a receipt to the property owner.
 - c) Credit Card payments are not accepted.
- 8) IF it is not paid within 90 days, interest and penalty starts to accrue.
- a) The invoice remains outstanding on the A/R system.
- 9) Statements are generated monthly and sent out by the mail room.
- 10) If the property owner complains about the penalty and interest, it is the decision of the Department of Public Works if they will write that off, and approval from the Manager is needed.
- 11) If no payment is made, a lien may be placed on the property.

**CITY OF ALLENTOWN
TRAVEL AND EXPENSE REIMBURSEMENT PROCESS FLOW**

An employee who travels on City Business may obtain a travel advance prior to leaving as an alternative to using personal funds; this is known as a *Travel Reimbursement Advance (TRA)*.

1. The employee completes and signs the Travel Request and Authorization form.
 - a. Name, Bureau, Purpose of Travel, Dates to be Away, Is Expense in Budget, Anticipated Expenses, etc.
 - b. Items eligible for Travel Advance include: Parking, Tolls, Mileage of Personal Auto Use, Transportation Other than Auto, Registration Fee, Course Materials, Lodging, Meals and Gratuities, etc.
2. The employee or the Bureau Data Entry Personnel enters the TRA form into EDEN for approval process.
3. The employee or Bureau Data Entry Personnel submits the request with supporting documents attached to the Bureau Manager for approval.
4. The Bureau Manager reviews the request and determines whether the request is reasonable and whether to approve it.
 - a. The request is approved: the Bureau Manager signs the form and sends it to the Department Director. The Bureau Manager approves the invoice in EDEN.
 - b. The request is rejected: the Bureau Manager does not sign the form and returns it to the employee or Bureau Administrator for correction and resubmission.
5. The Department Director reviews the request and determines whether the request is reasonable and whether to approve it.
 - a. The request is approved: the Department Director signs the form and sends it to Finance. The Department Director approves the invoice in EDEN.
 - b. The request is rejected: the Department Director does not sign the form and returns it for correction and resubmission.
6. Finance reconciles the submitted form with attached supporting documents.
 - a. The form content is correct: Finance logs the request into a travel expense spreadsheet.
 - b. The form content is erroneous: Finance returns the request for correction.
7. Finance checks whether the request has been labeled with an invoice number.
 - a. The request is labeled: Finance sends the form to the Finance Director for approval.
 - b. The request is not labeled: Finance returns the form for correction and resubmission.
8. The Finance Director reviews the request and determines whether to approve it.
 - a. The request is approved: the Finance Director signs the form and sends it to Accounts Payable (AP). The Finance Director approves the invoice in EDEN.
 - b. The request is rejected: the Finance Director does not sign the form and returns it for correction and resubmission.

9. The travel advance is paid through AP and a check is mailed to the employee or picked up in AP by the employee.

After completing the City business travel, an employee obtains reimbursement of the incurred travel expenses less travel advance, if any thru *Travel Expense and Reimbursement*.

1. The employee completes and signs the Travel Expense Report (TER) form within 20 days after returning from the business travel.
 - a. Name, Bureau/Department, Location of Conference/Meeting, Departure and Return Date, Mode of Travel, etc.
 - b. Items eligible for Travel Expense reimbursement include: Parking, Tolls, Personal Auto Use miles, Transportation other than Auto, Registration Fee, Course Materials, Lodging, Meals and Gratuities, Telephone Charges, etc.
 - c. If the employee does not submit the form within 20 days, Finance will inform the Department Director.
 - d. If the amount of the travel expense is within \$100: The employee completes and signs a Petty Cash Voucher (PCV) form in addition to the TER.
2. The employee or the Bureau Data Entry Personnel enters the TER into EDEN for approval process.
3. The employee or Bureau Data Entry Personnel submits the TER (and the PCV) with supporting documents attached to the Bureau Manager for approval.
4. The Bureau Manager reviews the request and determines whether the request is reasonable and whether to approve it.
 - a. The request is approved: the Bureau Manager signs the form(s) and sends it/them to the Department Director. The Bureau Manager approves the TER in EDEN.
 - b. The request is rejected: the Bureau Manager does not sign the form(s) and sends it/them to the employee or Bureau Administrator for correction and resubmission.
5. The Department Director reviews the request and determines whether the request is reasonable and whether to approve it.
 - a. The request is approved: the Department Director signs the form(s) and sends it/them to Finance. The Department Director approves the invoice in EDEN.
 - b. The request is rejected: the Department Director does not sign the form(s) and returns it/them for correction and resubmission.
6. Finance reconciles the submitted form(s) with attached supporting documents and checks whether the employee has included the advance on the TER.
 - a. The form content is correct: Finance logs the request into a travel expense spreadsheet.
 - b. The form content is erroneous: Finance returns the form(s) for correction.
7. Finance checks whether the request has been labeled with an invoice number.
 - a. The request is labeled: Finance sends the form(s) to the Finance Director for approval.
 - b. The request is not labeled: Finance returns the form(s) for correction and resubmission.
8. The Finance Director reviews the request and determines whether to approve it.

- a. The request is approved: the Finance Director signs the form(s) and approves the invoice in EDEN.
 - i. The amount of the travel expense is below \$100: The approved PCV and TER are sent to Treasury.
 - ii. The amount of the travel expense exceeds \$100: The approved TER is sent to Accounts Payable (AP).
 - b. The request is rejected: the Finance Director does not sign the form(s) and returns it/them for correction and resubmission.
9. The travel expense is reimbursed:
- a. The amount of travel expense exceeds \$100: The travel expense is paid through AP and a check is mailed to or picked up by the employee.
 - b. The amount of travel expense is below \$100:
 - i. For Non-City Hall Bureaus only: the travel expense is paid in cash through Treasury Petty Cash fund.
 - ii. For City Hall Bureaus only: the travel expense is paid in cash through Bureau Petty Cash fund.

An employee may obtain mileage reimbursement for use of their private vehicles while on City business by submitting a ***Mileage Reimbursement Report (MRR)***.

1. Before going out for City business, the employee checks whether any City owned vehicle is available for use.
 - a. None of the City owned vehicles are available and the employee uses a privately owned vehicle: the employee is eligible for mileage reimbursement at 100% of the IRS approved mileage rate.
 - b. One or more City owned vehicles are available but the employee uses a privately owned vehicle: the employee is eligible for mileage reimbursement at 50% of the IRS approved mileage rate.
 - c. One or more City owned vehicles are available and the employee uses a City owned vehicle: the employee is not eligible for mileage reimbursement but may submit for actual fuel expense when the gas tank is filled while on City business.
2. After returning from the City business travel, if the mileage reimbursement is above \$100:
 - a. The employee completes and submits a Mileage Reimbursement Report form.
 - i. Name, Bureau, Month/Year, Date, Odometer Reading, Miles Traveled, Reason(s) for the Mileage, etc.
 - b. The employee or the Bureau Data Entry Personnel enters the MRR form into EDEN for approval process.
 - c. The employee signs the form and submits it to the Bureau Manager for approval.
 - d. The Bureau Manager and the Department Director approve the paper form and the invoice in EDEN.
 - e. Finance verifies the MRR and checks the invoice number.

- f. The Finance Director approves the paper form and the invoice in EDEN, and sends the approved MRR to Accounts Payable (AP).
- g. AP mails a check to the employee or the employee pick up the check in AP.
3. If the mileage reimbursement is below \$100:
 - a. The employee completes a Petty Cash Voucher (PCV):
 - i. Date, Bureau, Person Receiving Reimbursement/Cash Advance, Account No., Item(s) Purchased, Quantity, Reason(s) for Purchase, etc.
 - b. The employee completes a Mileage Reimbursement Report form.
 - c. The employee or the Bureau Data Entry Personnel enters the MRR form into EDEN for approval process.
 - d. The Bureau Manager and the Department Director approve the paper forms and the MRR in EDEN.
 - e. Finance verifies the MRR, and checks the invoice number.
 - f. The Finance Director approves the paper forms and the MRR in EDEN, and sends the approved MRR and PCV to Treasury.
 - g. Mileage reimbursement is paid:
 - i. For Non-City Hall Bureaus only: the mileage reimbursement is paid in cash through Bureau Petty Cash fund.
 - ii. For City Hall Bureaus only: the mileage reimbursement is paid in cash through Treasury Petty Cash fund.

Department Directors use a *Credit Card* for City business travel. Only certain Department Directors are issued credit cards.

1. A Department Director uses the Credit Card during City business travel.
2. The Department Director turns in supporting receipt(s) and/or invoice(s) after returning from the travel.
 - a. The Department Director may but is not required to submit a Travel Expense Report form.
3. Accounts Payable regularly reviews the Credit Card balance and pays the Credit Card bill.

CITY OF ALLENTOWN
REVENUE SUMMARY - GENERAL FUND
AS OF OCTOBER 31, 2014

1/17/14/2014

	Budget	2014												YTD	% of Budget	2013		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Budget	Actual	% of Budget
Revenues:																		
Taxes:																		
Real Estate Tax:																		
2901 City RE Current	29,550	124	2,219	14,012	6,900	1,470	2,363	99	253	90	93	27,623	93%	28,600	27,463	96%		
2903 City RE Prior	1,250	67	40	26	72	117	26	240	316	81	80	1,065	85%	1,210	1,151	95%		
2904 Lehigh Co. Tax Claims	1	0	0	0	0	0	0	0	0	0	0	0	0%	0	0	0%		
Act 511 Taxes:																		
2900 Earned Income - ACT 205	3,750	153	493	432	137	258	688	153	516	334	157	3,321	89%	3,200	3,848	120%		
2905 LIT	1,905	124	228	156	122	222	119	114	263	126	74	1,548	81%	2,025	1,477	73%		
2906 Earned Income Tax	13,514	557	1,832	1,203	994	341	1,836	1,001	1,329	1,459	554	11,106	82%	13,664	11,005	81%		
2907 Deed Transfer	900	80	71	47	60	89	75	132	92	84	152	882	98%	800	751	94%		
2909 Business Privilege	7,000	55	259	1,296	5,300	242	354	187	114	93	95	7,995	114%	7,000	6,982	100%		
2910 Amusement Device Tax	16	6	4	1	0	0	0	0	1	0	0	12	75%	18	16	89%		
2911 Per Capita Tax (Prior Year)	65	4	0	1	12	0	11	0	0	0	0	28	43%	73	60	82%		
2912 Per Capita Tax	132	2	2	3	1	2	1	56	34	4	9	108	80%	130	148	114%		
Total Taxes	58,083	1,172	5,148	17,177	13,598	2,741	5,473	1,982	2,918	2,263	1,214	53,686	92%	56,720	52,901	93%		
Permits & Licenses:																		
2913 Business Privilege License	415	88	35	38	14	7	16	9	6	7	6	226	54%	415	282	68%		
2914 Liquor License Revenue	60	0	3	0	0	0	0	0	0	47	0	50	83%	60	54	90%		
2916 Building Permits & Fees	665	17	36	265	109	99	101	163	60	47	54	951	143%	600	545	91%		
2918 Plumbing Permits & Fees	166	8	12	8	18	5	9	8	9	17	21	115	69%	205	88	43%		
2920 Electrical Permits & Fees	257	20	24	19	34	32	19	15	24	19	12	218	85%	200	219	110%		
2921 Sheet Metal Tech License Fees (2Yr)	15	2	2	1	0	1	1	3	0	0	3	13	87%	60	59	98%		
2922 Billboard & Sign Permits/Fees	8	1	1	1	0	2	1	1	2	1	0	10	125%	8	7	88%		
2924 Zoning Permits & Fees	90	3	7	5	7	11	4	9	4	3	7	60	67%	83	72	87%		
2926 Health Bureau Permits & Licenses	180	5	24	13	17	1	32	18	14	16	20	160	89%	172	142	83%		
2928 Fire Dept Inspection Fees	50	1	10	16	11	9	7	9	8	11	11	93	186%	82	48	59%		
2930 Other Permits and Licenses	200	5	15	14	32	22	22	20	165	11	16	322	161%	173	255	147%		
2931 CATV Franchise Fees	1,200	0	322	0	0	331	0	0	367	0	0	1,020	85%	1,100	945	86%		
2932 Rental Unit Inspection Program	1,879	29	194	350	769	46	246	82	59	50	42	1,867	99%	1,879	1,858	99%		
2933 Pesticide Inspections	130	10	8	10	13	21	15	12	15	13	8	125	96%	120	122	102%		
2940 Shade Tree Permits and Fees	3	1	0	0	0	0	0	1	0	0	0	2	67%	3	3	100%		
Total Permits/Licenses	5,318	190	693	740	1,024	587	473	350	733	242	200	5,232	98%	5,160	4,679	91%		
Charges for Services:																		
Department Earnings																		
3101 Tax Certifications	100	6	11	7	10	12	8	13	10	10	9	96	96%	100	104	104%		
3102 Municipal Certifications	11	2	1	1	2	1	0	2	1	1	2	13	85%	0	12	0%		
3106 Printing & Copy Fees	75	7	7	5	7	7	7	5	8	5	8	66	88%	75	68	91%		
3204 Street Excavation/Rest	25	7	27	8	9	3	6	6	11	0	8	85	340%	30	19	63%		
3205 Warrants of Survey	12	1	0	0	2	0	1	0	0	1	0	5	42%	12	3	25%		
3208 Towing Agreements	210	18	35	0	45	42	0	20	42	0	21	223	106%	210	193	92%		
3410 Health Bureau Services	127	0	11	11	8	20	14	1	0	19	33	127	100%	128	107	84%		
3417 EMS Transit Fees	3,200	242	220	210	268	185	283	237	266	302	335	2,538	79%	3,200	2,419	76%		
3495 Other Charges for Services	52	3	1	3	2	3	3	7	40	1	1	64	123%	225	51	23%		
3497 Police Extra Duty 2005	475	44	35	35	74	87	53	47	32	64	56	527	111%	475	505	106%		
Total departmental earnings	4,287	351	337	280	427	360	375	338	410	403	483	3,744	87%	4,455	3,481	78%		
Municipal Recreation																		
3430 Swimming Pool	165	0	0	0	0	0	67	83	25	6	0	181	110%	155	164	106%		
3435 Recreation	67	4	3	5	10	19	8	6	5	8	7	75	110%	63	66	105%		
Total municipal recreation	232	4	3	5	10	19	75	89	30	14	7	256	110%	218	230	106%		
General Fund Service Charges	1,033	84	84	84	84	84	84	84	84	84	84	845	82%	5,208	3,626	70%		
Total Charges for Services	5,552	439	424	369	521	463	537	511	524	503	554	4,845	87%	9,879	7,337	74%		

CITY OF ALLENTOWN
REVENUE SUMMARY - GENERAL FUND
AS OF OCTOBER 31, 2014

11/14/2014

	Budget	2014												YTD	% of Budget	2013				
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Budget	Actual	% of Budget		
Revenues:																				
Revenues (continued)																				
Fines and Forfeits:																				
4110 District Court	310	26	29	34	34	29	27	25	27	25	25	25	25	25	25	261	91%	310	280	90%
4112 Fines and Restitution	145	5	2	9	7	8	35	6	8	8	8	8	8	8	8	96	66%	180	84	47%
4113 Parking Authority Reimbursement	525	0	89	0	0	81	54	-44	0	0	0	0	0	0	0	180	34%	175	74	42%
Total Fines and Forfeits	980	31	120	43	41	118	116	-13	35	33	33	33	33	33	33	557	57%	665	438	66%
Intergovernmental Revenue:																				
5213 State Health Grants - Acts 315 & 12	781	39	158	0	0	0	0	0	0	0	0	79	0	512	788	101%	847	384	45%	
5215 State grant - Health Categorical	1,025	86	58	53	92	71	92	101	43	106	63	0	0	0	765	75%	1,098	791	72%	
5218 American Recovery & Reinvestment Act	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	0%
5229 State Grant - Fire Training	0	0	0	0	0	0	39	0	0	0	0	0	0	0	39	0%	0	26	0%	
5230 State grant - Police Training	270	0	0	73	23	8	3	0	124	1	0	0	0	0	232	86%	270	230	85%	
5231 Police Grants - Reimbursements	1,842	186	203	194	148	233	62	257	94	221	131	0	0	0	1,729	94%	2,049	1,741	85%	
5240 Other Grants - Miscellaneous	4,475	73	110	487	50	1,234	75	566	1,313	51	285	0	0	0	4,226	94%	143	6,172	4316%	
5241 State Aid for Prison	4,167	0	0	0	0	0	0	0	0	0	0	4,220	0	0	4,220	101%	3,860	3,938	102%	
6195 Casing Fee	3,902	1,542	0	0	0	677	0	0	0	729	725	0	0	0	3,673	94%	3,902	3,722	95%	
Total Intergovernmental Revenue	16,462	1,926	529	807	313	2,223	271	926	1,653	5,328	1,696	0	0	0	15,672	95%	12,167	17,015	140%	
6141 Investment Income	302	0	0	0	0	0	0	0	8	0	0	0	0	0	8	3%	2	43	2150%	
Other Income:																				
3999 W/S Prior	0	0	0	0	0	0	0	0	3,031	86	74	0	0	0	3,191	0%	0	0	0%	
6100 Pennsylvania Utility Realty Tax	70	0	0	0	0	0	0	0	0	0	72	0	0	0	72	103%	70	71	101%	
6110 Allentown Housing Authority PILOT	45	0	0	0	28	13	0	10	0	0	0	0	0	0	51	113%	45	15	33%	
6130 Rental of City Property	100	9	8	21	7	5	7	39	5	9	9	0	0	0	115	115%	72	83	115%	
6140 Contributions	179	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1%	179	14	8%	
6161 Sale of City Property	300	0	0	0	0	0	0	2	0	0	0	0	0	0	2	1%	457	42	0%	
6170 Miscellaneous	1,935	68	12	8	138	99	49	50	929	18	539	0	0	0	1,910	99%	2,288	794	35%	
6173 Pomfort Fees Collected	0	0	0	0	7	0	2	2	12	0	2	0	0	0	23	0%	0	54	0%	
6177 Fire Dept Miscellaneous	6	0	0	1	0	0	1	0	0	1	0	0	0	0	3	50%	6	5	0%	
6180 Damage to City Property	20	0	2	1	21	4	5	0	0	0	0	0	0	0	33	165%	30	13	43%	
6191 Lights in the Parkway-Admissions	160	11	0	0	0	0	0	0	0	0	0	0	0	0	11	7%	160	33	21%	
6192 Lights in the Parkway-Sponsors	15	0	0	0	0	0	0	0	0	0	0	0	0	0	7	47%	15	13	87%	
6193 Recreation/Special Events	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	3	4	133%	
6194 Special Events/DOED	0	0	0	0	0	1	1	1	1	0	0	0	0	0	4	0%	0	35	0%	
7115 ADIDA	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0%	0	6	0%	
7120 Water/Sewer Net Proceeds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0	498	0%	
Total Other Income	2,840	89	23	31	196	129	65	70	4,012	25	631	0	0	0	5,431	191%	3,325	1,680	51%	
Other Financing Sources:																				
Operating transfers in																				
7112 CDBG Reimbursements	0	0	0	0	0	0	21	0	0	0	0	0	0	0	21	0%	0	37	0%	
3491 Homeland Security for Water/Sewer	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	200	200	100%	
Total Other Financing Sources	200	0	0	0	0	0	21	0	0	0	0	0	0	0	21	1%	200	237	119%	
Total Revenue	89,737	3,847	6,937	19,167	15,693	6,261	6,956	3,826	9,883	8,394	4,328	0	0	0	85,452	95%	88,118	84,330	96%	

CITY OF ALLENTOWN
REVENUE SUMMARY - SOLID WASTE FUND
AS OF OCTOBER 31, 2014

11/14/2014

REVENUE:	Budget	2014												YTD	% of Budget	2013		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Budget	Actual	of Budget
2900 Trash Collection	13,600	59	977	7,241	2,568	701	58	1,350	66	181	78	13,259	97%	13,600	12,983	95%		
2905 Commercial Trash	130	4	5	2	50	32	31	5	1	3	15	148	114%	130	133	102%		
2915 Frayn Fees	5	0	0	0	1	0	1	1	1	1	0	4	80%	5	5	100%		
2920 Recycling	500	33	35	24	39	35	34	39	36	32	34	341	68%	500	353	71%		
2925 Sweep Tickets	235	18	18	22	21	15	26	25	16	15	19	194	83%	235	189	80%		
2930 Tub Grinder Agreements	8	0	0	4	0	0	0	0	0	1	1	6	75%	0	0	0%		
2950 Grants	4,306	0	0	264	0	0	0	0	0	0	520	785	18%	5,015	515	10%		
2960 State Aid for Pension	88	0	0	0	0	0	0	0	0	88	0	88	100%	23	53	230%		
2980 Miscellaneous	75	2	7	7	4	3	5	5	4	5	5	47	63%	510	92	18%		
6145 Garfill-loss-Disp of Fixed Asset	0	0	0	0	0	0	0	0	0	0	0	0	0%	0	5	0%		
TOTAL SOLID WASTE REVENUE	18,947	116	1,042	7,564	2,683	786	156	1,404	124	326	671	14,872	78%	20,018	14,328	72%		

EXPENDITURE:

PERSONNEL	Budget	2014												YTD	% of Budget	2013		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Budget	Actual	of Budget
02 PERMANENT WAGES	1,625	70	113	110	114	175	112	113	114	115	177	1,213	75%	1,535	1,057	69%		
04 TEMPORARY WAGES	60	0	0	0	1	3	5	5	6	5	4	29	48%	60	24	40%		
06 PREMIUM PAY	90	10	30	22	8	11	6	5	6	7	9	114	127%	90	66	73%		
08 LONGEVITY	21	1	2	1	2	2	2	1	2	1	3	17	81%	0	0	0%		
11 SHIFT DIFFERENTIAL	7	1	1	1	1	1	0	0	1	0	0	5	71%	7	3	43%		
12 FICAMEDICARE	138	6	11	10	10	14	10	9	10	10	14	104	75%	130	87	67%		
14 PENSION	125	10	11	10	11	11	10	10	11	10	11	104	83%	101	84	83%		
16 INSURANCE - EMPLOYEE GRP	625	52	52	52	52	52	52	52	53	52	52	521	83%	553	481	87%		
PERSONNEL	2,691	150	220	206	199	267	198	195	203	200	269	2,107	78%	2,476	1,782	72%		

SERVICES & CHARGES

20 ELECTRIC POWER	26	0	2	2	2	1	1	1	1	1	2	13	50%	26	12	46%
24 POSTAGE & SHIPPING	15	0	0	0	0	0	2	3	0	0	1	8	53%	15	0	0%
26 PRINTING	24	0	0	0	1	0	1	1	3	0	1	8	33%	24	6	25%
30 RENTALS	290	0	99	2	0	2	2	1	2	1	3	109	38%	207	115	56%
32 PUBLICATIONS & MEMBERSHIP	2	0	0	1	0	0	0	0	0	0	0	1	50%	2	1	50%
34 TRAINING & PROF. DEVELOP	7	0	0	0	0	0	1	0	0	0	0	2	29%	7	2	29%
42 REPAIRS & MAINTENANCE	37	0	0	8	0	1	1	1	3	1	1	16	43%	48	30	63%
46 OTHER CONTRACT SERVICES	11,309	0	859	839	926	870	997	870	860	40	1,800	8,061	71%	11,519	8,159	71%
48 GRANT NON-CITY CHARGES	3,800	0	0	0	0	0	0	0	0	0	0	0	0%	4,500	200	4%
50 OTHER SERVICES & CHARGES	15	0	1	1	-1	1	0	0	0	3	0	5	33%	15	1	7%
SERVICES & CHARGES	15,925	0	961	853	928	875	1,007	874	874	46	1,805	8,223	53%	16,363	8,526	52%

MATERIALS & SUPPLIES

54 REPAIR & MAINT SUPPLIES	166	0	0	0	1	1	0	1	0	1	1	6	4%	174	17	10%
56 UNIFORMS	13	1	0	1	0	1	1	1	0	1	1	7	54%	8	6	75%
62 FUELS, OILS & LUBRICANTS	135	0	49	56	3	0	4	0	4	0	3	119	88%	135	121	90%
66 CHEMICALS	2	0	0	0	0	0	0	0	0	0	0	0	0%	1	0	0%
68 OPERATING MATERIALS & SUPP	170	0	0	1	0	0	0	1	0	0	3	5	3%	182	7	4%
MATERIALS & SUPPLIES	486	1	49	58	4	2	5	3	4	2	9	137	28%	500	151	30%

CAPITAL OUTLAYS

72 EQUIPMENT	321	0	0	0	0	0	0	0	0	0	0	0	0%	268	217	81%
CAPITAL OUTLAYS	321	0	0%	268	217	81%										

SUNDRY

86 GENERAL CITY CHARGES	695	58	58	58	58	58	58	58	57	58	58	579	83%	661	551	83%
88 INTERFUND TRANSFERS	25	2	2	2	2	2	2	2	2	2	2	21	84%	25	21	84%
90 REFUNDS	82	14	3	8	5	11	2	2	2	1	7	55	67%	85	31	36%
99 PRIOR YEARS COMMITMENTS	0	0	0	107	0	29	0	0	0	6	-2	170	0%	0	118	0%
SUNDRY	802	74	63	175	65	100	62	93	61	67	65	825	103%	771	721	94%

TOTAL SOLID WASTE EXPENDITURE	12,441	75	923	1,015	992	970	1,236	987	922	146	1,865	11,532	93%	20,378	11,397	56%
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CITY OF ALLENTOWN
RISK FUND (081) SUMMARY
AS OF OCTOBER 31, 2014

11/14/2014

	Budget	2014												YTD	2013	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Revenues:																
6200 Retiree Health Benefit Reimb	966	72	94	89	74	91	116	77	84	81	83				861	766
6210 Active Employee Benefit Reimb	317	15	24	25	24	37	-5	19	20	20	30				209	249
6220 Inactive Employee Benefit Reimb	47	5	2	0	3	5	1	2	2	2	2				24	38
6615 Claims Paid Reimb Risk	200	0	2	0	14	20	8	26	2	0	1				73	575
6688 Miscellaneous	20	0	0	0	0	0	2	2	0	1	8				13	22
6690 State Aid Pension	7	0	0	0	0	0	0	0	0	8	0				8	3
7121 Transfer from General Fund	12,333	1,028	1,028	1,027	1,028	1,028	1,028	1,027	1,028	1,028	1,027				10,277	9,768
7122 Transfer from Water Fund	0	0	0	0	0	0	0	0	0	0	0				0	1,339
7123 Transfer from Sewer Fund	0	0	0	0	0	0	0	0	0	0	0				0	1,470
7124 Transfer from Trexler Fund	250	21	21	21	20	21	21	21	21	20	21				208	195
7125 Transfer from CDBG	109	9	9	9	9	9	9	10	9	9	9				91	155
7126 Transfer from Liquid Fuels	375	31	32	31	31	31	31	32	31	31	31				312	293
7127 Transfer from Golf Course	98	8	8	9	8	8	8	8	8	9	8				82	77
7128 Transfer from Solid Waste	625	54	54	54	55	54	54	54	54	54	54				541	482
7129 Transfer from Risk Mgmt	53	4	5	4	5	4	5	4	5	4	5				45	28
7130 Transfer from 911 Fund	585	49	49	48	49	49	49	49	48	49	49				488	458
Total Revenue	15,985	1,296	1,328	1,317	1,320	1,357	1,327	1,331	1,312	1,316	1,328	0	0	0	13,232	15,918
Expenditures:																
02 Permanent Wages	198	9	15	21	12	15	11	10	10	11	15				129	106
06 Premium Pay	0	0	0	0	0	0	0	0	0	0	0				0	0
08 Longevity	2	0	0	0	0	0	1	0	0	0	0				1	8
12 FICA/Medicare	15	1	1	1	1	1	1	1	1	1	1				9	5
14 Pension	11	1	1	1	1	0	1	1	1	1	1				9	28
16 Insurance - Employee Grp	54	4	5	5	4	5	4	4	5	4	5				45	0
34 Training & Prof Development	1	0	0	0	0	0	0	0	0	0	0				1	1
36 Ins - Property & Casualty	456	3	0	0	-4	0	213	9	0	5	295				521	316
37 Ins - Medical Dental Life, Rx	15,775	115	804	1,776	795	2,170	1,162	1,038	1,168	1,250	1,556				11,834	12,823
38 Ins - Other Employee	20	0	0	0	0	0	0	0	0	1	1				7	5
46 Contract/Service Fees	239	9	0	19	24	0	26	0	27	26	1				132	70
68 Operating Materials & Supp	2	0	0	0	0	0	0	0	0	0	0				0	0
80 Self-Insured Losses	1,193	42	79	110	174	235	267	169	100	119	144				1,439	1,191
86 General City Charges	62	5	5	6	5	5	5	5	5	5	5				51	49
99 Prior Years Commitments	0	0	0	35	0	5	0	0	0	0	0				40	61
Total Expenditures	18,028	189	910	1,974	1,012	2,436	1,691	1,237	1,317	1,422	2,030	0	0	0	14,218	14,863

CITY OF ALLENTOWN
PERSONNEL EXPENDITURE SUMMARY BY DEPARTMENT - GENERAL FUND
AS OF OCTOBER 31, 2014

11/14/2014

Dept	Dept Description	2014												YTD TOTAL	2013 ACTUAL	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
02 PERMANENT WAGES:																
01	Non-Departmental	99	184	185	161	241	163	165	164	165	246				1,733	711
02	Finance	70	106	107	107	157	104	104	105	108	164				1,132	1,329
03	Public Works	155	280	286	261	397	274	270	272	280	409				2,844	1,586
04	Police	692	1,131	1,114	1,115	1,666	1,130	1,121	1,122	1,121	1,706				11,918	11,667
05	Fire	447	714	721	728	1,085	726	723	725	727	1,080				7,676	7,035
06	Human Resources	16	26	31	38	46	31	30	31	31	41				321	249
07	Management Systems	-	-	-	-	-	-	-	-	-	-				-	609
08	Parks & Recreation	70	121	125	125	177	119	117	114	119	180				1,267	407
09	Community Development	194	325	312	315	483	339	326	331	335	497				3,457	3,134
		1,743	2,847	2,841	2,850	4,252	2,886	2,856	2,864	2,866	4,323				30,348	26,727
06 PREMIUM PAY:																
01	Non-Departmental	-	-	-	-	-	-	-	-	-	-				-	-
02	Finance	1	-	-	1	-	3	1	1	1	-				8	13
03	Public Works	21	66	50	10	13	6	10	6	8	12				202	72
04	Police	71	141	135	133	220	156	150	140	179	293				1,618	1,078
05	Fire	27	59	46	56	121	96	132	128	143	144				952	727
06	Human Resources	1	-	-	1	-	-	-	-	-	-				3	3
07	Management Systems	-	-	-	-	-	-	-	-	-	-				-	-
08	Parks & Recreation	3	27	23	3	8	11	12	13	7	8				115	19
09	Community Development	1	4	5	2	6	5	3	5	8	3				42	32
		125	297	261	205	369	277	308	293	345	460				2,940	1,944
11 SHIFT DIFF:																
01	Non-Departmental	-	-	-	-	-	-	-	-	-	-				-	-
02	Finance	-	-	-	-	-	-	-	-	-	-				-	-
03	Public Works	1	4	2	3	1	-	1	1	1	-				15	8
04	Police	4	7	9	6	10	7	8	7	7	12				77	72
05	Fire	4	6	6	6	10	6	7	6	8	9				68	64
06	Human Resources	-	-	-	-	-	-	-	-	-	-				-	-
07	Management Systems	-	-	-	-	-	-	-	-	-	-				-	-
08	Parks & Recreation	-	2	-	-	-	1	-	-	1	-				4	-
09	Community Development	-	-	1	-	-	-	-	-	-	-				2	2
		9	19	18	15	21	14	16	15	16	23				166	146
	Total Perm Wages, Prem & Shift	1,877	3,163	3,120	3,070	4,642	3,177	3,180	3,172	3,247	4,806				33,454	28,817

BELOW ARE THE CASH BALANCES OF THE CITY'S POOLED/NON-POOLED CASH ACCOUNTS - AS OF OCTOBER 31, 2014 SUMMARY

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
(000) General Fund	4,139,693	4,544,433	17,041,166	21,219,234	16,699,553	20,075,930	23,142,956	15,444,200	16,185,971	10,531,976		
(000) General Fund - W/S								8,170,752	8,256,449	8,331,421		
(001) Capital Fund	(5,286,937)	(6,181,061)	(5,136,417)	1,593,933	1,920,435	1,263,638	31,147	(1,691,648)	(4,328,936)	(3,347,625)		
(002) Water Fund	3,868,629	4,197,728	3,330,575	3,410,817	3,455,113	3,538,469	468,900	0	0	0		
(003) Sewer Fund	2,753,405	2,866,962	2,970,653	2,482,225	4,307,973	4,357,882	2,096,890	0	0	0		
(082) Debt Service				(4,080)	(9,080)	(8,080)	(8,830)	(8,830)	(8,830)	(8,830)		
(083) Equipment Fund	889,379	888,649	696,104	393,447	206,967	56,822	(72,343)	(72,851)	(153,662)	(203,906)		
(084) EIT Escrow	189,494	189,602	189,659	193,597	5,522	5,623	7,140	7,251	7,347	9,165		
(085) Solid Waste	6,118,699	5,914,918	12,178,993	13,675,489	11,938,020	10,679,602	12,176,611	11,170,544	11,151,955	9,596,826		
(091) Golf Fund	(106,553)	(165,427)	(201,260)	(134,067)	(268,779)	(23,240)	31,381	86,404	85,901	41,686		
(081) Risk Management	7,103,496	7,450,640	6,874,944	7,177,871	5,970,912	5,610,537	5,705,576	5,700,292	5,595,016	4,888,470		
(081) Workers Comp Trust	450,014	450,014	450,014	450,014	578,487	578,487	578,487	578,487	578,487	578,487		
(006) Texler Park	(239,484)	(335,806)	1,036,619	896,666	491,075	507,291	524,869	427,218	355,769	186,907		
(004) PA Motor	1,379,223	1,027,775	3,114,510	3,004,040	2,666,001	2,531,055	2,429,498	2,282,220	2,084,172	1,752,183		
Holding Accounts:												
(099) LST	-	-	-	-	-	-	-	-	-	1,425		
(099) OPT	14	3	8	13	5	2	8	8	20	40		
(098) Payroll Withholding	406,108	597,366	338,188	336,425	466,627	223,311	230,577	389,479	210,049	465,739		
Total Pooled Cash	21,717,380	21,466,816	43,483,956	54,656,625	50,449,831	49,397,629	47,342,767	42,483,526	42,019,606	32,923,975		
Non-Pooled Bank Accounts:												
(000) 2006 Loan Fund	5,202,465	5,202,465	5,202,465	5,202,465	5,202,465	5,202,465	5,202,465	5,203,505	5,203,505	5,203,505		
(099) PHFA	2,564	2,564	2,564	2,564	2,564	2,564	2,564	2,564	2,564	2,564		
(009) Revolving Loan Fund	16,328	16,328	28,113	34,260	34,260	34,260	34,260	51,048	68,342	72,823		
(001) PLIGIT - 2011 Bond Issue	4,885,456	4,805,456	4,561,181	4,561,181	4,561,181	4,561,181	4,561,181	4,561,312	4,561,486	3,928,620		
(001) PLIGIT - 2011A Bond Issue	1,201,761	1,201,761	808,122	808,122	808,122	808,122	808,122	808,155	808,155	630,083		
(001) W/S Concession Proceeds-Nat Penn (A.O.)	-	-	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000		
(000) New Communities Program	11,709	12,609	12,609	13,059	13,059	13,059	13,059	15,323	15,773	16,223		
(000) Water/Sewer Concession Proceeds	8,571	8,571	8,571	8,571	8,571	8,571	8,571	9,447	9,447	9,447		
(000) Restricted Pension Obligation	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,005,809	20,005,809	20,005,809		
(911) E-911	2,254,253	1,831,363	1,694,491	2,186,484	2,220,020	1,570,227	2,017,137	2,047,558	1,711,405	1,995,125		
Total Non-Pooled	33,503,106	32,881,117	33,818,116	34,316,705	34,250,242	33,700,449	34,147,339	34,204,718	33,886,486	32,864,199		
Total Pooled/Non-Pooled	55,220,487	54,348,933	77,302,072	88,952,331	84,690,073	83,098,078	81,490,106	76,688,244	75,906,093	65,788,174		

2014 Vacancy Report

PERIOD AS OF: **October 31, 2014**

GL ACCOUNT	%	BUREAU	POSITION TITLE	POS #	PAY CLASS	ANNUAL WAGE	BUDGET		VACANCY		TOTAL FUND SAVINGS	
							DATE	DATE	DATE	DATE		SAVINGS
000-01-0501-0001	100%	Solicitor	Legal Administrative Asst	235-002	S5	40,742	3/10/2014	6/9/2014	10,186			
000-02-0602-0001	100%	Audit & Enforcement	Clerk III	232-008	M08	43,004	9/1/2014		7,030			
000-02-0602-0001	100%	Audit & Enforcement	Clerk III	232-018	M51	44,512	5/5/2014	8/25/2014	13,696			
000-02-0602-0001	100%	Audit & Enforcement	Tax Examiner	281-002	M15	53,196	8/2/2014	10/13/2014	10,230			
000-02-0602-0003	100%	Finance Director	Office Manager	120-011	S9	48,490	1/17/2014	7/26/2014	25,178			
000-02-0602-0003	100%	Finance Director	Executive Secretary	220-010	S7	17,681	7/26/2014		4,760			
000-02-0602-0004	100%	Finance_Accounting & Financial Mgmt	Treas & Acct Manager	029-001	S17	75,000	9/13/2013	7/26/2014	42,548			
000-03-0701-0001	40%	Public Works Director	Public Works Director	024-001	A21	37,586	5/23/2014		16,624			
000-03-0701-0002	30%	Public Works Director	Public Works Director	024-001	A21	28,189	5/23/2014		12,468			
000-03-0707-0001	100%	Building Maint	MWII/Custodial	104-002	M6	42,510	12/2/2013	3/1/2014	6,949			
000-03-0707-0001	100%	Building Maint	Tradesman-Plumber	353-003	M15	39,462	8/1/2013	1/13/2014	1,136			
000-03-0707-0001	100%	Building Maint	Tradesman-Plumber	353-003	M15	39,462	2/27/2014	2/28/2014	0			
000-03-0707-0001	100%	Building Maint	Tradesman-HVAC	355-017	M15	39,462	3/1/2014	6/9/2014	10,624			
000-03-0716-0001	100%	Streets	Equipment Operator II	331-002	M9	45,578	6/14/2014	7/7/2014	2,630			
000-03-0716-0001	100%	Streets	Equipment Operator II	331-003	M9	45,578	3/7/2014	6/2/2014	10,956			
000-03-0716-0001	100%	Streets	Equipment Operator III	332-002	M10	46,709	12/2/2013	2/1/2014	4,042			
000-03-0716-0001	100%	Streets	Equipment Operator III	332-002	M10	46,709	8/18/2014	10/29/2014	8,983			
000-03-0716-0001	100%	Streets	MW II	301-068	M8	41,064	6/28/2014	9/15/2014	8,687			
000-03-0716-0001	100%	Streets	MW II	301-072	M8	41,064	11/23/2013	4/28/2014	13,030			
000-03-0716-0001	100%	Streets	MW II	301-072	M8	41,064	6/19/2014	7/7/2014	1,974			
000-03-0716-0002	100%	Storm Sewer (Streets)	MW II	301-081	M8	33,292	2/1/2014		24,969			
000-03-0716-0002	100%	Storm Sewer (Streets)	MW II	301-079	M8	35,022	11/23/2013	4/12/2014	9,766			
000-03-0716-0002	100%	Storm Sewer (Streets)	MW II	301-080	M8	33,292	12/16/2013	6/23/2014	15,686			
000-03-0716-0002	100%	Storm Sewer (Streets)	MW II	301-085	M8	33,636	7/27/2013		27,814			
000-04-0802-0001	100%	Police	Captain of Detectives	710-008	S18	88,712	12/26/2013	1/18/2014	4,265			
000-04-0802-0001	100%	Police	Executive Secretary	220-005	S7	44,460	7/5/2013		36,765			
000-04-0802-0001	100%	Police	Lieutenant	720-003	P8	74,308	12/20/2013	1/18/2014	3,573			
000-04-0802-0001	100%	Police	Lieutenant	720-005	P8	74,308	12/20/2013	1/18/2014	3,573			
000-04-0802-0001	100%	Police	Patrolman	780-003	P2	67,132	1/18/2014		52,931			
000-04-0802-0001	100%	Police	Patrolman	780-022	P2	67,132	9/22/2014		7,101			
000-04-0802-0001	100%	Police	Patrolman	780-023	P2	50,479	8/28/2013	5/12/2014	17,959			
000-04-0802-0001	100%	Police	Patrolman	780-033	P2	67,132	6/14/2013	2/3/2014	5,810			
000-04-0802-0001	100%	Police	Patrolman	780-036	P2	67,132	11/11/2013	9/29/2014	49,704			

2014 Vacancy Report

PERIOD AS OF: **October 31, 2014**

GL ACCOUNT	%	BUREAU	POSITION TITLE	POS #	PAY CLASS	ANNUAL WAGE	VACANCY		TOTAL FUND SAVINGS
							DATE	FILED DATE	
000-04-0802-0001	100%	Police	Patrolman	780-122	P2	67,132	8/1/2014	9/2/2014	3,873
000-04-0802-0001	100%	Police	Patrolman	780-141	P2	67,132	4/14/2014	6/9/2014	10,328
000-04-0802-0001	100%	Police	Patrolman	780-058	P2	50,479	8/31/2013		41,742
000-04-0802-0001	100%	Police	Patrolman	780-064	P2	67,132	11/28/2013		55,513
000-04-0802-0001	100%	Police	Patrolman	780-069	P2	67,132	12/2/2013		55,513
000-04-0802-0001	100%	Police	Patrolman	780-071	P2	67,132	1/18/2014		52,931
000-04-0802-0001	100%	Police	Patrolman	780-072	P2	67,132	1/18/2014		52,931
000-04-0802-0001	100%	Police	Patrolman	780-083	P2	67,132	12/22/2012	2/3/2014	5,810
000-04-0802-0001	100%	Police	Patrolman	780-112	P2	50,479	12/22/2012	9/2/2014	33,976
000-04-0802-0001	100%	Police	Patrolman	780-120	P2	50,479	8/16/2013	9/29/2014	37,374
000-04-0802-0001	100%	Police	Patrolman	780-142	P2	67,132	2/1/2014	9/2/2014	37,439
000-04-0802-0001	100%	Police	Patrolman	780-145	P2	67,132	12/3/2013	10/13/2014	52,286
000-04-0802-0001	100%	Police	Patrolman	780-146	P2	67,132	1/18/2014		52,931
000-04-0802-0001	100%	Police	Patrolman	780-161	P2	67,132	11/9/2013	2/3/2014	5,810
000-04-0802-0001	100%	Police	Patrolman	780-168	P2	67,132	7/23/2014	9/29/2014	12,265
000-04-0802-0001	100%	Police	Patrolman	780-172	P2	67,132	2/15/2014		47,767
000-04-0802-0001	100%	Police	Patrolman	780-179	P2	67,132	3/20/2014	9/2/2014	30,339
000-04-0802-0001	100%	Police	Sergeant	740-004	P5	72,696	11/23/2013	1/18/2014	3,495
000-04-0802-0001	100%	Police	Sergeant	740-028	P5	72,696	11/23/2013	1/18/2014	3,495
000-04-0802-0001	100%	Police	Sergeant	740-021	P5	72,696	1/16/2014	9/22/2014	49,629
000-04-0802-0004	100%	Police	Sergeant	740-023	P5	72,696	1/16/2014	1/24/2014	1,398
000-05-0803-0001	100%	Fire	Assistant Fire Chief	804-001	F1	71,630	1/18/2014	4/26/2014	19,285
000-05-0803-0002	100%	Fire	Firefighter	840-035	F1	45,186	4/13/2013	2/24/2014	6,517
000-05-0803-0002	100%	Fire	Firefighter	840-036	F1	61,490	11/23/2013	2/24/2014	8,869
000-05-0803-0002	100%	Fire	Firefighter	840-073	F1	45,186	7/7/2013		37,365
000-05-0803-0002	100%	Fire	Firefighter	840-075	F1	61,490	4/26/2014	8/2/2014	16,555
000-05-0803-0002	100%	Fire	Firefighter	840-087	F1	61,490	3/24/2014		37,249
000-05-0803-0002	100%	Fire	Firefighter	840-092	F1	61,490	8/16/2014		13,008
000-06-0603-0001	100%	Human Resources	HR Generalist	222-004	S7	43,160	9/13/2014		5,810
000-06-0603-0001	100%	Human Resources	HR Program Manager	226-001	S12	55,000	1/1/2014	2/1/2014	4,760
000-06-0603-0001	100%	Human Resources	Recruitment Manager	223-001	S11	52,892	2/1/2014	2/12/2014	1,526
000-08-0709-0001	100%	Parks	Maint Supervisor	100-003	S11	51,351	1/1/2014	2/1/2014	4,444
000-08-0709-0001	100%	Water Shed (Parks)	MW I	300-025	M6	33,419	7/7/2014	9/2/2014	5,141
000-08-0709-0001	100%	Water Shed (Parks)	MW I	300-029	M6	33,419	6/13/2014	8/18/2014	6,105

2014 Vacancy Report

PERIOD AS OF: **October 31, 2014**

GL ACCOUNT	%	BUREAU	POSITION TITLE	POS #	PAY CLASS	ANNUAL WAGE	VACANCY			TOTAL FUND SAVINGS
							DATE	FILLED DATE	SAVINGS	
000-08-0709-0001	100%	Water Shed (Parks)	MW I	300-029	M6	33,419	9/2/2014		5,463	
000-08-0709-0001	100%	Parks	MW II	301-016	M8	43,004	7/31/2014	10/1/2014	8,270	
000-08-0709-0001	100%	Parks	MW II	301-016	M8	43,004	10/27/2014		414	
000-08-0709-0001	100%	Parks	MW II	301-077	M8	43,004	3/1/2014	5/12/2014	8,270	
000-08-0709-0001	100%	Parks	MW III	302-003	M10	43,004	7/18/2014	8/18/2014	3,722	
000-08-0709-0001	100%	Parks	Tradesman - Pools	357-001	M15	53,196	1/1/2014	7/7/2014	27,110	
000-08-0905-0002	100%	Recreation	Recreation Clerk	245-001	M7	52,884	6/28/2014	9/15/2014	11,187	
000-08-0905-0002	100%	Recreation	Recreation Program Manager	246-001	S11	52,884	4/10/2014	7/21/2014	14,747	
000-08-0905-0002	100%	Recreation	Recreation Program Manager	246-001	S11	52,884	10/4/2014		4,068	
000-09-0901-0002	20%	Community & Economic Development	Hud Grants Monitor	154-001	S11	10,826	6/12/2014		4,164	
000-09-0902-0001	60%	Planning & Zoning	Clerk II	231-005	M6	25,506	2/15/2014	6/9/2014	7,846	
000-09-0902-0001	100%	Planning & Zoning	Senior Planner	144-001	S12	55,276	7/23/2012	3/3/2014	9,036	
000-09-0902-0003	20%	Planning & Zoning	Clerk II	231-005	M6	8,502	2/15/2014	6/9/2014	2,616	
000-09-0902-0004	20%	Planning & Zoning	Clerk II	231-005	M6	8,502	2/15/2014	6/9/2014	2,616	
000-09-0903-0001	100%	Building Standards & Safety	Construction Codes Coordinator	627-001	S10	49,911	1/1/2014	5/5/2014	16,797	
000-09-0903-0001	100%	Building Standards & Safety	Permit Tech	236-003	M8	36,018	1/1/2014	1/4/2014	346	
000-09-0903-0002	30%	Building Standards & Safety	Clerk III	232-012	M8	13,354	1/4/2014	3/10/2014	2,311	
000-09-0903-0005	100%	Building Standards & Safety	Clerk III	232-026	M8	41,132	3/10/2014	5/5/2014	6,328	
000-09-0908-0002	50%	Health	Injury Prev Services Manager	276-001	S13	32,539	6/14/2014	9/2/2014	7,196	
000-09-0908-0007	50%	Health Environmental	Sanitarian	496-001	M18	28,639	2/1/2014	4/28/2014	6,609	
000-09-0908-0008	50%	Health Environmental	Sanitarian	496-001	M18	28,639	2/1/2014	4/28/2014	6,609	
000-09-0908-0011	100%	Health	Community Health Nurse	504-008	M31	49,634	1/30/2014	8/1/2014	26,249	
000-09-0908-0012	100%	Health	Clerk III	232-033	M8	34,281	12/21/2013	3/1/2014	5,604	
000-09-0908-0001	50%	Health	Clerk III	232-037	M8	20,913	3/1/2014	5/31/2014	5,228	
000-09-0908-0018	50%	Health	Clerk III	232-037	M8	20,913	3/1/2014	5/31/2014	5,228	
000-09-0908-0019	50%	Health	Injury Prev Services Manager	276-001	S13	32,539	6/14/2014	9/2/2014	7,196	
GENERAL FUND TOTAL									1,490,352	
700-01-7901-0115	70%	Bldg Standards & Safety	Clerk III	232-012	M8	30,922	8/30/2013	3/10/2014	5,649	
700-01-7905-0107	80%	Community & Economic Development	Hud Grants Monitor	154-001	S11	43,308	6/12/2014		16,657	
CDBG FUND TOTAL									22,306	
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW I	300-004	M6	31,526	3/1/2014	7/21/2014	12,125	

2014 Vacancy Report

PERIOD AS OF: October 31, 2014

GL ACCOUNT	%	BUREAU	POSITION TITLE	POS #	PAY CLASS	ANNUAL WAGE	VACANCY		TOTAL FUND SAVINGS
							DATE FILLED	DATE SAVINGS	
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	300-038	M6	40,175	8/18/2014	9/2/2014	1,545
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	300-040	M6	42,510	10/25/2013	1/18/2014	2,044
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	300-040	M6	42,510	5/26/2014	6/23/2014	3,270
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	300-040	M6	42,510	10/8/2014		2,453
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	301-048	M8	44,512	6/2/2014	8/4/2014	7,704
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	301-049	M8	33,292	3/29/2014	5/27/2014	5,442
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	301-051	M8	33,292	6/19/2014	9/8/2014	7,363
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	301-069	M8	34,109	1/29/2014	4/12/2014	6,887
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	301-069	M8	34,109	7/3/2014	9/15/2014	6,887
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	MW1	301-071	M8	34,109	7/7/2014	9/2/2014	5,248
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	Equipment Operator III	332-009	M10	46,709	2/1/2014	4/12/2014	8,983
004-03-4741-0001	100%	PA Liquid Fuels (Streets)	Paving Specialist	303-001	M14	49,803	11/23/2013	3/29/2014	11,972
STREETS-PA LIQUID FUELS									
81,922									
006-08-6761-0001	100%	Parks	Parks Rec Trails Director	074-001	S21	82,394	10/1/2014		6,338
006-08-6761-0001	100%	Parks	Arborist I	304-001	M9	45,045	2/1/2014	3/1/2014	3,465
006-08-6761-0001	100%	Parks	Maint Foreperson	102-002	S8	54,808	1/1/2014		45,322
006-08-6761-0001	50%	Parks	Administrative Supervisor	128-001	S9	25,948	1/22/2014	2/15/2014	1,747
TREXLER FUND TOTAL									
56,872									
081-02-8001-0002	50%	Human Resources	Risk and Safety Manager	169-001	S15	35,321	3/13/2014	4/12/2014	2,717
081-02-8001-0001	50%	Human Resources	Risk and Safety Manager	169-001	S15	35,321	3/13/2014	4/12/2014	2,717
081-02-8001-0002	50%	Human Resources	Safety Officer	173-001	S13	30,773	4/12/2014		17,162
081-02-8001-0001	50%	Human Resources	Safety Officer	173-001	S13	30,773	4/12/2014		17,162
RISK FUND TOTAL									
39,758									
085-03-8005-0001	100%	Recycling	Clerk II Bilingual	231-040	M6	31,895	1/22/2014	4/28/2014	8,280
085-03-8005-0001	100%	Recycling	MW1	301-017	M8	33,292	8/17/2013	6/9/2014	14,405
085-03-8005-0001	100%	Recycling	MW1	301-065	M8	33,292	8/17/2013	4/12/2014	9,283
085-03-8005-0001	100%	Recycling	MW1	301-065	M8	33,292	5/22/2014	9/13/2014	10,244
085-03-8005-0001	100%	Recycling	MW1	301-008	M8	35,486	1/1/2014		29,344
085-03-8005-0001	30%	Public Works Director	Public Works Director	024-001	A21	28,189	5/23/2014		12,468

2014 Vacancy Report

PERIOD AS OF: **October 31, 2014**

GL ACCOUNT	%	BUREAU	POSITION TITLE	POS #	PAY CLASS	ANNUAL WAGE	VACANCY		TOTAL FUND SAVINGS
							DATE	DATE	
085-03-8005-0001	100%	Recycling	Recycling Coordinator	186-001	S10	50,648	5/2/2014		25,324
085-03-8005-0002	100%	Recycling	Sweep Officer	506-004	M12	43,847	1/1/2010		36,258
RECYCLING & SOLID WASTE TOTAL									
091-08-9001-0001	100%	Golf Course	Greenskeeper	306-001	M16	54,574	6/5/2014	7/28/2014	7,871
091-08-9001-0001	100%	Golf Course	Greenskeeper	306-001	M16	54,574	9/13/2014		7,347
091-08-9001-0001	100%	Golf Course	Golf Course Superint	308-001	S12	65,130	6/6/2014	9/13/2014	17,535
091-08-9001-0004	50%	Golf Course (Parks)	Administrative Supervisor	128-001	S9	25,948	1/22/2014	2/15/2014	1,747
GOLF COURSE FUND TOTAL									
911-04-0808-0001	100%	Communications	911 Dispatcher	608-001	M13	50,453	3/29/2014	5/27/2014	8,247
911-04-0808-0001	100%	Communications	911 Dispatcher	608-001	M13	50,453	8/22/2014		9,703
911-04-0808-0001	100%	Communications	911 Dispatcher	608-008	M13	37,506	8/24/2013	1/6/2014	361
911-04-0808-0001	100%	Communications	911 Dispatcher	608-010	M13	37,506	7/26/2014	8/11/2014	1,443
911-04-0808-0001	100%	Communications	911 Dispatcher	608-013	M13	37,506	12/20/2013	2/18/2014	5,049
911-04-0808-0001	100%	Communications	911 Dispatcher	608-013	M13	37,506	3/3/2014	5/27/2014	8,655
911-04-0808-0001	100%	Communications	911 Dispatcher	608-013	M13	37,506	9/6/2014		5,770
911-04-0808-0001	100%	Communications	911 Dispatcher	608-014	M13	39,314	3/13/2014	8/11/2014	16,255
911-04-0808-0001	100%	Communications	911 Dispatcher	608-017	M13	37,506	10/11/2013	2/3/2014	3,246
911-04-0808-0001	100%	Communications	911 Dispatcher	608-021	M13	37,506	4/26/2014	8/11/2014	10,819
911-04-0808-0001	100%	Communications	Comm Cntr Shift Super	108-002	S9	49,660	2/15/2014	3/29/2014	5,730
911-04-0808-0001	100%	Communications	Comm. Shift Suprv.	108-003	S9	48,490	6/15/2013	4/26/2014	15,386
911 FUND TOTAL									
									90,663
TOTAL ALL FUNDS									
									1,961,978

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 44 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, establishing and adopting the Solid Waste Enterprise Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of Seventeen Million Two Hundred Thousand One Hundred Fifty-Eight Dollars (\$17,200,158) is hereby made to the Solid Waste Fund as more fully detailed in Exhibit A, "City of Allentown 2015 Budget."

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 45 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

Amending Article 1131, Municipal Waste Storage, Collection and Disposal by maintaining the Solid Waste Fee to Three Hundred and Seventy-Five (\$375) Dollars.

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

SECTION ONE: That Section 1131.02, Authorization of City Contractor(s); Scope of Work; Fee, Subsection (C), Municipal Waste and Recycling Fee, of the Codified Ordinances of the City of Allentown, be and the same is hereby amended establishing the Solid Waste Fee as Three Hundred Seventy-Five (\$375) Dollars.

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 46 – 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, adopting the Liquid Fuels Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of Three Million Fourteen Thousand Nine Hundred Twenty-Seven Dollars (\$3,014,927) is hereby made to the Liquid Fuels Fund as more fully detailed in Exhibit A, "City of Allentown 2015 Budget."

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 47 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, adopting the Trexler Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of One Million Two Hundred Sixty-Nine Thousand Two Hundred Fifteen Dollars (\$1,269,215) is hereby made to the Trexler Fund as more fully detailed in Exhibit A, "City of Allentown 2015 Budget."

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 48 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, adopting the Golf Course Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of One Million Two Hundred Seventy-Three Thousand Nine Hundred and Thirty Dollars (\$1,273,930) is hereby made to the Golf Course Fund as more fully detailed in Exhibit A, "City of Allentown 2015 Budget".

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 49 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, Council of Lehigh and Commonwealth of Pennsylvania, adopting the Equipment Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of Five Hundred Eighty-Two Thousand Five Hundred and Seventy-Seven Dollars (\$582,577) is hereby made to the Equipment Fund as more fully detailed in Exhibit A, "City of Allentown 2015 Budget."

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 50 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, adopting the Risk Management Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of Nineteen Million Two Hundred Eighty Thousand Seven Hundred and Forty-Four Dollars (\$19,280,744) is hereby made to the Risk Management Fund as more fully detailed in Exhibit A, "City of Allentown 2015 Budget."

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 51 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, adopting the Debt Obligation for 2015.

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

SECTION ONE: That an appropriation in the sum of Thirteen Million Five Hundred Fifty-One Thousand Eight Hundred and Fourteen Dollars (\$13,551,814) is hereby made to the Debt Obligation as more fully detailed in Exhibit A, "City of Allentown 2015 Budget."

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 52 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, adopting the E 9-1-1 Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of Three Million One Hundred Sixty-Five Thousand Nine Hundred and Fifty-Eight Dollars (\$3,165,958) is hereby made to the E-9-1-1 Fund as more fully detailed in Exhibit A, "City of Allentown 2015 Budget."

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 53 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, Council of Lehigh and Commonwealth of Pennsylvania, adopting the Grant Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of Three Million Seven Hundred Forty-Six Thousand Fifty Dollars (\$3,746,050) is hereby made to the Grant Fund as more fully detailed in Exhibit A, "City of Allentown 2015 Budget."

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 54 - 2014

November 5, 2014

AN ORDINANCE

WHEREAS, the City of Allentown is a city of the third class operating under a Home Rule Charter form of governance authorized by the Home Rule and Optional Plans Law, 53 Pa.C.S.A. §2961 et seq.

WHEREAS, notwithstanding any provision to the contrary contained in the City's Home Rule Charter, as determined by the Commonwealth Court of Pennsylvania, the Home Rule and Optional Plans Law permits the City to increase its earned income tax.

WHEREAS, the Public Employee Retirement Study Commission, ("Commission") pursuant to the Municipal Pension Plan Funding Standard and Recovery Act, 53 P.S. §895.101 et seq., a/k/a "Act 205" as amended by P.L. 396, No. 44 ("Act 44") (hereinafter referred to collectively as "the Act") has reviewed the aggregate public employee pension funding status for the City of Allentown; and

WHEREAS, the Commission has previously determined in accordance with Section 503 of the Act that the aggregate public employee pension funding status for the City of Allentown is was at a Moderately Distressed, Recovery Level II; and

WHEREAS, Recovery Level II provides for certain remedies available to the City of Allentown pursuant to Sections 605 and 607 of the Act; and

WHEREAS, the remedies set forth in Section 607 are available to municipalities notwithstanding any provision of law, municipal charter, municipal ordinance, municipal resolution, or pension plan agreement, document or instrument to the contrary; and

WHEREAS, the City of Allentown elects to continue to avail itself of the special municipal taxing authority remedy set forth in Section 607(f) of the Act, as well as the taxing authority granted to it by the Home Rule and Optional Plans Law, which permits the City of Allentown to increase the earned income tax above its maximum level; and

WHEREAS, Section 607(f)(2) of the Act permits a the City of Allentown to continue to levy the special municipal tax; and

WHEREAS, the City of Allentown shall decrease its earned income and net profits tax on non-residents by five hundredths (0.05%) percent.

Amends Article 331 Earned Income Tax, Subsection 331.02

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

Section One: That Section 331.02 IMPOSITION OF TAX is amended as follows:

331.02 IMPOSITION OF TAX

The tax levied under this Ordinance shall be applicable to earned income received and to net profits earned in the period beginning January 1, of the current year, and ending December 31, of the current year or for taxpayer fiscal years beginning in the current year, except that taxes imposed for the first time shall become effective from the date specified in the ordinance or resolution, and the tax shall continue in force on a calendar year or taxpayer fiscal year basis, without annual reenactment, unless the rate of the tax is subsequently changed. Changes in rate shall become effective on the date specified in the ordinance. A tax for general revenue purposes and special municipal tax of ~~one and thirty-three hundredths percent (1.33%)~~ is imposed on the following as set forth herein:

A. Salaries, wages, commissions and other compensation earned on and after January 1, 2014, 2015 by individual residents of the City;

B. Salaries, wages, commissions and other compensation earned on and after January 1, 2014 2015, by individual nonresidents of the City in the City;

C. Net profits, earned on and after January 1, ~~2014~~ 2015, by residents of the City;

D. Net profits, earned on and after January 1, 2014 2015, in the City by nonresidents of the City.

The tax levied under subsections A ~~and B~~ herein above and shall total one and thirty-three hundredths percent (1.33%) and shall relate to and be imposed upon salaries, wages, commissions and other compensation paid by an employer or on his behalf to a person who is employed by him. The tax levied under subsections C ~~and D~~ herein above shall total ~~one percent~~ one and thirty-three hundredths percent (1.33%) and shall relate to and be imposed on the net profits of any business, profession or other activity carried on by any person or persons. (15100 §1 12/5/14) (*****)

The tax levied under subsection B herein above shall total one and twenty-eight hundredths percent (1.28%) and shall relate to and be imposed upon salaries, wages, commissions and other compensation paid by an employer or on his behalf to a person who is employed by him. The tax levied under subsection D herein above shall total one and twenty-eight hundredths percent (1.28%) and shall relate to and be imposed on the net profits of any business, profession or other activity carried on by any person or persons. (*****)

Every corporation which is subject to the Pennsylvania Corporate Net Income Tax or exempt from the Pennsylvania Corporate Net Income Tax, and every foreign corporation which is subject to the Pennsylvania Franchise Tax or exempt from the Pennsylvania Franchise Tax, shall be exempt from the tax imposed by this article.

The tax levied by this article shall be applicable to salaries, wages, commissions and other compensation and to net profits earned in the period beginning January 1, 2014, 2015 and ending December 31, ~~2014~~ 2015 and for tax years thereafter with an effective date as provided by law. (15100 §1 12/5/14) (*****)

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 55 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, adopting the Capital Projects Fund Budget for 2015.

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

SECTION ONE: That an appropriation in the sum of Fifteen Million Dollars (\$15,000,000) is hereby made to the Capital Projects Fund as more fully detailed in the attached Capital Project Detail Pages.

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.

**CITY OF ALLENTOWN
2013
CAPITAL PROJECTS EXPENDITURE SUMMARY**

<u>PROJECT #</u>	<u>PROJECT NAME</u>	<u>ADDITIONAL AND/OR NEW REQUESTS</u>	<u>SOURCE OF FUNDING</u>
<u>NEW OR ADDITIONAL FUNDING:</u>			
1225	Traffic Signals - Upgrade Various Intersections	200,000	G
1232	Gordon Street Bridge	426,000	G
1238	19th Street Improvements	300,000	G
1281	Chew Street - Ott to 31st Street	288,000	G
1282	Hamilton Street Safety Improv. - 10th to 15th Streets	300,000	G
1283	Hamilton Street Improv. - 4th to 6th Sts. & Race to Railroad Sts.	300,000	G
1284	Mack Blvd. Traffic Calming Improvements	312,000	G
1624	Roof Replacement Phases	250,000	G
1748	Residential Street Construction	2,500,000	G
1753	America Parkway	105,000	G
1803	Bridge Repairs	150,000	G
2004	Livingston Watershed	200,000	G
2005	Jefferson Street Road Diet & Flasher	169,000	G
2007	Refurbishing Building Facilities	500,000	G
2008	Street Lighting Upgrade (ESCO)	3,000,000	G
2009	Public Works - Large Equipment	3,000,000	G
2201	Pool and Spray Parks	3,000,000	G
		15,000,000	
		15,000,000	

Subtotal New or Additional Funding

TOTAL

TOTAL BY SOURCE OF FINANCING:

- C - State
- D - Solid Waste Fund
- E - Sewer Revenue Bond
- F - Federal
- G - G.O. Bond
- P - Pennvest Loan
- GF - General Fund
- R - Water Revenue Bond
- S - Sewer Fund
- T - Trexler Fund
- W - Water Fund

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 56 - 2014

November 5, 2014

AN ORDINANCE

Amending Part Three, Business Regulation and Taxation Code, Title Nine, Fees of the Codified Ordinances of the City of Allentown.

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

SECTION ONE: That Article 395.25, Street Vacation Fees, be amended to read as follows:

395.25 STREET VACATION FEES

Street Vacations: Petitions for street vacations can be found on the City website or by contacting the City Clerk's Office. A written Petition for a street vacation may be submitted to City Council by a citizen. The petition must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. Requests for Street Vacations shall be subject to a Five Three Hundred (\$300) Dollar fee. In addition, the petitioner must pay in full all costs incurred by the City in publishing the legally required advertising for the vacation prior to the final Council action. (14273 §1 3/3/05)

SECTION TWO: That Article 395.05, Zoning Fees, be amended to include the following:

395.05 ZONING FEES

Zoning:

1. Permit. The Bureau of Planning and Zoning shall charge a fee of Fifty (\$50) Dollars for the issuance of a zoning permit. (14372 §1 3/16/06)
2. Appeals. Any appeal to the Zoning Hearing Board, whether for a variance, special exception, non-conforming use or structure, ordinance interpretation or otherwise shall be subject to a fee of Four Hundred Fifty (\$450) Dollars except, however, that the fee shall be One Hundred Twenty-five (\$125) Dollars for an appeal related to premises used solely as a single family dwelling unit and occupied or to be occupied solely by the legal or equitable owner thereof and members of the owner's household. (14067 §1 3/6/03; 14372 §1 3/16/06)
3. Continuances. An applicant and/or interested party who requests a continuance of an appeal before the Zoning Hearing Board, after said appeal was duly advertised, shall be subject to a fee of Three Hundred (\$300) Dollars, except, however, that the fee shall be One Hundred Forty (\$140) Dollars for a continuance related to premises used solely as a single family dwelling unit and occupied or to be occupied solely by the legal or equitable owner thereof and members of the owner's household. (14067 §1 3/6/03; 14372 §1 3/16/06)

4. Preliminary Opinion. An applicant and/or interested party who requests a Preliminary Opinion of the Zoning Officer shall be subject to a fee in the amount of Four Hundred Fifty (\$450) Dollars. (14845 § 1 12/1/10)

5. Temporary Signs (ten or more). For ten (10) or more signs to be posted, a permit must be obtained in the Zoning Office stating the name, address, telephone number and purpose of the sign and must be accompanied by a fee of Thirty-five (\$35) Dollars. (14067 §1 3/6/03; 14372 §1 3/16/06)

6. Zoning Certifications. Requests for written certificates as to the zoning compliance of a property shall be accompanied by a fee of Fifty (\$50) Dollars. (14012 §1 8/01/02; 14067 §1 3/6/03; 14372 §1 3/16/06; 14845 12/3/2010)

7. Rezoning Zoning and Map and Zoning Amendments. Petitions for zoning map and zoning amendments can be found on the City website or by contacting the City Clerks Office. A written Petition for a Zoning Map Amendment (Rezoning) may be submitted to City Council by a citizen. It must be notarized and signed by the owners of 50% or more of the land proposed to be rezoned, and it must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. A written petition for a Zoning amendment may be submitted to City Council by a Citizen and it must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. In addition, the petitioner must pay in full all costs incurred by the City in publishing the legally required advertising for the Map or Zoning Code Amendment prior to final Council Action. Requests for rezonings shall be subject to a Five Hundred (\$500) Dollar fee. (14273 §1 3/3/05)

SECTION THREE: That Article 400.04 Golf Course Fees be amended to read as follows:

400.04 GOLF COURSE FEES

GOLF COURSE FEES

Season Tickets

Adult Resident Season Pass (7 Day)	950	1000
Adult Resident Season Pass (5 Day)	700	800
Adult Non-Resident Season Pass (7 Day)	1200	1300
Adult Non-Resident Season Pass (5 Day)	900	1000
Junior Resident (Monday – Friday)	400	
Junior Non-Resident (Monday – Friday)	500	600

(14063 §1 3/6/03; 14269 §1 3/305; 14386 §1 5/4/06)

Daily Tickets

18 Hole Wk Day Tickets – Resident	24	21
18 Hole Wk Day Tickets - Non-Resident	24	
18 Hole Weekend/Holidays Green Fee	30	32
9-Holes Weekday – Resident (10 AM to 3 PM)	14	
9-Holes Weekday - Non-Resident (10 AM to 3 PM)	17	18
9-Holes Weekends and Holidays (1PM to 4 PM)	18	19
Weekday	21	
Tw-Lite Weekend (After 4:00 PM)	19	20
Tw-Lite Weekday	18	19
Senior Citizen/Weekday Resident (Before 11 AM)	14	
Senior Citizen/Weekday Non-Resident (Before 11 AM)	17	18
(14063 §1 3/6/03; 14269 §1 3/3/05; 14370 §1 5/4/06)		
High School Student – Resident (After 11 AM)	13	
High School Student - Non-Resident (After 11 AM)	16	
Winter Golf Weekday (December, January & February)	15	16
Winter Golf Weekend (December, January & February)	16	17
Walkers	3	

(14063 §1 3/6/03; 14269 §1 3/3/05; 14386 §1 5/4/06)

Cart Rentals

Cart Rental - 18 Hole (Per Person)	14	16
9 Holes – Single (Per Person)	7	8
The Golf Course Special (2 Golfers/Cart) (Per Person) (14269 §1 3/3/05)	25	

Driving Range

Medium bucket	5	6
Large bucket	7	8
Jumbo bucket	10	11

(Municipal Golf Course Fees and Summer Recreation Fees were adopted by Ordinance Numbers 13817 §1 2/16/00; 13893 §1 2/22/01; 13960 §1 2/22/02; 14063 §1 3/6/03; 14269 §1 3/3/05; 14386 §1 5/4/06; 14410 §1 8/3/06; 14840 § 1 12/1/10.

SECTION FOUR: That the Special Event Fee be increased from \$50 to \$75, and be added as Section 395.27 under Community and Economic Development Fees.

395.27 Special Event Fees

\$75

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

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

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 57 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

An Ordinance of the City of Allentown, County of Lehigh and Commonwealth of Pennsylvania, amending the General Fund Budget for 2015.

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

SECTION ONE: That the following financial program is hereby adopted for the year 2015, and appropriations are made to the various departments as indicated in the section below.

SECTION TWO: That the sum of Ninety-Six Million Nine Hundred Twenty-Four Thousand Six Hundred and Forty-Four Dollars (\$96,924,644), net of a planned vacancy factor of One Million Four Hundred Seventy-Five Thousand Dollars (\$1,475,000), be hereby appropriated as follows:

Vacancy Factor	(1,475,000)
To Non-Departmental Offices	5,234,659
To the General and Civic Expense	15,002,030
To the Department of Finance	3,115,701
To the Department of Public Works	12,241,582
To the Department of Police	30,965,533
To the Department of Fire	18,510,394
To the Department of HR	787,669
To the Department of Parks and Recreation	4,568,130
To the Department of Community and Economic Dev	7,973,946

SECTION THREE: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION FOUR: That this Ordinance takes effect January 1, 2015.

Memo

Printed on Recycled Paper

To: Ed Pawlowski, Mayor
President and Members of City Council

From: Amy Baker Trapp, MSHRM, SPHR – Deputy Director, Human Resources

Date: November 4, 2014

Re: Budget Memo #1 – Personnel Summary – Amended

Attached is a summary of all new positions, upgrades, salary and title changes for 2015.

cc: Francis X. Dougherty
Jerry Snyder
Michael Hanlon
Mary Ellen Koval
Craig Messinger
Vicky Kistler
Chief Joel Fitzgerald
Chief Robert Kudlak
Sara Halstone

Debi Bowman
Gary Strathearn
Barbara Moltoris
Luisa Folweiler
Mike Moore
FOP President
IAFF President
SEIU President
MESA President

2015 Position Changes

November 3, 2014
Budget Memo #1

Fund	Department	Bureau	Title	Action
000	Non-departmental (0201-0001)	Office of the Mayor	Communications Manager Managing Director	Salary increase Salary increase
000	Non-departmental (0201-0002)	Office of the Mayor - Information Systems	Database Administrator Systems Analyst Chief Information Officer	Salary increase Reinstate frozen position Reclassify from S18 to A21 - no change in pay
000	Non-departmental (0501)	Legal	Legal Administrative Manager Assistant City Solicitor	Salary increase Salary increase
000	Human Resources	Human Resources	Deputy Director, Human Resources to Director - HR, Risk & Safety HR Generalist HR Coordinator	Salary increase, upgrade from S18 to A21, title change, and fixed cost distribution change Eliminate position Create position
000	Finance	Finance Director Treasury	Executive Secretary Funds Accountant	Eliminate position Fixed cost distribution from Risk
000	Police	Police	Clerk 3 - Confidential Police Officer Lieutenant Crime Analyst Assistant Chief	Salary increase Create position - COPS grant (5 positions) Create position Fixed cost distribution from E-911 fund Fixed cost distribution from E-911 fund
000	Fire	Fire Administration	Fire Chief Deputy Fire Chief	Salary increase Salary increase
000	Public Works	Streets	Streets Superintendent Chief Maintenance Supervisor Radio Operator to Clerk 3 MW2 (Storm)	Salary increase Salary increase Title change and position upgrade from M06 to M08 Eliminate position (2 positions)
		Engineering	Administrative Supervisor to Office Manager Engineering Construction Manager to Construction Operations Manager Senior Civil Engineer/Asst City Engineer	Title change and salary increase - no grade change Title change, upgrade from S12 to S13, and salary increase Reclassify from S16 to S17 - no change in pay
		Traffic Planning	Chief Maintenance Supervisor Traffic Signal Tech 2	Salary increase Position upgrade from M12 to M14 (4 positions)
		Building Maintenance	Position downgrade from Maintenance Technician to Office Manager MW2 - Painter MW3 - Painter	Position downgrade from S10 to S09 Eliminate position Create position

2015 Position Changes

November 3, 2014
Budget Memo #1

Fund	Department	Bureau	Title	Action
000	Parks & Recreation	Recreation	Recreation Program Manager	Eliminate position
			Recreation Program Development Specialist	Eliminate position
			Recreation Development Specialist	Create position (2 positions)
			Recreation Clerk To Clerk 3	Title change and position upgrade from M07 to M08
		Parks Maintenance	Maintenance Mechanic 1 - Pools	Create position (2 positions)
			Maintenance Supervisor - Pools	Create position
			Maintenance Mechanic 2	Eliminate position
			Maintenance Mechanic 3	Eliminate position
			Maintenance Mechanic - Specialist	Create position (2 positions)
		Special Events	Special Projects Manager to Special Events Manager	Title change only
000	Community & Economic Development	Community & Economic Development	Director	Salary Increase
			HUD Grants Monitor	Fund at \$'1
	Trexler	Parks & Recreation	Director - Parks, Recreation & Trails	Reclassify from S17 to A21 - no change in pay
006	Parks & Recreation		Maintenance Foreperson	Eliminate position
	Golf Fund	Golf Course	Golf Course Superintendent	Eliminate position
091	Golf Fund		Golf Course Chief Maintenance Supervisor	Create position
	Solid Waste	Recycling	Clerk 3	Create position
85	Public Works			
	Liquid Fuels	Streets	MW2	Fixed cost distribution change from General Fund to Liquid Fuels (4 positions)
004	Public Works			
	Risk	Finance	Safety Officer	Eliminate position
081	Risk		Claims Coordinator	Create position
	E-911	Communications	Lead Dispatcher	Create position (4 positions)
911	Police		Dispatcher	Eliminate position (2 positions)
			Shift Supervisor	Eliminate position
			Operations Manager	Create position (100% E-911 Fund)
			Tech Service Coordinator	Eliminate position
			Operations Manager	Create position (20% E-911 Fund/80% General Fund)
	Global Change		Clerk 2 to Clerk 3	Upgrade from M06 to M08 (20 positions)
	All Funds		Administrative Supervisor to Office Manager	Title change only (3 positions)

Albiontown
city without limits.

Memo

To: Ed Pawlowski, Mayor
President and Members of City Council

From: Debi Bowman, Deputy Finance Director

Date: November 17, 2014

Re: Budget Memo #2

The following changes have been made to the 2015 Proposed Budget and the appropriate revised sheets are attached:

GENERAL FUND

PARKS AND RECREATION:

Amend Page 179 – Personnel Summary for the Organized Sports and Activities Program of Recreation to reflect the proper pay grade for the Recreation Program Specialist positions. They are currently listed at a pay grade 5N, they should be a pay grade 10N. There is no change in salary.

SOLID WASTE FUND

Amend Pages 369 – 370 and Pages 373 – 374 - Move the Clerk 3 position currently funded out of Program 2 – Sweep Program to Program 1 – Collection/Disposal/Recycling. There is no change in salary.

EQUIPMENT FUND

The Administration proposes short term loan borrowing in 2015 in order to purchase various types of equipment over the next three years. The equipment to be purchased in 2015 includes:

IT RELATED ITEMS:

Voiceover Phone System	\$ 400,000
Equipment Replacement (PC, Scanners, Network Switches)	300,000
Archives System	<u>150,000</u>
Total IT Items	\$ 850,000

POLICE RELATED ITEMS:

In-Car Cameras	\$ 202,000
Body Cameras	150,000
Record Management System	100,000
Mobile Data Computers	87,000
On Street Cameras	<u>100,000</u>
Total Police Items	\$ 637,000

PUBLIC WORKS ITEMS:

Trucks, Police Cars, Etc.	<u>\$1,000,000</u>
Total Public Works Items	\$1,000,000

Total 2015 Short Term Loan Borrowing \$2,489,000

Revised Pages 356, 358, and 360 are attached.

CC:	Fran Dougherty	Chief Robert Kudlak	Amy Trapp	SEIU President	Mike Moore
	Mary Ellen Koval	Chief Joel Fitzgerald, Sr.	FOP President	Vicky Kistler	
	Sara Halstone	Gary Strattearn	IAFF President	Jerry Snyder	
	Craig Messinger	Luisa Folliweiler	MESA President	Barbara Mollons	

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND 000 GENERAL
DEPT 08 PARKS AND RECREATION
BUREAU 0905 RECREATION
PROGRAM 0002 ORGANIZED SPORTS & ACTIVITIES

	2010	2011	2012	2013	2014		2014		2015	
					Final Budget	Salaries	Actual & Estimated	Salaries	Proposed Budget	Salaries
		Actual			#		#		#	
	Number of Permanent Positions									
15N Recreation Superintendent	1.0	-	-	-	-	-	-	-	-	-
11N Recreational Prog. Mgr.	-	1.0	1.0	1.0	1.0	52,884	1.0	52,884	-	-
10N Recreation Program Specialist	-	-	-	-	-	-	-	-	2.0	101,504
05N Program Dev. Specialist	-	-	-	-	1.0	39,561	1.0	39,561	-	-
04N Program Dev. Specialist	1.0	-	-	-	-	-	-	-	-	-
03N Program Dev. Specialist	-	-	1.0	1.0	-	-	-	-	-	-
08M Clerk 3	-	-	-	-	-	-	-	-	1.0	33,670
07M Recreation Clerk	1.0	1.0	1.0	1.0	1.0	43,485	1.0	43,485	-	-
Total Positions	3.0	2.0	3.0	3.0	3.0	135,930	3.0	135,930	3.0	135,174

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND 085 SOLID WASTE
DEPT 03 PUBLIC WORKS
BUREAU 8005 RECYCLING AND SOLID WASTED
PROGRAM 0001 COLL/DISPOSAL/RECYCLING

	2010				2011				2012				2013				2014		2014		2015	
	Actual				Actual				Actual				Actual				Final Budget		Actual & Estimated		Proposed Budget	
	Number of Permanent Positions				#				#				#				Salaries		Salaries		Salaries	
21A	-	-	-	-	-	-	-	-	-	-	-	-	0.3	0.3	0.3	0.3	28,189	28,189	0.3	28,189	0.3	23,221
18N	-	-	-	-	-	-	-	-	0.5	0.5	0.5	0.5	42,484	42,484	0.5	42,484	0.5	42,484	0.5	45,942		
16N	-	-	-	-	-	-	-	-	1.0	1.0	1.0	1.0	73,221	73,221	1.0	73,221	1.0	73,221	1.0	75,426		
15N	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	-	-	-	-	-	-	-	-	-	-	-	-		
13N	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	57,772	57,772	1.0	57,772	1.0	57,772	1.0	59,488		
13N	-	-	-	-	-	-	-	-	0.2	0.2	0.2	0.2	12,000	12,000	0.2	12,000	0.2	12,360				
10N	-	-	-	-	-	-	-	-	1.0	1.0	1.0	1.0	50,648	50,648	1.0	50,648	1.0	50,648				
10N	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	-	-	-	-	-	-	-	-	-	-	-	-		
09N	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	48,490	48,490	1.0	48,490	1.0	49,946				
09N	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	48,490	48,490	1.0	48,490	1.0	49,946				
15M	-	-	-	-	-	-	-	-	2.0	2.0	2.0	2.0	102,999	102,999	2.0	102,999	2.0	105,898				
15M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
14M	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	-	-	-	-	-	-	-	-	-	-	-	-		
08M	3.0	3.0	3.0	3.0	5.0	5.0	5.0	5.0	7.0	7.0	7.0	7.0	233,568	233,568	7.0	233,568	6.0	237,604				
08M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
06M	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	74,405	74,405	2.0	74,405	-	165,321				
06M	2.0	2.0	2.0	2.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Positions	14.0	14.0	14.0	14.8	14.0	14.0	14.0	14.8	17.0	17.0	18.0	18.0	772,266	782,927	19.0	915,901						

- 369 -

CITY OF ALLENTOWN
PROGRAM BUDGET

085 SOLID WASTE
03 PUBLIC WORKS
8005 RECYCLING & SOLID WASTE
0001 COLLECTION/ DISPOSAL/ RECYCLING

Account Number	2014 Budget	2014 Adj Budget	2014 A&E	2015 Proposed
0001-02 PERMANENT WAGES	772,266	793,217	793,217	957,902
0001-04 TEMPORARY WAGES	40,320	40,320	35,320	80,232
0001-06 PREMIUM PAY	35,750	41,890	61,890	67,500
0001-08 LONGEVITY	8,294	8,294	8,294	8,097
0001-11 SHIFT DIFFERENTIAL	2,750	2,750	2,750	7,150
0001-12 FICA	65,583	67,186	67,186	85,817
0001-14 PENSION	57,171	57,171	57,171	94,538
0001-16 INSURANCE - EMPLOYEE GRP	285,600	293,152	285,600	362,900
0001-20 ELECTRIC POWER	26,000	26,000	18,000	24,000
0001-24 POSTAGE & SHIPPING	14,000	18,995	18,995	14,000
0001-26 PRINTING	13,000	13,000	13,000	13,000
0001-28 MILEAGE REIMBURSEMENT	50	50	10	50
0001-30 RENTALS	270,579	270,579	224,000	279,886
0001-32 PUBLICATIONS & MEMBERSHIP	1,560	1,560	1,560	1,560
0001-34 TRAINING & PROF. DEVELOP	5,000	5,000	3,500	4,000
0001-42 REPAIRS & MAINTENANCE	35,000	35,000	28,000	50,000
0001-46 OTHER CONTRACT SERVICES	10,941,779	10,941,779	10,866,779	11,142,031
0001-50 OTHER SERVICES & CHARGES	15,000	15,000	10,000	15,000
0001-54 REPAIR & MAINT SUPPLIES	165,500	160,505	81,000	298,750
0001-56 UNIFORMS	6,000	6,000	4,000	6,000
0001-62 FUELS, OILS & LUBRICANTS	135,000	135,000	135,000	135,000
0001-66 CHEMICALS	800	800	800	800
0001-68 OPERATING MATERIALS & SUPP	165,000	165,000	145,000	145,000
0001-72 EQUIPMENT	121,200	121,200	91,200	65,280
0001-76 CONSTRUCTION CONTRACTS	0	0	0	368,000
0001-86 GENERAL CITY CHARGES	695,247	695,247	695,247	734,525
0001-88 INTERFUND TRANSFERS	25,000	25,000	25,000	25,000
0001-90 REFUNDS	75,000	75,000	63,000	65,000
0001-99 PRIOR YEARS' COMMITMENTS	0	277,528	277,528	0
Total COLLECTION/ DISPOSAL/ RECYCLING	13,978,449	14,292,223	14,013,047	15,051,018

- 370 -

CITY OF ALLENTOWN
PERSONNEL SUMMARY

FUND 085 SOLID WASTE
DEPT 03 PUBLIC WORKS
BUREAU 8005 RECYCLING AND SOLID WASTED
PROGRAM 0002 SWEEP PROGRAM

	2010	2011	2012	2013	2014		2014		2015	
					Final Budget	Salaries	Actual & Estimated	Salaries	Proposed Budget	Salaries
		Actual			#		#		#	
	Number of Permanent Positions									
13N SWEEP & Animal Control Mgr	-	-	-	-	1.0	61,851	1.0	61,851	1.0	63,700
12N Sweep Manager	1.0	1.0	1.0	1.0	-	-	-	-	-	-
12M Sweep Officer	4.0	4.0	4.0	4.0	4.0	183,064	4.0	183,064	3.0	149,019
06M Clerk 2	1.0	1.0	1.0	1.0	1.0	42,510	1.0	42,510	-	-
Total Positions	6.0	6.0	6.0	6.0	6.0	287,425	6.0	287,425	4.0	212,719

**CITY OF ALLENTOWN
PROGRAM BUDGET**

085 SOLID WASTE
 03 PUBLIC WORKS
 8005 RECYCLING & SOLID WASTE
 0002 SWEEP PROGRAM

<i>Account Number</i>	<i>2014 Budget</i>	<i>2014 Adj Budget</i>	<i>2014 A&E</i>	<i>2015 Proposed</i>
0002-02 PERMANENT WAGES	287,425	287,425	287,425	252,586
0002-06 PREMIUM PAY	8,500	8,500	6,500	15,000
0002-08 LONGEVITY	3,791	3,791	3,791	3,280
0002-11 SHIFT DIFFERENTIAL	300	300	300	1,500
0002-12 FICA	22,951	22,951	22,951	20,767
0002-14 PENSION	21,439	21,439	21,439	19,903
0002-16 INSURANCE - EMPLOYEE GRP	107,100	107,100	107,100	76,400
0002-26 PRINTING	10,000	10,000	0	10,000
0002-46 OTHER CONTRACT SERVICES	55,260	55,260	50,260	57,420
0002-56 UNIFORMS	750	750	750	1,300
0002-72 EQUIPMENT	14,000	14,000	10,000	37,500
0002-90 REFUNDS	7,500	7,500	2,500	5,000
0002-99 PRIOR YEARS' COMMITMENTS	0	13,793	13,793	0
Total SWEEP PROGRAM	539,016	552,809	526,809	500,656

CITY OF ALLENTOWN
FUND SUMMARY - EQUIPMENT (083)

	2014 Budget	2014 Adj Budget	2014 A&E	2015 Proposed
Revenues:				
083-6660 Transfer From Other Funds	1,266,577	1,266,577	1,266,577	582,577
083-7211 GO Bond Proceeds	0	0	0	2,489,000
Total Revenue	1,266,577	1,266,577	1,266,577	3,071,577
Expenditures:				
30 RENTALS	582,577	582,577	582,577	582,577
Total Service & Charges	582,577	582,577	582,577	582,577
72 EQUIPMENT	684,000	684,000	684,000	2,489,000
Total Capital Outlays	684,000	684,000	684,000	2,489,000
99 PRIOR YEARS' COMMITMENTS	0	181,092	0	0
Total Sundry	0	181,092	0	0
Total Expenditures	1,266,577	1,447,669	1,266,577	3,071,577
Ending Cash Balance				1,339,295

- 356 -

**CITY OF ALLENTOWN
PROGRAM BUDGET**

Account Number	2014 Budget	2014 Adj Budget	2014 A&E	2015 Proposed
083 EQUIPMENT REPLACEMENT				
02 FINANCE				
8003 EQUIPMENT REPLACEMENT				
0001 ROLLING STOCK				
0001-30 RENTALS	582,577	582,577	582,577	582,577
0001-72 EQUIPMENT	494,000	494,000	494,000	1,000,000
0001-99 PRIOR YEARS' COMMITMENTS	0	124,111	124,111	0
Total ROLLING STOCK	1,076,577	1,200,688	1,200,688	1,582,577

**CITY OF ALLENTOWN
PROGRAM BUDGET**

Account Number	2014 Budget	2014 Adj Budget	2014 A&E	2015 Proposed
083 EQUIPMENT REPLACEMENT				
02 FINANCE				
8003 EQUIPMENT REPLACEMENT				
0002 COMPUTER EQUIPMENT				
0002-72 EQUIPMENT	190,000	190,000	190,000	1,489,000
0002-99 PRIOR YEARS' COMMITMENTS	0	56,981	56,798	0
Total COMPUTER EQUIPMENT	190,000	246,981	246,798	1,489,000

**CITY OF ALLENTOWN
PROGRAM BUDGET**

083 EQUIPMENT REPLACEMENT
02 FINANCE
8003 EQUIPMENT REPLACEMENT
0001 ROLLING STOCK

<i>Account Number</i>	<i>2014 Budget</i>	<i>2014 Adj Budget</i>	<i>2014 A&E</i>	<i>2015 Proposed</i>
0001-72 EQUIPMENT	494,000	494,000	494,000	582,577.00
<i>Line Item Detail</i>				<i>Line Items Total</i>
1 Inlet Machine for Streets				35,000.00
2 F-550 Pick-up with Brine Tank for Streets				75,000.00
3 F-350 Pick-up with plow and spreader for Streets				42,000.00
4 Tailgate Pothole Machine for Streets				20,000.00
5 Cargo Van for Building Maintenance				35,000.00
6 Police Cruisers (Marked)				168,000.00
7 Upfitting and Graphics for Marked Police Cruisers				25,062.00
8 Cages for Marked Police Cruisers				9,228.00
9 Prisoner Transport Van for Police				29,078.00
10 Upfitting and Graphics for Police Prisoner Transport Van				15,922.00
11 Police Command Vehicles				90,255.00
12 Upfitting for Police Command Vehicles				9,150.00
13 Cages and Graphics for Police Command Vehicle				2,865.00
14 Police K-9 Upfit and Graphics for current vehicle				4,195.00
15 Cargo Van for Storm Water				35,000.00
16 F-350 Pick-up with tool compartments				40,000.00
17 Compact Sedan for Health Bureau				19,000.00
18 SUV for Building Standards				30,000.00
19 F-350 Pick-up with plow and spreader for Parks Dept.				150,000.00
20 Wingmower for Parks Dept.				105,245.00
21 Bobcat for Parks Dept.				60,000.00
<i>Line Items Total</i>				<u>1,000,000.00</u>
0001-99 PRIOR YEARS' COMMITMENTS	0	124,111	124,111	0

Total ROLLING STOCK 1,076,577 1,200,688 1,200,688 1,582,577

**CITY OF ALLENTOWN
PROGRAM BUDGET**

083 EQUIPMENT REPLACEMENT
02 FINANCE
8003 EQUIPMENT REPLACEMENT
0001 ROLLING STOCK

Account Number	2014 Budget	2014 Adj Budget	2014 A&E	2015 Proposed
0001-30 RENTALS	582,577	582,577	582,577	582,577
<i>Line Item Detail</i>				
1 FD - Aerial Truck (8 of 10)				106,123.00
2 FD - Aerial Truck (5 of 7)				163,581.00
3 Streets - Snow Blower (3 of 4) Rapl # 7567				30,000.00
4 Streets - Jet Vac (3 of 7)				43,813.00
5 Stormwater - 10 Wheeler Tandem Axle Truck\Trailer (3 of 6)				51,592.00
6 Stormwater - Single Axle Truck\Trailer (3 of 6)				70,119.03
7 Stormwater - Service Truck F350 4x4 w/o Tamper Lift (3 of 6)				4,323.00
8 Stormwater - Service Truck F350 4x4 w/ Tamper Lift (3 of 6)				5,005.00
9 Stormwater - F550 4x4 w/ Brine Tank (3 of 6)				22,399.00
10 Stormwater - Explorer SUV 4x4, base trim (3 of 6)				6,442.00
11 Stormwater - Explorer SUV 4x4, XLT trim (3 of 6)				1,988.00
12 Stormwater - Explorer SUV 4x4, XLT 201A trim (3 of 6)				2,323.97
13 Stormwater - Edge SUV, 301A pkg (3 of 6)				3,218.00
14 Stormwater - JD Backhoe 410K (3 of 6)				14,264.00
15 Stormwater - JD Payloader 624K (3 of 6)				24,983.00
16 Stormwater - CFM Portable Air Compressor (3 of 6)				135.00
17 Stormwater - Concrete Mixer (3 of 6)				156.00
18 Stormwater - TV Truck w/ Equipment (3 of 6)				32,112.00

**CITY OF ALLENTOWN
PROGRAM BUDGET**

083 **EQUIPMENT REPLACEMENT**
 02 **FINANCE**
 8003 **EQUIPMENT REPLACEMENT**
 0002 **COMPUTER EQUIPMENT**

Account Number	2014 Budget	2014 Adj Budget	2014 A&E	2015 Proposed
0002-72 EQUIPMENT	190,000	190,000	190,000	1,489,000

Line Item Detail

1 Voiceover Phone System	400,000.00
2 IT Equipment Replacement - PCs, Scanners, Network Switches	300,000.00
3 Archives System	150,000.00
4 In-Car Cameras for Police Dept.	202,000.00
5 Body-Camera for Police Officers	150,000.00
6 Record Management System for Police Dept.	100,000.00
7 Mobile Data Computers for Police Vehicles	87,000.00
8 On-Street Cameras	100,000.00

Line Items Total	1,489,000.00
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0002-99 PRIOR YEARS' COMMITMENTS	0	56,981	56,798	0
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Total COMPUTER EQUIPMENT	190,000	246,981	246,798	1,489,000
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2015 Position Changes

December 1, 2014
Budget Memo #3

Fund	Department	Bureau	Title	Action
000	General	Office of the Mayor	Communications Manager Managing Director	Salary increase Salary increase
000	Non-departmental (0201-0001)	Office of the Mayor	Communications Manager Managing Director	Salary increase Salary increase
000	Non-departmental (0201-0002)	Office of the Mayor - Information Systems	Database Administrator Systems Analyst Chief Information Officer	Salary increase Reinstated frozen position Reclassify from S18 to A21 - no change in pay
000	Non-departmental (0501)	Legal	Legal Administrative Manager Assistant City Solicitor	Salary increase Salary increase
000	Human Resources	Human Resources	Deputy Director, Human Resources HR Generalist HR Coordinator	Salary increase, upgrade from S18 to A21, title change , and fixed cost distribution change Eliminate position Create position
000	Finance	Finance Director Treasury	Executive Secretary Funds Accountant	Eliminate position Fixed cost distribution from Risk
000	Police	Police	Clerk 3 - Confidential Police Officer Lieutenant Crime Analyst Assistant Chief	Salary increase Create position - COPS grant (5 positions) Create position Fixed cost distribution from E-911 fund Fixed cost distribution from E-911 fund
000	Fire	Fire Administration	Fire Chief Deputy Fire Chief	Salary increase Salary increase
000	Public Works	Streets	Streets Superintendent Chief Maintenance Supervisor Radio Operator to Clerk 3-2 MW2 (Storm)	Salary increase Salary increase Title change only Eliminate position (2 positions)
		Engineering	Administrative Supervisor to Office Manager Engineering Construction Manager to Construction Operations Manager Senior Civil Engineer/Asst City Engineer	Title change and salary increase - no grade change Title change, upgrade from S12 to S13, and salary increase Reclassify from S16 to S17 - no change in pay
		Traffic Planning	Chief Maintenance Supervisor Traffic Signal Tech 2	Salary increase Position upgrade from M12 to M14 (4 positions)
		Building Maintenance	Position downgrade from Maintenance Technician to Office Manager MW2 - Painter MW3 - Painter	Position downgrade from S10 to S09 Eliminate position Create position
000	Parks & Recreation	Recreation	Recreation Program Manager Recreation Program Development Specialist Recreation Development Specialist	Eliminate position Eliminate position Create position (2 positions)

2015 Position Changes

December 1, 2014
Budget Memo #3

Fund	Department	Bureau	Title	Action
		Parks Maintenance	Recreation Clerk To Clerk 3	Title change and position upgrade from M07 to M08
		Maintenance Mechanic 1 - Pools	Maintenance Supervisor - Pools	Create position (2 positions)
		Maintenance Mechanic 2	Maintenance Mechanic 2	Create position
		Maintenance Mechanic 3	Maintenance Mechanic 3	Eliminate position
		Special Events	Maintenance Mechanic - Specialist	Eliminate position
		Special Projects Manager to Special Events Manager	Special Projects Manager to Special Events Manager	Create position (2 positions)
000	Community & Economic Development	Community & Economic Development Planning & Zoning	Director HUD Grants Monitor Clerk 2 to Clerk 3	Title change only
				Salary Increase
				Fund at \$1
				Upgrade for alignment purposes
Trexler	Parks & Recreation	Parks & Recreation	Director - Parks, Recreation & Trails Maintenance Foreperson	Reclassify from S17 to A21 - no change in pay
				Eliminate position
Golf Fund	Golf Fund	Golf Course	Golf Course Superintendent Golf Course Chief Maintenance Supervisor	Eliminate position
				Create position
Solid Waste	85 Public Works	Recycling	Clerk-3 2	Create position
Liquid Fuels	004 Public Works	Streets	MW2	Fixed cost distribution change from General Fund to Liquid Fuels (4 positions)
Risk	081 Risk	Finance	Safety Officer Claims Coordinator	Eliminate position
				Create position
E-911	911 Police	Communications	Lead Dispatcher Dispatcher Shift Supervisor Operations Manager Tech Service Coordinator Operations Manager	Create position (4 positions) Eliminate position (2 positions) Eliminate position Create position (100% E-911 Fund) Eliminate position Create position (20% E-911 Fund/80% General Fund)
Global Change	All-Funds		Clerk-2 to Clerk-3 Administrative Supervisor to Office Manager	Upgrade from M06 to M08 (20 positions) Title change only (3 positions)

**Changes to this budget memo reflect the following fund impacts:

Solid Waste Fund	156,419
General Fund	5,235,901
Total Savings	5,392,320

2015 Position Changes

December 1, 2014
Budget Memo #3

Fund	Department	Bureau	Title	Action
000	Finance	Revenue & Audit	Office Manager	Eliminate position
		Revenue & Audit	Operations Manager	Create
		Revenue & Audit	Revenue & Audit Manager	Salary decrease
		Revenue & Audit	Tax Examiner to Senior Tax Examiner	Position Upgrade from M15 to M16
<p>***Changes to this budget memo reflect the following fund impacts:</p>				
			Elimination of Office Manager	(\$57,954)
			Creation of Operations Manager	\$59,000
			Bureau Manager salary decrease	(\$17,932)
			Tax Examiner Upgrade	\$1,399
			Tax Examiner replacement at bottom of scale	(\$13,991)
			Total savings to General Fund for Finance Reorg	(\$29,478)

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 58 - 2014

NOVEMBER 5, 2014

AN ORDINANCE

To adjust the taxes for the fiscal year beginning January 1, 2015.

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

SECTION ONE: That a tax for general revenue be levied for the fiscal year, beginning the first Monday of January, A.D., 2015, upon all real, personal and mixed property within the limits of the said City, taxable according to the laws of the State of Pennsylvania, the valuation of such property to be taken from the assessed valuation of the taxable property under the provisions of the law regulating the same, at the rate of Three and Forty-nine Thousand Two Hundred Sixty-seven Hundred Thousandth (3.49267) mills on improvements and Eighteen and Four Sixty-two Thousand Thirty-one Hundred Thousandth (18.46231) mills on land.

SECTION TWO: That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance be and the same are hereby repealed.

SECTION THREE: That this Ordinance takes effect January 1, 2015.



CITY OF ALLENTOWN

No. 51

RESOLUTION

R - 2014

Introduced by the Administration on November 5, 2014

RECOMMENDS TO COUNCIL A CAPITAL IMPROVEMENTS PROGRAM FOR 2015 - 2019

Resolved by the Council of the City of Allentown, That

WHEREAS, the Administration of the City of Allentown has reviewed and recommends to the Council a Capital Improvements Program for 2015-2019; and

WHEREAS, the City Budget for the fiscal year 2015 is being prepared; and

WHEREAS, it is important that the Capital Improvement priorities for 2015 be firmly established in order to properly prepare the 2015 City Budget,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Allentown adopts the Capital Improvements Program for 2015-2019 as presented by the Mayor.

What Department or bureau is Bill originating from? Where did the initiative for the bill originate?

Bill Origination: Bureau of Planning and Zoning, Department of Community and Economic Development.

The plan is prepared by the Capital Review Committee with the support of the Department of Finance and Bureau of Planning and Zoning.

Initiative: Capital Improvements Program 2015-2019

- Summary and Facts of the Bill: *The Capital Improvement Program (CIP) prioritizes and budgets projects that have long useful life of at least 20 years and have significant costs. Projects typically are for infrastructure, such as roads and utilities, parks, city building and their improvement and other city capital needs. This year's capital program does not include water and sewer projects as it has in the past, since they are now LCA's responsibility under the recently approved lease. The program is introduced at this time since the first year of the program, 2015, is incorporated into the City's budget.*

□ Purpose

- 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

The Capital Improvement Program establishes an order, funding levels and sources for capital projects needed for to provide a range of city services, such as but not limited to streets, parks and public building improvements.

□ Financial Impact

- Cost (Initial and ongoing):
- Benefits (initial and ongoing):

Cost: At this time the program's first year, 2015, will include grants as well as General Obligation Bonds to finance the program.

Benefits: The benefit is the completion of the funded projects in an orderly manner.

□ Funding Sources

Make sure bill gives specific accounts if money is moved around:

In addition to General Obligation Bond funding, Federal and State grants for various activities are included.

□ Priority status/Deadlines, if any:

As soon as possible.

□ Why should Council unanimously support this bill?

Because the CIP is an integral part of the budget process and the Council will have the ability to review and budget the administration's recommended program.



CITY OF ALLENTOWN

No. 52

RESOLUTION

R - 2014

Introduced by the Administration on November 19, 2014

Authorizes encroachment of handicap ramp, landing, 3 steps @ 1006 Hanover Avenue

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 903.02, of the Codified Ordinances of the City of Allentown, relating to Permanent Obstructions, specifies the criterion and the conditions under which permissible encroachments such as steps, porches, planters, fences, building projections, and service structures shall be permitted in the public-right-of-way; and

WHEREAS, permissible encroachments may not exceed 1/3 of the sidewalk area measured from the property line and may not reduce the width of the abutting sidewalk to less than five feet; and

WHEREAS, such encroachments shall not impede or endanger the free flow of pedestrian or vehicular traffic; adversely affect the passage of light or air to adjoining properties; adversely affect in any other manner the health, safety or welfare of adjoining property owners or the public in general; or represent a significant variance from the number or size of encroachments existing in the immediate block area; and

WHEREAS, permanent obstructions not permitted under the above criterion or approved by the Bureau of Building and Standards, may be permitted upon the expressed approval of Council in the form of a resolution; and

WHEREAS, Leah Financial, the property owner as listed on the attached application, is requesting an encroachment to install ramp, landing and 3 steps in the public right-of-way at 1006 Hanover Avenue, which was denied by the Administration as it encroaches more than one third (1/3) into the right-of-way; and

WHEREAS, Allentown City Council finds that the proposed encroachment will not substantially impact the public-right-or-way.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Allentown approves said encroachment and directs the Mayor to enter into an agreement on behalf of the City allowing the encroachment.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Initiated from an encroachment application for permanent handicap ramp, landing, 3 steps to be installed at 1006 Hanover Avenue.

- **Summary and Facts of the Bill**

More than 1/3 of the public right-of way requiring council approval-- 4 ft into a 10ft public right of way

- **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**

The property owner needs this handicap accessibility for the walk-up service ice cream shop.

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

No cost to the City

- **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.**

N/A

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

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

Engineering Department in agreement in allowing this permanent encroachment



Allentown
City without limits.

Lisa A. Cocca
Administrative Supervisor
Department of Public Works
Bureau of Engineering
641 South Tenth Street
Allentown PA 18103
610.437.7576
Fax 610.437.7614
coccal@allentowncity.org

October 31, 2014

Leah Financial
820 East Chew Street
Allentown PA 18109

RE: 1006 Hanover Avenue- Permanent Encroachment handicap ramp in the public right-of-way

Dear Applicant:

Enclosed please find a copy of the original Encroachment application (a copy has been sent to City Council) regarding your request for the permanent encroachment pertaining to the handicap ramp, landing, 3 steps in the public right-of-way.

Please note the request was denied by the department(s) listed on the routing sheet on the back of the application. However, your application was submitted to City Council to reconsider the decision.

If you have any questions please do not hesitate to call me at 610-437-7596.

Very truly yours,

Lisa A. Cocca

Enclosure

cc: City Council

Bridgeworks ■ 641 South 10th Street ■ Allentown, PA 18103-3173

An Equal Opportunity Employer ■ Hearing Impaired - TTY 610.437.7551 ■ Printed on Recycled Paper

www.allentownpa.gov • An Equal Opportunity Employer • Hearing Impaired - TTY 610.437.7551 • Printed on Recycled Paper



Permanent
ENCROACHMENT APPLICATION

ORDINANCE #13066

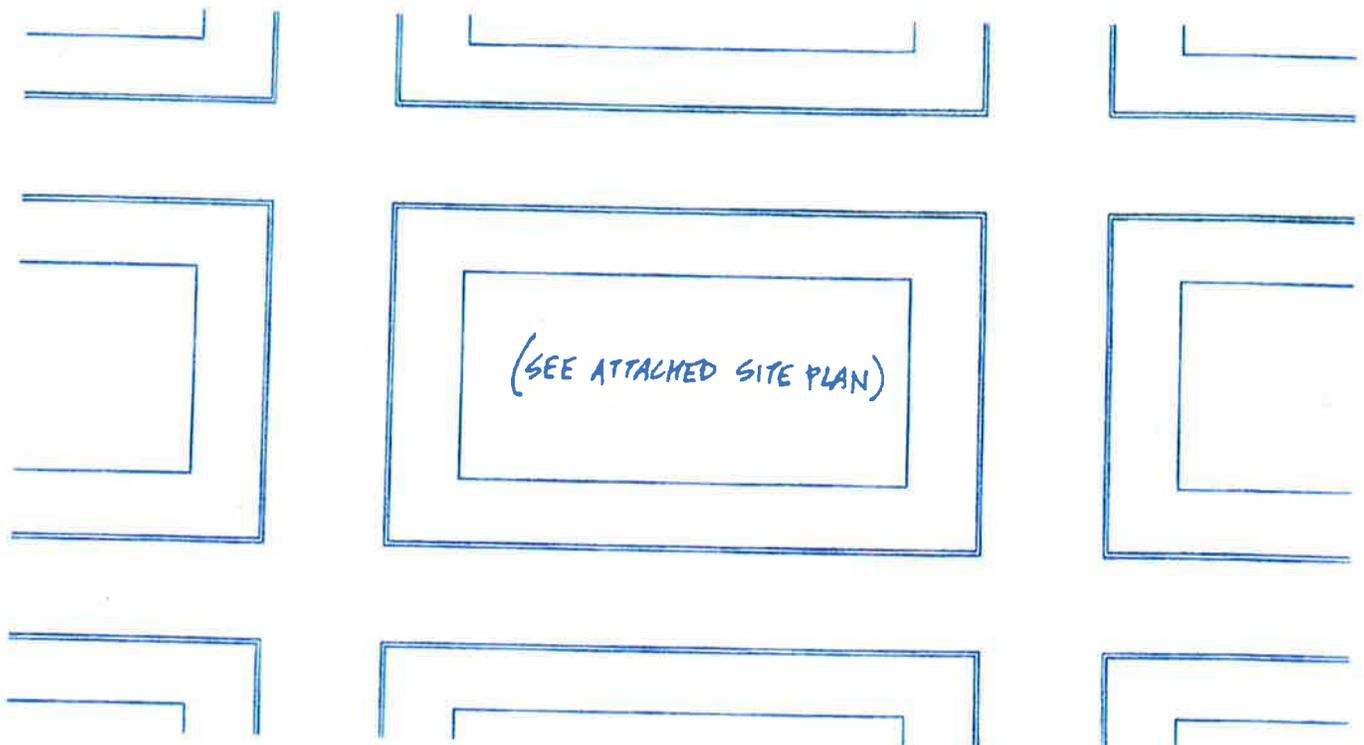
PERMANENT X
TEMPORARY _____
APPLICATION DATE JULY 15, 2014

PERMIT NO. _____
DATE ISSUED _____
FEE PAID _____

INFORMATION BEING FAXED TO THE PARKING AUTHORITY FAX (610) 437-7614
PLEASE PRINT OR TYPE CLEARLY WITH BLUE OR BLACK INK

ADDRESS OF ENCROACHMENT: 1006 HANOVER AVENUE, ALLENTOWN PA 18109
TIME PERIOD APPLIED FOR: PERMANENT ENCROACHMENT
TYPE OF ENCROACHMENT: HANDICAPPED RAMP, LANDING, 3 STEPS
IF DUMPSTER OR SCAFFOLDING: N/A
NAME OF SUPPLIER: N/A PHONE: N/A
ADDRESS: N/A
NAME OF PROPERTY OWNER: LEAH FINANCIAL PHONE: 484-239-6254
ADDRESS: 820 EAST CHEW ST. ALLENTOWN, PA 18109
NAME OF APPLICANT: MR. KEN GROSSMAN PHONE: 484-239-6254
ADDRESS: 1006 HANOVER AVENUE, ALLENTOWN, PA 18109
APPLICANT'S SIGNATURE: X *[Signature]*

ALL APPLICATION TO BE ACCOMPANIED BY A MEASURE SKETCH BELOW



ROUTING SHEET

BUREAU OR DIVISION	DATE REC'D.	DATE REVIEW COMPLETED	DATE APPROVED	*DATE REJECTED
MOH HARB	10/28/14	10/28/14	N/A - Not in Historic District	
BB ENG	10/24/14	10/24/14	10/24/14	*
BH INSP.	10-29-14	10-29-14	10-29-14	*
TL TRAFFIC	10-30-14	10-30-14	10-30-14	⊕
Bmm OTHER 20M9	10.28.14	10.28.14	10.28.14	

UPON COMPLETION OF REVIEW BY THOSE BUREAUS/DIVISION/AGENCIES CHECKED ABOVE, RETURN THE APPLICATION TO THE DIRECTOR OF CODE ENFORCEMENT (BUILDING STANDARDS AND SAFETY - INSPECTION DIVISION). IF REJECTED MANAGER OF BUREAU/DIVISION/AGENCY IS TO ATTACH MEMO EXPLAINING REASON/S.

IF REJECTED OR NOT PERMITTED IN ACCORDANCE WITH THE ORDINANCE, FORWARD TO CITY CLERK FOR ACTION BY CITY COUNCIL.

APPROVED REJECTED

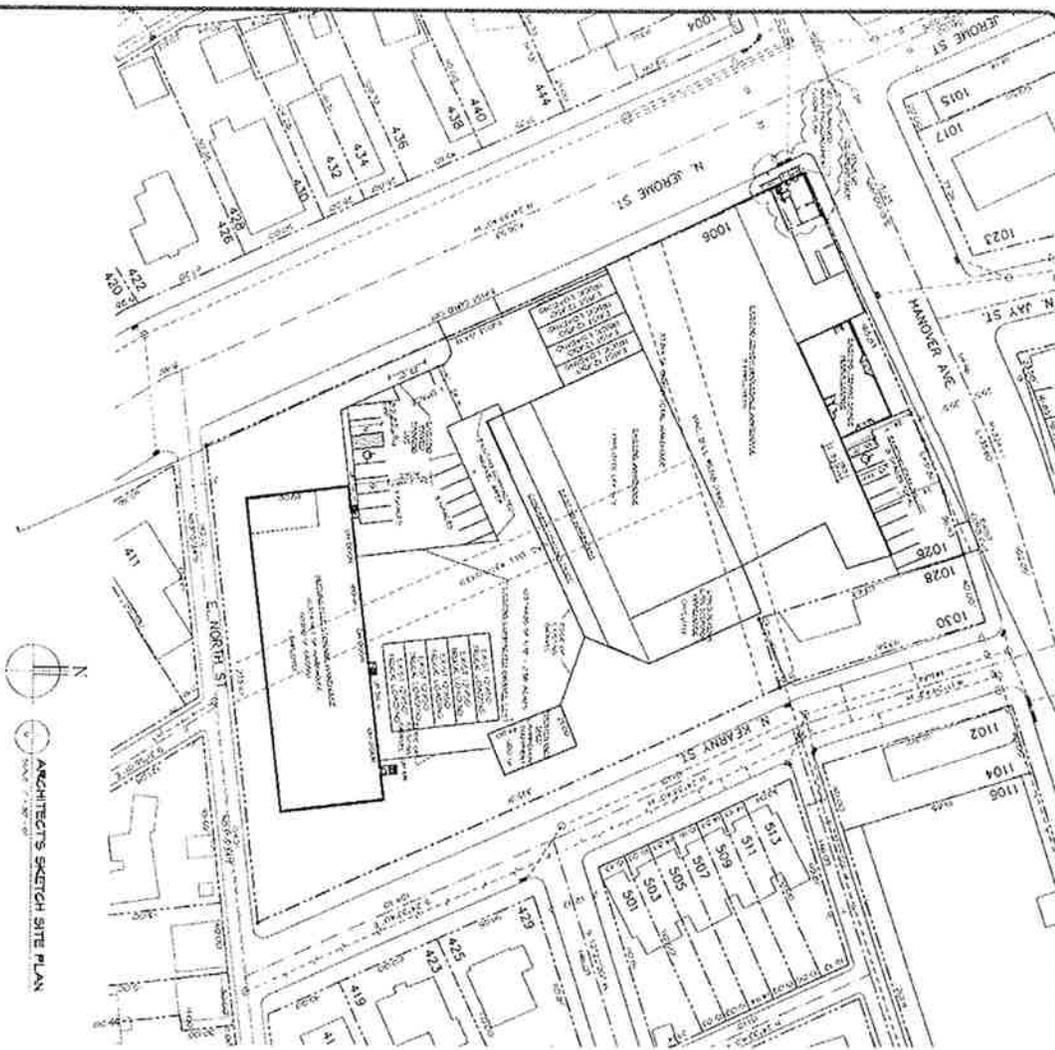
Craig Messenger/Inc
DIRECTOR, COMMUNITY DEVELOPMENT OR DESIGNEE

10/31/14
DATE

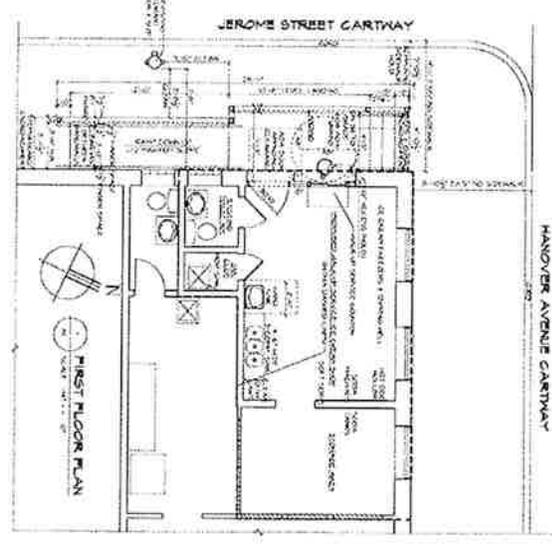
* NEEDS CITY COUNCIL APPROVAL - MORE THAN 1/3 OF PUBLIC RIGHT OF WAY - 4 FT INTO A 10 FT ROW

* - PLANS/PERMITS REQUIRED

⊕ Submit Detailed Plan for Review.



ARCHITECTS SKETCH SITE PLAN



FIRST FLOOR PLAN

DESIGNED: ANNEK ARCHITECTS, 2014
 DRAWN: ANNEK ARCHITECTS, 2014
 CHECKED: ANNEK ARCHITECTS, 2014
 ALL DIMENSIONS ARE IN FEET AND INCHES
 UNLESS OTHERWISE NOTED
 THIS PLAN IS THE PROPERTY OF ANNEK ARCHITECTS
 AND IS NOT TO BE REPRODUCED OR COPIED
 WITHOUT THE WRITTEN PERMISSION OF ANNEK ARCHITECTS

ZONING INFORMATION

PROPOSED:
 1008 - 1026 HANOVER AVENUE
 1030 - 1106 HANOVER AVENUE

EXISTING ZONING DISTRICTS:
 1008 - 1026 HANOVER AVENUE: R-1
 1030 - 1106 HANOVER AVENUE: R-1

PROPOSED ZONING DISTRICTS:
 1008 - 1026 HANOVER AVENUE: R-1
 1030 - 1106 HANOVER AVENUE: R-1

COMMENTS:
 THE PROPOSED BUILDING IS COMPATIBLE WITH THE ZONING REGULATIONS OF THE DISTRICTS IN WHICH IT IS LOCATED. THE PROPOSED BUILDING IS A SINGLE-FAMILY RESIDENTIAL BUILDING AND IS NOT A MULTIFAMILY RESIDENTIAL BUILDING. THE PROPOSED BUILDING IS NOT A BUSINESS OR PROFESSIONAL OFFICE BUILDING. THE PROPOSED BUILDING IS NOT A MANUFACTURING OR INDUSTRIAL BUILDING. THE PROPOSED BUILDING IS NOT A PUBLIC USE BUILDING. THE PROPOSED BUILDING IS NOT A SPECIAL USE BUILDING. THE PROPOSED BUILDING IS NOT A TEMPORARY STRUCTURE. THE PROPOSED BUILDING IS NOT A SIGN. THE PROPOSED BUILDING IS NOT A BILLBOARD. THE PROPOSED BUILDING IS NOT A BILLBOARD SIGN. THE PROPOSED BUILDING IS NOT A BILLBOARD SIGN. THE PROPOSED BUILDING IS NOT A BILLBOARD SIGN.

DATE	2/1/2014
BY	ANNEK ARCHITECTS
SCALE	AS SHOWN
PROJECT	1008 - 1026 HANOVER AVENUE
NO. OF SHEETS	1
SHEET NO.	A-1

Proposed
Walk-up Service Ice Cream Shop
 1008 - 1026 Hanover Avenue
 Abertown, PA 18109

GOUCK ARCHITECTS
 STEWART J. GOUCK
 NEWBORN ARCHITECT
 1024 HANOVER STREET, ABERTOWN, PA 18102
 (610) 452-8318 FAX (610) 452-8165

NO.	DATE	REVISION

1018.2 Corridor width. The minimum *corridor* width shall be as determined in Section 1005.1, but not less than 44 inches (1118 mm).

Exceptions:

1. Twenty-four inches (610 mm)—For access to and utilization of electrical, mechanical or plumbing systems or equipment.
2. Thirty-six inches (914 mm)—With a required occupant capacity of less than 50.
3. Thirty-six inches (914 mm)—Within a dwelling unit.
4. Seventy-two inches (1829 mm)—In Group E with a *corridor* having a required capacity of 100 or more.
5. Seventy-two inches (1829 mm)—In *corridors* and areas serving gurney traffic in occupancies where patients receive outpatient medical care, which causes the patient to be not capable of self-preservation.
6. Ninety-six inches (2438 mm)—In Group I-2 in areas where required for bed movement.

1018.3 Corridor obstruction. The required width of *corridors* shall be unobstructed.

Exception: Doors complying with Section 1005.2.

1018.4 Dead ends. Where more than one *exit* or *exit access doorway* is required, the *exit access* shall be arranged such that there are no dead ends in *corridors* more than 20 feet (6096 mm) in length.

Exceptions:

1. In occupancies in Group I-3 of Occupancy Condition 2, 3 or 4 (see Section 308.4), the dead end in a *corridor* shall not exceed 50 feet (15 240 mm).
2. In occupancies in Groups B, E, F, I-1, M, R-1, R-2, R-4, S and U, where the building is equipped throughout with an *automatic sprinkler system* in accordance with Section 903.3.1.1, the length of the dead-end *corridors* shall not exceed 50 feet (15 240 mm).
3. A dead-end *corridor* shall not be limited in length where the length of the dead-end *corridor* is less than 2.5 times the least width of the dead-end *corridor*.

1018.5 Air movement in corridors. *Corridors* shall not serve as supply, return, exhaust, relief or ventilation air ducts.

Exceptions:

1. Use of a *corridor* as a source of makeup air for exhaust systems in rooms that open directly onto such *corridors*, including toilet rooms, bathrooms, dressing rooms, smoking lounges and janitor closets, shall be permitted, provided that each such *corridor* is directly supplied with outdoor air at a rate greater than the rate of makeup air taken from the *corridor*.
2. Where located within a dwelling unit, the use of *corridors* for conveying return air shall not be prohibited.

3. Where located within tenant spaces of 1,000 square feet (93 m²) or less in area, utilization of *corridors* for conveying return air is permitted.

4. Incidental air movement from pressurized rooms within health care facilities, provided that the *corridor* is not the primary source of supply or return to the room.

1018.5.1 Corridor ceiling. Use of the space between the *corridor* ceiling and the floor or roof structure above as a return air plenum is permitted for one or more of the following conditions:

1. The *corridor* is not required to be of fire-resistance-rated construction;
2. The *corridor* is separated from the plenum by fire-resistance-rated construction;
3. The air-handling system serving the *corridor* is shut down upon activation of the air-handling unit *smoke detectors* required by the *International Mechanical Code*;
4. The air-handling system serving the *corridor* is shut down upon detection of sprinkler waterflow where the building is equipped throughout with an *automatic sprinkler system*; or
5. The space between the *corridor* ceiling and the floor or roof structure above the *corridor* is used as a component of an *approved* engineered smoke control system.

1018.6 Corridor continuity. Fire-resistance-rated corridors shall be continuous from the point of entry to an *exit*, and shall not be interrupted by intervening rooms.

Exception: Foyers, lobbies or reception rooms constructed as required for *corridors* shall not be construed as intervening rooms.

SECTION 1019 EGRESS BALCONIES

1019.1 General. Balconies used for egress purposes shall conform to the same requirements as *corridors* for width, headroom, dead ends and projections.

1019.2 Wall separation. Exterior egress balconies shall be separated from the interior of the building by walls and opening protectives as required for *corridors*.

Exception: Separation is not required where the exterior egress balcony is served by at least two *stairs* and a dead-end travel condition does not require travel past an unprotected opening to reach a *stair*.

1019.3 Openness. The long side of an egress balcony shall be at least 50 percent open, and the open area above the guards shall be so distributed as to minimize the accumulation of smoke or toxic gases.

SECTION 1018.2 CORRIDOR WIDTH

- 1018.2.1 Corridor width
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- 1018.2.100 Corridor width

1018.2 Corridor width. The minimum corridor width shall be as determined in Section 1018.2.1, but not less than 44 inches (1118 mm).

Exceptions:

- Twenty-four inches (610 mm) for access to and utilization of electrical, mechanical or plumbing systems or equipment.
- Thirty-six inches (914 mm) with a required occupant capacity of less than 50.
- Thirty-six inches (914 mm) within a dwelling unit.
- Seventy-two inches (1829 mm) in Group C with a corridor having a required capacity of 100 or more.
- Seventy-two inches (1829 mm) in corridors and areas serving gurney traffic in occupancies where patients receive outpatient medical care which causes the patient to be not capable of self preservation.
- Thirty-six inches (914 mm) in Group F-2 in areas where required for bed movement.

The corridor widths specified in Section 1018.2 and its exceptions are long established minimums originally derived from human dimensions, practical concerns, occupant load and psychological considerations. Additional corridor capacity, when necessary, is determined in accordance with Section 1005, Egress Width.

The number of occupants using a corridor for egress establishes the required capacity of a corridor, as well as for any specific portion of a corridor system. Portions of a corridor system may differ in width for a variety of reasons not related to code minimums. The designer and building official are expected to verify that corridor widths and corridor fire-resistance ratings are in accordance with Sections 1002 and 1018.

The required occupant capacity of a corridor is based on the total occupant load of the rooms and spaces served by the corridor as determined by Section 1004. Where a corridor is served by two exits in opposite directions, the corridor capacity is split to determine the minimum required width of those exits (exit door, exit stairway) at each end of the corridor. The total occupant load served by a corridor is not split to establish the corridor fire-resistance rating or capacity.

The width of passageways, aisles and corridors is a functional element of building construction that allows the occupants to circulate freely and comfortably throughout the floor area under nonemergency conditions. Under emergency situations, the egress passageways must provide the needed width to accommodate the number of occupants that must utilize the corridor for egress.

When the occupant load of the space exceeds 49, the minimum width of the passageway, aisle or corridor serving that space is required to be at least 44 inches (1118 mm) to permit two unimpeded parallel columns of users to travel in opposite directions. When the occupant load served is 49 or less, a minimum width of 36 inches (914 mm) is permitted and the users are expected to encounter some intermittent travel interference from fellow users, but the lower occupant load makes those occasions infrequent and tolerable. The 36-inch (914 mm) minimum width is also required within a dwelling unit.

Passageways that lead to building equipment and systems must be at least 24 inches (610 mm) in width to provide a means to access and service the equipment when needed. Due to the frequency of the servicing intervals and the limited number of occupants in these normally unoccupied areas, a reduced width is warranted. This minimum width criteria applies to many common situations, such as stage lighting and special-effects catwalks, catwalks leading to heating and cooling equipment as well as passageways providing access to boilers, furnaces, transformers, pumps, piping and other equipment.



CITY OF ALLENTOWN

No. 53

RESOLUTION

R - 2014

Introduced by the Administration on November 19, 2014

Authorizes encroachment of 3 planters @ 826 W. Linden Street (on Linden)

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 903.02, of the Codified Ordinances of the City of Allentown, relating to Permanent Obstructions, specifies the criterion and the conditions under which permissible encroachments such as steps, porches, planters, fences, building projections, and service structures shall be permitted in the public-right-of-way; and

WHEREAS, permissible encroachments may not exceed 1/3 of the sidewalk area measured from the property line and may not reduce the width of the abutting sidewalk to less than five feet; and

WHEREAS, such encroachments shall not impede or endanger the free flow of pedestrian or vehicular traffic; adversely affect the passage of light or air to adjoining properties; adversely affect in any other manner the health, safety or welfare of adjoining property owners or the public in general; or represent a significant variance from the number or size of encroachments existing in the immediate block area; and

WHEREAS, permanent obstructions not permitted under the above criterion or approved by the Bureau of Building and Standards, may be permitted upon the expressed approval of Council in the form of a resolution; and

WHEREAS, Allentown Parking Authority, the property owner as listed on the attached application, is requesting an encroachment for 3 planters in the public right-of-way at 826 W. Linden Street, which was denied by the Administration as it encroaches more than one third (1/3) into the right-of-way; and

WHEREAS, Allentown City Council finds that the proposed encroachment will not substantially impact the public-right-or-way.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Allentown approves said encroachment and directs the Mayor to enter into an agreement on behalf of the City allowing the encroachment.

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Permanent Encroachment needed for sidewalk planters in the public right of way @ 826 West Linden Street.

- **Summary and Facts of the Bill**

More than 1/3 of the public right-of way requiring council approval-- planters (3) are 2ft from the face of the curb.

- **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**

It allows separation from curbing edge to sidewalk area for pedestrian travel.

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

No cost to the City

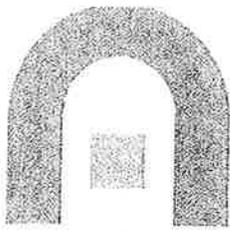
- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

N/A

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

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

Engineering Department in agreement in allowing this permanent encroachment



Allentown
City without limits.

Lisa A. Cocca
Administrative Supervisor
Department of Public Works
Bureau of Engineering
641 South Tenth Street
Allentown PA 18103
610.437.7576
Fax 610.437.7614
coccal@allentowncity.org

October 31, 2014

Allentown Parking Authority
603 W Linden Street
Allentown PA 18101

**RE: 826 West Linden Street- Permanent Encroachment sidewalk planters in
the public right-of-way**

Dear Applicant:

Enclosed please find a copy of the original Encroachment application (a copy has been sent to City Council) regarding your request for the permanent encroachment pertaining to the sidewalk planters in the public right-of-way.

Please note the request was denied by the department(s) listed on the routing sheet on the back of the application. However, your application was submitted to City Council to reconsider the decision.

If you have any questions please do not hesitate to call me at 610-437-7596.

Very truly yours,

Lisa A. Cocca

Enclosure

cc: City Council

Bridgeworks ■ 641 South 10th Street ■ Allentown, PA 18103-3173

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Permit

ENCROACHMENT APPLICATION

ORDINANCE #13066

PERMANENT X
TEMPORARY _____
APPLICATION DATE 10/24/14

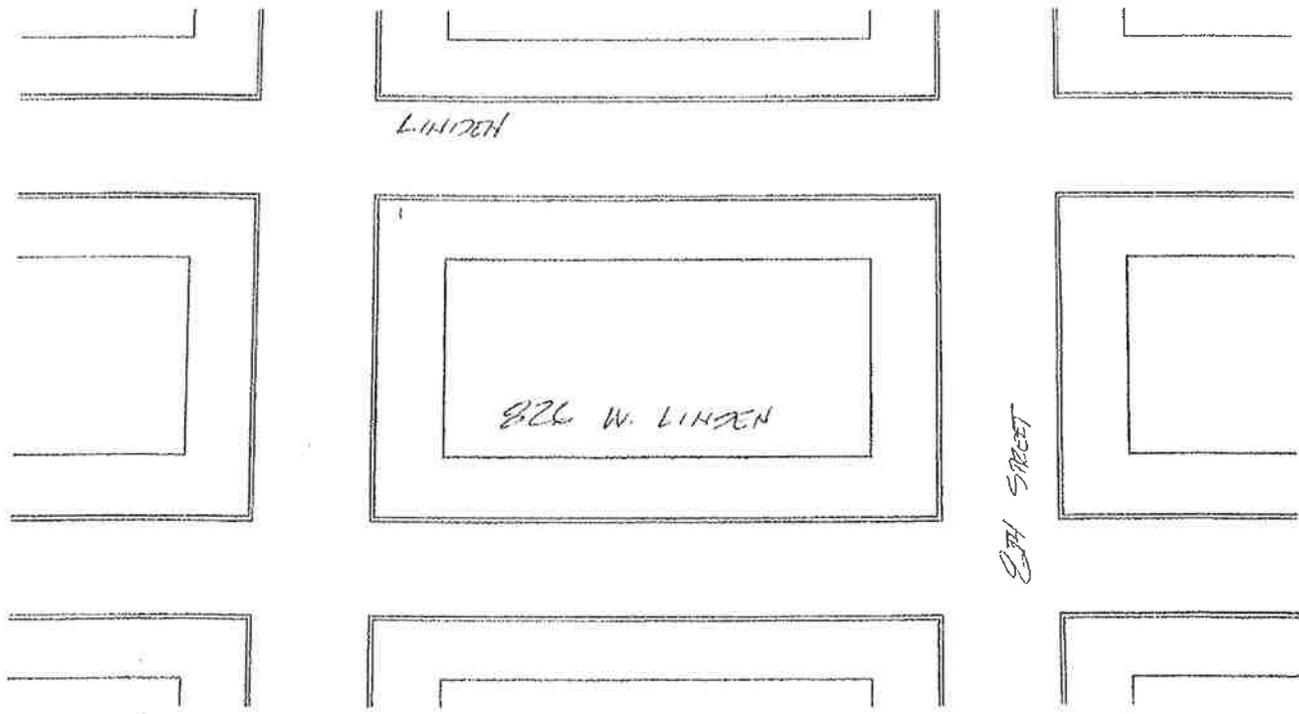
PERMIT NO. _____
DATE ISSUED _____
FEE PAID _____

INFORMATION BEING FAXED TO THE PARKING AUTHORITY FAX (610) 437-7614
PLEASE PRINT OR TYPE CLEARLY WITH BLUE OR BLACK INK

ADDRESS OF ENCROACHMENT: 826 WEST LINCOLN STREET
TIME PERIOD APPLIED FOR: PERMANENT
TYPE OF ENCROACHMENT: FIBERGLASS SIDEWALK PLANTERS
IF DUMPSTER OR SCAFFOLDING: _____
NAME OF SUPPLIER: TOURNESOL PHONE: _____
ADDRESS: _____
NAME OF PROPERTY OWNER: ALLENTOWN PARKING AUTHORITY PHONE: 610 291-9090
ADDRESS: 603 W. LINCOLN ST. ALLENTOWN, PA 18101
NAME OF APPLICANT: FRANK CONSTRUCTION, INC. PHONE: 481-223-0726
ADDRESS: 1207 HANSMAN ROAD, ALLENTOWN, PA 18104
APPLICANT'S SIGNATURE: [Signature]

ALL APPLICATION TO BE ACCOMPANIED BY A MEASURE SKETCH BELOW

SEE ATTACHED PLANS ALSO.



ROUTING SHEET

BUREAU OR DIVISION	DATE REC'D.	DATE REVIEW COMPLETED	DATE APPROVED	*DATE REJECTED
MDH HARB	10/22/14	10/28/14	10/28/14	
BB ENG.	10/27/14	10/27/14	10/27/14 *	
BH INSP.	10-27-14	10-27-14	10-27-14	
TK TRAFFIC	10-30-14	10-30-14	10-30-14 (P)	
From OTHER Zoning	10.28.14	10.28.14	10.28.14	

UPON COMPLETION OF REVIEW BY THOSE BUREAUS/DIVISION/AGENCIES CHECKED ABOVE, RETURN THE APPLICATION TO THE DIRECTOR OF CODE ENFORCEMENT (BUILDING STANDARDS AND SAFETY - INSPECTION DIVISION). IF REJECTED MANAGER OF BUREAU/DIVISION/AGENCY IS TO ATTACH MEMO EXPLAINING REASON/S.

IF REJECTED OR NOT PERMITTED IN ACCORDANCE WITH THE ORDINANCE, FORWARD TO CITY CLERK FOR ACTION BY CITY COUNCIL.

_____ APPROVED _____ REJECTED

Craig Messinger / MC
DIRECTOR, COMMUNITY DEVELOPMENT OR DESIGNEE

10/31/14
DATE

* NEED COUNCIL APPROVAL - MORE THAN 1/3 OF PUBLIC RIGHT OF WAY.
Cut Curb-line ~90% into ROW

(*) PLANS/SM SIGNALS MOVE BACK AT LEAST 2' FROM FACE OF THE CURB.



