

Julio A. Guridy, President  
Ray O'Connell, Vice President  
Joseph Davis  
Jeanette Eichenwald  
Jeff Glazier  
Cynthia Y. Mota  
Peter Schweyer



Allentown City Council  
435 Hamilton Street  
Allentown, Pa. 18101  
AllentownPa.Gov

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**COUNCIL MEETING**  
June 5, 2013  
**COUNCIL CHAMBERS**  
435 Hamilton Street

**Rules Committee – 6:00 PM**

Committee Referral  
Agenda and Non-Agenda Discussion  
Research Results  
Recommendations

**Council Meeting – 7:00 PM**

1. Invocation: Jeanette Eichenwald
2. Pledge to the Flag
3. Roll Call
4. Courtesy of the Floor
5. Approval of Minutes: May 15, 2013
6. Old Business
7. Communications

**Friends of the Allentown Parks Proclamation**

**Public Hearing Notice:**

June 19<sup>th</sup>, 6:45 PM, Council Chambers

Council will take public testimony on the transfer of a Liquor License from Kutztown, Pa. to Two City Center, OP, LP, at 732 Hamilton Street (the former House of Chen), License Number R-13940. There will be a resolution on the council meeting that follows the public hearing that will allow City Council to approve or disapprove the transfer.

**8. Committee Meetings**

Budget and Finance: Chairperson Schweyer

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 Glazier

Rules, Chambers, Intergovernmental Relations and Strategy: Chairperson Guridy

Special Committee – Tax Exempt Properties – Chairperson Eichenwald

**OTHER COMMITTEE REPORTS**

**Controller's Report**

**Managing Director's Report**

**9. APPOINTMENTS: None**

## 10. ORDINANCES FOR FINAL PASSAGE:

### **Bill 22 Capital Projects Transfer.**

Budget and Finance, recommended favorably  
An Ordinance to amend the 2013 Capital fund for the purpose of transferring funds and closing out completed projects.

### **Bill 23 City Drainage Improvements**

Budget and Finance, recommended favorably  
An Ordinance to amend the 2013 Capital fund for the purpose of transferring funds and the consolidation of the Drainage Improvement Projects

### **Bill 25 Detailed Sheets**

Budget and Finance, recommended favorably  
Amending the Administrative Code by requiring budget detail sheets to be submitted concurrent with the Mayor's presentation of the budget to City Council and the public.

### **Bill 28 Human Resources Reorganization**

HR, Recommended Favorably  
Amending the 2013 General Fund through reorganizing the Human Resources Department creating a net savings of approximately \$18,628 (Eighteen Thousand Six Hundred Twenty-Eight Dollars) in Permanent Wages and Temporary Wages.

## 11. ORDINANCES FOR INTRODUCTION:

### **Bill 30 VAC-ORD N Gilmore St**

Refer to Public Works Committee  
Providing for the vacation of N. Gilmore Street from E. Washington Street to E. Jeans Street in the Fifteenth Ward of the City of Allentown:

### **Bill 31 VAC-ORD Sycamore St**

Refer to Public Works Committee  
Providing for the vacation of Sycamore Street from east property line of 13 Sycamore Street to the eastern limit in the Sixth Ward of the City of Allentown:

## 12. CONSENT AGENDA:

### **CA-1 Sewage Planning Module**

Sewage Planning Module for Parcel at 740 North Fenwick Street

## 13. RESOLUTIONS ON SECOND READING: None

## 14. RESOLUTIONS ON FIRST READING:

### **R-15 Police Appointments**

Appointment of Three Police Officers

### **R 16 - Tax Exempt Properties**

Establishes a Committee to Systematically Review, Analyze, Report and Act on the Impact of Tax Exempt Properties in the City

## 15. NEW BUSINESS

## 16. GOOD AND WELFARE

## 17. ADJOURNED

*Council meetings are held on the first and third Wednesday of each month beginning at 7:00 pm in Council Chambers. For copies of the agenda or meeting announcements, please visit our website at [www.allentownpa.gov](http://www.allentownpa.gov) or contact the Clerk at [Michael.Hanlon@allentownpa.gov](mailto:Michael.Hanlon@allentownpa.gov) to receive an email notice of the meetings.*

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 22 - 2013

INTRODUCED BY

APRIL 3, 2013

AN ORDINANCE

An Ordinance to amend the 2013 Capital fund for the purpose of transferring funds and closing out completed projects.

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

SECTION ONE: That the Capital Fund budget will be amended as follows:

FROM (CLOSED PROJECT)					TO			
PROJ #	PROJ NAME	A/C #	\$ AMT	FUND SRC	PROJ #	PROJ NAME	A/C #	\$ AMT
<b>GENERAL FUND</b>					<i>* PROJECT RENAME</i>			
1219	Vehicle Exhaust System	001-03-1219-0101-76	525.38	GO Bond	1655	* CITY BUILDINGS RENOVATIONS	001-03-1655-0101-54	692.38
1236	Int. and Ext. Pool House Painting	001-03-1236-0401-44	34.96	GO Bond			001-03-1655-0401-54	3,110.50
1236	Int. and Ext. Pool House Painting	001-03-1236-0401-54	352.41	GO Bond			001-03-1655-0802-54	16.25
1236	Int. and Ext. Pool House Painting	001-03-1236-0401-76	64.10	GO Bond			001-03-1655-0802-46	41,626.14
1237	City Hall PSB Cooling System	001-03-1237-0401-64	5.79	GO Bond			001-03-1655-1101-46	14,115.00
1237	City Hall PSB Cooling System	001-03-1237-0401-76	2,376.87	GO Bond			001-03-1655-0951-46	23,403.81
1239	Overhead Door hardware replac.	001-03-1239-0401-76	276.37	GO Bond			001-03-1655-0001-46	550.05
1258	River Drive Guard Rail	001-03-1258-0802-76	10,109.11	GF Oper Rev-2007 GO Bond			001-03-1655-9601-46	500.00
1261	Ott Street Bridge	001-03-1261-0802-44	31,533.28	GF Oper Rev-2007 GO Bond				
1268	City Hall Elevator Replacement	001-03-1268-1101-76	5,000.00	GO Bond				
1270	City Hall 5th Floor Perimeter Lt.	001-03-1270-1101-76	9,115.00	GO Bond				
1656	Data Center Renovations	001-07-1656-0951-46	19,352.81	Short Term Borr-G.O. Loan				
1691	Fire Radios	001-05-1691-0951-72	4,000.00	Short Term Borr-G.O. Loan				
1692	Fire Emergency Apparatus	001-05-1692-0951-71	51.00	Short Term Borr-G.O. Loan				
1729	Hanover Avenue Corridor Impr.	001-03-1729-0001-68	550.05	GO Bond				
1729	Hanover Avenue Corridor Impr.	001-03-1729-0101-68	167.00	GO Bond				
1819	Traffic Signal, Roth Avenue	001-03-1819-9601-76	500.00	GO Bond				
<b>TOTAL GENERAL FUND</b>			<b>84,014.13</b>					<b>84,014.13</b>
<b>WATER FUND</b>					<b>MECHANICAL RENOVATIONS - WATER PLANT</b>			
1223	Water Storage Tank, SW 28th St.	001-03-1223-0220-44	848.12	Water Revenue Bonds	1254		001-03-1254-0220-76	848.12
<b>TOTAL WATER FUND</b>			<b>848.12</b>					<b>848.12</b>
<b>SEWER FUND</b>					<b>SSES REHABILITATION</b>			
1754	Repl. Of Plastic Media	001-03-1754-0130-76	7,013.11	Sewer Revenue Bonds	1727		001-03-1727-0130-76	7,013.11
1754	Repl. Of Plastic Media	001-03-1754-9630-44	1,100.00	Sewer Revenue Bonds			001-03-1727-9630-76	2,621.00
1754	Repl. Of Plastic Media	001-03-1754-9630-72	1,521.00	Sewer Revenue Bonds			001-03-1727-8931-76	135.00
1786	Flood Control Project	001-03-1786-8931-66	135.00	Sewer Fund				
<b>TOTAL SEWER FUND</b>			<b>9,769.11</b>					<b>9,769.11</b>

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

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

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

Department of Finance

- **Summary and Facts of the Bill**

Certain capital projects are complete and balance of funding transferred to other current capital projects needing funding so projects can proceed.

- **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 ordinance will transfer funds from capital projects that are complete and will move the balance of funds to projects that need funds so that their projects can proceed. The benefit is that the funds will be utilized for the highest and best purpose and will help current projects continue to move forward.

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

There are no additional costs to the City. The ordinance is transferring funds from completed projects that have funds remaining and will move the funds to projects that needing funding.

- **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.**

See attached listing

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

This ordinance needs to proceed so that projects needing funds can proceed such as renovations to the 5th Floor Conference Room and City Council Chambers and as needed other City building renovations.

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

Council should support this bill so that certain capital accounts can be closed where projects are complete and those funds can be used for projects needing funds.

ORDINANCE NO.  
FILE OF CITY COUNCIL

BILL NO. 23 - 2013

INTRODUCED BY

APRIL 3, 2013

AN ORDINANCE

An Ordinance to amend the 2013 Capital fund for the purpose of transferring funds and the consolidation of the Drainage Improvement Projects.

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

SECTION ONE: That the Capital Fund budget will be amended as follows:

FROM (CLOSE PROJECTS)				TO			
PROJ #	PROJECT NAME	A/C #	\$ AMT	PROJ #	PROJECT NAME	A/C #	\$ AMT
					* PROJECT RENAME		
1201	CENTER CITY DRAINAGE IMPROVEMENTS	001-03-1201-0101-76	7,814.60	1200	* CITY DRAINAGE IMPROVEMENTS	001-03-1200-0101-76	7,814.60
1202	NORTH END DRAINAGE IMPROVEMENTS	001-03-1202-0230-76	10.00			001-03-1200-0230-76	14,472.82
1203	SOUTH SIDE DRAINAGE IMPROVEMENTS	001-03-1203-0230-64	14,462.82			001-03-1200-0401-76	150,000.00
1203	SOUTH SIDE DRAINAGE IMPROVEMENTS	001-03-1203-0401-76	150,000.00				
<b>TOTAL</b>			<b>172,287.42</b>	<b>TOTAL</b>			<b>172,287.42</b>

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

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

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

Department of Finance

- **Summary and Facts of the Bill**

The closing of three projects and consolidate into one for efficiency in processing of all projects related to the City Drainage Improvements.

- **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 ordinance will transfer funds from three capital projects (1201,1202,1203) to consolidate into one project (1200) and renaming that project to be "City Drainage Improvements". The benefit is that the funds will be utilized for the highest and best purpose and will help in the efficiency of this process.

- **Financial Impact – Please include the following in your explanation:**

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

There are no additional costs to the City. The ordinance is transferring funds into one capital project.

- **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.**

From: Project 1201	001-03-1201-0101-76	\$ 7,814.60
1202	001-03-1202-0230-76	\$ 10.00
1203	001-03-1203-0230-64	\$ 14,462.82
"	001-03-1203-0401-76	\$150,000.00

To: Project 1200	001-03-1200-0101-76	\$ 7,814.60
"	001-03-1200-0230-76	\$ 14,472.82
"	001-03-1200-0401-76	\$150,000.00

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

This ordinance needs to proceed so that we can process these types of projects more efficient.

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

Council should support this bill so that certain capital accounts can be closed and consolidated into one project.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 25 - 2013

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April 3, 2013

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AN ORDINANCE

Amending the Administrative Code by requiring budget detail sheets to be submitted concurrent with the Mayor's presentation of the budget to City Council and the public.

**WHEREAS, Article 130.04 Section 804**, Budget of the Home Rule Charter, provides that the budget shall provide a complete financial plan of all city funds and activities and 'shall be in such form as the Mayor deems desirable or the Council may require:" and

**WHEREAS**, the Council finds it appropriate that detail sheets act to provide a more complete financial picture of the city.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ALLENTOWN:**

SECTION ONE: That Article 130.04 Budget be amendment to include the following, letter J.:

**130.04 BUDGET**

*The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year in accordance with all Generally Accepted Accounting Principles and, except as required by this Charter, shall be in such form as the Mayor deems desirable or the Council may require. In organizing the budget, the Mayor shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. The Budget shall contain, among other things, the following:*

- A. *It shall begin with a general summary of its contents. (Art. VIII, §804)*
- B. *It shall show, in detail, all estimated income, indicating the existing and proposed tax levies, as well as other assessments, fees and charges. (Art. VIII, §804)*
- C. *It shall show all proposed expenditures, including debt service, for the ensuing fiscal year. (Art. VIII, §804)*
- D. *It shall show the number of proposed employees in every job classification. (Art. VIII, §804)*
- E. *It shall be so arranged as to show comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding four (4) fiscal years. (Art. VIII, §804)*

*F. It shall indicate proposed expenditures during the ensuing fiscal year, detailed by offices, departments and agencies, in terms of their respective work programs and the methods of financing such expenditures. (Art. VIII, §804)*

*G. It shall indicate proposed capital expenditures during the ensuing fiscal year, detailed by office, departments and agencies when practicable, and the proposed method of financing each such capital expenditure. The Mayor will include this separate Capital Program section in the annual Budget and submit to Council with appropriate supporting information as to the necessity for such programs. (Art. VIII, §804)*

*H. It shall indicate anticipated net surplus or deficit for the ensuing fiscal year of each utility, i.e., water, sewer and enterprise funds, owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget. (Art. VIII, §804)*

*I. The budget shall be in such form as is required by Council for City budgets and shall, in addition, have appended, thereto, a detailed analysis of the various items of expenditures and revenue. Position classification titles, paygrades and salaries for each specific position shall be components of the program detail in the budget that is presented to and adopted by City Council. (13337 §1 6/8/95)*

*J. The budget submitted to Council and the public shall include budget detail sheets which list each and every program account with the items that justify the respective account expenditure.*

*The total of proposed expenditures shall not exceed the total of estimated income. (Art. VIII, §804)*

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

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

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

City Council

- **Summary and Facts of the Bill**

Purpose of the ordinance is to require the Administration to submit detail sheets with the budget. .

- **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**

Budget detail sheets are already distributed to Council usually when each respective department is being reviewed; this simply formalizes the process and requires earlier submission to council.

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

Requires managers and budget administrators to remove items from detailed sheets in a more time effective manner; benefits council and the public more having more time to review and creates more general accountability when expenditures are tied to specific items.

- **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**

Next Budget

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

Creates more transparency and accountability.

### **130.01 FISCAL YEAR**

*The fiscal year of the City shall be the calendar year. If not prohibited by law, the Council may, by ordinance, adopt a different fiscal year, specifying an orderly procedure for financial and budgetary controls in making such transition. (Art. VIII, §801)*

### **130.02 SUBMISSION OF BALANCED BUDGET AND CAPITAL PROGRAM**

*On or before ninety (90) days prior to the ensuing fiscal year, the Department Heads will submit Proposed Budget and Capital Program to the Mayor. On or before sixty (60) days prior to the ensuing fiscal year, the Mayor will submit to the City Council a balanced budget, Capital Program and an accompanying message. The Proposed Balanced Budget and Capital Program shall be in such form as the Mayor deems desirable, unless otherwise required by Council. (Art. VIII, §802)*

### **130.03 BUDGET MESSAGE**

*The Budget shall be accompanied by a message which shall include:*

- A. An explanation of the expenditures and revenues in the proposed budget, indicating and explaining major changes from the current year and the prior year.*
- B. An outline of proposed programs and an explanation of new, expanded or abolished programs or functions.*
- C. A summary of the City's debt position.*
- D. Such other material, as required by Council that will inform the Council and the public of municipal goals. (Art. VIII, §803)*

### **130.04 BUDGET**

*The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year in accordance with all Generally Accepted Accounting Principles and, except as required by this Charter, shall be in such form as the Mayor deems desirable or the Council may require. In organizing the budget, the Mayor shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. The Budget shall contain, among other things, the following:*

- A. It shall begin with a general summary of its contents. (Art. VIII, §804)*
- B. It shall show, in detail, all estimated income, indicating the existing and proposed tax levies, as well as other assessments, fees and charges. (Art. VIII, §804)*
- C. It shall show all proposed expenditures, including debt service, for the ensuing fiscal year. (Art. VIII, §804)*
- D. It shall show the number of proposed employees in every job classification. (Art. VIII, §804)*
- E. It shall be so arranged as to show comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding four (4) fiscal years. (Art. VIII, §804)*
- F. It shall indicate proposed expenditures during the ensuing fiscal year, detailed by offices, departments and agencies, in terms of their respective work programs and the methods of financing such expenditures. (Art. VIII, §804)*

G. It shall indicate proposed capital expenditures during the ensuing fiscal year, detailed by office, departments and agencies when practicable, and the proposed method of financing each such capital expenditure. The Mayor will include this separate Capital Program section in the annual Budget and submit to Council with appropriate supporting information as to the necessity for such programs. (Art. VIII, §804)

H. It shall indicate anticipated net surplus or deficit for the ensuing fiscal year of each utility, i.e., water, sewer and enterprise funds, owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached as appendices to the budget. (Art. VIII, §804)

I. The budget shall be in such form as is required by Council for City budgets and shall, in addition, have appended, thereto, a detailed analysis of the various items of expenditures and revenue. Position classification titles, paygrades and salaries for each specific position shall be components of the program detail in the budget that is presented to and adopted by City Council. (13337 §1 6/8/95)

The total of proposed expenditures shall not exceed the total of estimated income. (Art. VIII, §804)

### **130.05 CITY COUNCIL ACTION ON BUDGET**

A. *Public Access to Budget:* The proposed budget shall be available for public inspection at City Hall and at the Allentown Public Library and the Lehigh County Law Library, and copies shall be available for the public at a reasonable fee to be set by the Council. (Art. VIII, §805)

B. *Amendment Before Adoption.* After the public hearing, the City Council may adopt the budget with or without amendments. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than total estimated income and thereby allowing for line item changes by the City Council. (Art. VIII, §805)

If the amended Budget increases, decreases or readjusts funding requirements by more than five (5%) percent, or adds or deletes a program, the Budget shall be returned to the Mayor immediately for comment and resubmission to the Council within three (3) normal City work days. (Art. VIII, §805)

Council shall provide for another public hearing to be held within five (5) days after the Mayor has resubmitted the Budget. (Art. VIII, §805)

The Mayor may propose amendments to the original proposed balanced budget. Any amendment which increases any tax rate or fee shall become part of the original budget provided City Council approves each amendment by five (5) votes. Other Mayoral amendments which do not increase any tax rate or fee shall become part of the original budget provided City Council approves each amendment by four (4) votes. (14078 §1 4/17/03)

C. *Adoption.* Council must adopt an annual budget by no later than December 15th of the fiscal year currently ending. If Council fails to adopt a Budget by December 15th, the Mayor's original proposed balanced Budget shall become the official Budget of the City for the ensuing fiscal year. (Art. VIII, §805)

The Mayor's original proposed balanced budget is that budget which was submitted at least sixty (60) days prior to the ensuing fiscal year. (14078 §1 4/17/03)

### **130.07 AMENDMENTS AFTER ADOPTION**

A. *Emergency appropriations may be made by the Council to meet a public emergency posing a sudden, clear and present danger to life or property. Such appropriations may be made by emergency ordinance in accordance with the provisions of Section 220 of this Charter. (Art. VIII, §808)*

B. *Supplemental appropriations may be made by the Council by ordinance upon certification by the Mayor that there are available for appropriation revenues in excess of those estimated in the Budget. (Art. VIII, §808)*

*Council may authorize by ordinance supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:*

*1. Council may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.*

*2. Council may authorize an appropriation from the unappropriated balance of any fund.*

*3. Council may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.*

*4. Council must approve, by ordinance, any transfer of any funds which results in a change in salary for any City employee. (13221 §1 10/20/93; 13252 §1 4/7/94; 13592 §1 7/17/97)*

*C. Transfer of appropriations may be made in accordance with provisions of the Administrative Code. (Art. VIII §808)*

D. **Positions Created by Ordinance:** No permanent or permanent part-time position not explicitly provided for in the Budget shall be created; nor shall any budgeted position be deleted or transferred from its budgeted program, unless City Council, by ordinance, authorizes the same position. (12548 §1 3/16/83; 12979 §1 6/20/90)

E. **Rules and Regulations on Transfers:**

**1. Interfund Transfers:** City Council may, by ordinance, approve transfers between funds during a budget year. (12979 §5 6/20/90)

**2. Budgeted Transfers:** The Administration shall issue a monthly report, no later than the 15<sup>th</sup> of each month on the transfer of funds into the Risk Management Fund. (14922 §1 09/16/11)

**3. Intrafund Transfers:** Subject to the above limitation, the Director of Finance shall have the power within a given account to authorize the transfer of any unexpended balance or any portion thereof, provided such transfers do not exceed Five Thousand (\$5,000) Dollars. Transfers that exceed Five Thousand (\$5,000) Dollars must be approved by a majority of Council by signing off on an appropriate form submitted to the Clerk's Office. After approval, the transfers shall be distributed to the public as an agenda item and be made part of the minutes of said meeting. (14215 §1 10/7/04)

The Director of Finance must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section. (12979 §4 6/20/90; 13205 §1 6/22/93; 13221 §1 10/20/93; 13284 §1 10/20/94; 13592 §1 7/17/97)

### **130.08 LAPSE OF APPROPRIATIONS**

Every appropriation, except an appropriation for a Capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. (Art. VIII, §809)

### **130.09 ADMINISTRATION OF THE BUDGET AND CAPITAL PLAN**

A. The Mayor shall be responsible for and shall supervise the administration of the Annual and Capital Budgets. (Art. VIII, §810)

B. The Department of Finance shall submit a monthly financial report to City Council, and the Controller, showing the financial condition of the various funds of the City inclusive of authorized, year-to-date and monthly expenditures and revenues of the current and previous fiscal years. The report shall be delivered to Council, and the Controller, no later than two (2) weeks or the first business day thereafter at the close of the month. Should the report not be available within the timeframe stated in this section, an explanation must be provided to City Council and the Controller by the first business day after the stated deadline. (14721 §1 6/3/09)

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 28 – 2013

MAY 15, 2013

AN ORDINANCE

Amending the 2013 General Fund through reorganizing the Human Resources Department creating a net savings of approximately \$18,628 (Eighteen Thousand Six Hundred Twenty-Eight Dollars) in Permanent Wages and Temporary Wages.

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

SECTION ONE: That Page GF-175-176 of the General Fund be amended as follows:

Eliminate	3 (three) HR Generalists	07N	(\$75,204)
Create	Recruitment Manager	11N	\$25,676
	Salary Range \$51,351 - \$63,185		
Create	Benefits Manager	11N	\$25,676
	Salary Range \$51,351 - \$63,185		
Create	Labor Relations Manager	14N	\$29,313
	Salary Range \$58,626 - \$72,522		
Title Change	Labor Relations Officer	14N	No change in salary
	To Labor Relations Manager	14N	

SECTION TWO: The City Council authorizes a transfer in the amount of \$5,461 (Five Thousand Four Hundred Sixty-One Dollars) within the Human Resources Personnel Accounts in the following manner:

<u>FROM</u>		<u>TO</u>
000-06-0603-0001-04	\$5,461.00	000-06-0603-0001-02

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

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

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

Human Resources - As a new Director, I see the need for a restructure to better serve the employee population as well as the Bureau Managers, Cabinet and other leadership for the City of Allentown.

- **Summary and Facts of the Bill**

The legislation asks City Council to adopt a Blueprint defining the strategic direction of the Human Resources Department starting in 2013.

The Ordinance before City Council involves amending the 2013 General Fund through a reorganization of the Human Resources Department creating a net savings in 2013 of \$18,628.

- **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**

This strategic initiative will serve as a blueprint by which work plans, priorities, manager and employees support, and budgets can be developed to meet the overall needs of the employees who serve the citizens of Allentown.

The benefits are multi-dimensional. This permits the new Deputy Director to set an organizational structure and skill set pool to support the employee population in the City. This better provides management support and accountability for all Human Resource functions in the City of Allentown. It gives employees who are skilled and educated in the areas they service the ability to better utilize these skills, support the employee population and management team. Finally, it serves to provide the decision makers in Bureaus a road map of services and responsibilities in Human Resources in order to support effective running of bureau operations.

This restructure relates directly to the City's vision of (1) improving the level of collaboration across city departments; (2) constructing the department to deliver more effective customer service; (3) reducing the cost of delivering municipal services; (4) reducing paperwork by enabling paperless work processes through technology; (5) improving public access and quality of governmental services.

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

This reorganization will result in a net saving to the City of approximately \$18,628 by eliminating the need for additional help through part-time employment.

Benefits:

Current - The right sizing of skills and aligning with pay will result in a net savings overall of over \$18,000 for the calendar year. Additionally, while there are increases, these changes are headcount neutral and there is one less person the department will carry as a part time worker for the course of the year.

Ongoing - The level of service provided to bureaus will increase. HR Generalists will become specialists in their functional areas and manage the process and in conjunction with the Deputy Director of Human Resources have more decision making authority and autonomy rather than just conduct transactional activities. This will decrease the time needed for decisions and allow better support for the employee population. In subsequent years, the budget will ultimately be flat due to increases in this current year, but no additional headcount increase will be necessary.

- **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.**

Currently, there is money in temporary wages (000-06-0603-0001-04) which is being transferred to permanent wages (000-06-0603-0001-02) in the amount of just over \$5,000 to cover the pay increases.

- **Priority status/Deadlines, if any**
- **Why should Council unanimously support this bill?**

This serves the City by maintaining a lower departmental headcount, results in overall cost savings to payroll, and structures the department to permit more appropriate support of the employee population and leadership team as a whole. Many new services and practices will be introduced and this bill will support HR to continue to move towards the goal of becoming a center of excellence in support of the internal customers we have - our employees.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 30 - 2013

June 5, 2013

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Providing for the vacation of N. Gilmore Street from E. Washington Street to E. Jeans Street in the Fifteenth Ward of the City of Allentown:

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

SECTION 1. That N. Gilmore Street, a forty (40') foot wide street, from the southerly right-of-way line of E. Washington Street to the centerline of E. Jeans Street, in the Fifteenth Ward of the City of Allentown be and the same is hereby vacated.

SECTION 2. That this ordinance shall not become effective until such time as a deed of easement for any existing utilities has been filed in the Lehigh County Office of the Recorder of Deeds which Easement shall be within the limits of the right-of-way lines of proposed vacated streets or as required by the affected utilities, if any.

SECTION 3. That if said deed of easement is not recorded within one year from the effective date of this Ordinance, then this Ordinance shall become null and void.

SECTION 4. Subject to the provisions set forth in Ordinance No. 12245, passed April 6, 1977.

SECTION 5. That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 31 - 2013

June 5, 2013

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AN ORDINANCE

Providing for the vacation of Sycamore Street from east property line of 13 Sycamore Street to the eastern limit in the Sixth Ward of the City of Allentown:

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

SECTION 1. That Sycamore Street, a thirty (30') foot wide street, from the eastern property line on 13 Sycamore Street to the eastern limit, in the sixth Ward of the City of Allentown be and the same is hereby vacated.

SECTION 2. That this ordinance shall not become effective until such time as a deed of easement for any existing utilities has been filed in the Lehigh County Office of the Recorder of Deeds which Easement shall be within the limits of the right-of-way lines of proposed vacated streets or as required by the affected utilities, if any.

SECTION 3. That this ordinance shall not become effective until such time as a Land Development Plan is submitted and approved by the Allentown City Planning Commission for improvements for the Waterfront project.

SECTION 4. That if said deed of easement is not recorded within one year from the effective date of this Ordinance, then this Ordinance shall become null and void.

SECTION 5. Subject to the provisions set forth in Ordinance No. 12245, passed April 6, 1977.

SECTION 6. That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.



CITY OF ALLENTOWN

CA-1

**RESOLUTION**

**2013**

*Introduced by the Administration on June 5, 2013*

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**Sewage Planning Module for Parcel at 740 North Fenwick Street**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the "Pennsylvania Sewage Facilities Act", as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

**WHEREAS**, Allentown Classic Motorcar, Inc. has proposed the development of a parcel of land identified as a parcel at Allentown Classic Motor Car and described in the Sewage Facilities Planning Module, and proposes that such subdivision be served by: Sewer tap-ins.

**WHEREAS**, City of Allentown finds that the subdivision described in the Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

**NOW, THEREFORE, BE IT RESOLVED** that the Council members of the City of Allentown hereby adopt and submit to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module.



CITY OF ALLENTOWN

No. R-15

RESOLUTION

R - 2013

*Introduced by the Administration on June 5, 2013*

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**Police Officer Appointments**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Council appoints the following, as Patrolmen, in the Department of Police, at a base salary of \$46,856 per annum. All appointments are contingent upon the candidates receiving Police Civil Service Approval, passing physical and psychological examinations as stipulated in the Police Civil Service Rules and Regulations and obtaining and maintaining a valid state certification from the Pennsylvania Municipal Police Officers Education and Training Commission.

Mark B. Christensen  
Bethlehem, PA

Jacoby P. Glenny  
Middleburg, PA

Brandon L. Miklich  
Nazareth, PA

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Allentown, hereby authorizes the Mayor to appoint the above, as Patrolmen, in the Department of Police.

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

Police Department

- **Summary and Facts of the Bill**

Hiring of three (3) Police Officer, as Patrolman, in the Department of Police, at a base salary of \$ 46,856 per annum. All appointments are contingent upon the candidate passing physical and psychological examinations as stipulated in the Police Civil Service Rules and Regulations and obtaining and maintaining a valid state certification from the Pennsylvania Municipal Police Officers Education and Training Commission.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City's Vision/Mission/Priorities**

Hiring of three (3) police officer:

Mark B. Christensen - Bethlehem, PA  
Jacob P. Glenny - Middleburg, PA  
Brandon L. Miklich, Nazareth, PA

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

Funded through COPS Hiring Grant

- **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.**

Funded through COPS Hiring Grant from Department of Justice

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

As soon as practical

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

Benefit City of Allentown with additional police presence



CITY OF ALLENTOWN

No. R-16

RESOLUTION

R - 2013

*Introduced by City Council on June 5, 2013*

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**Establishes a Committee to Review the impact of Tax Exempt Organizations**

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***Resolved by the Council of the City of Allentown, That***

**WHEREAS**, Allentown's Home Rule Charter, Section 807, Revenue, places a number of conditions that include certain authorizations and prohibitions on the revenue raising ability of the city; and

**WHEREAS**, through charter amendments, residents have made some adjustments to this ability by allowing for the imposition of the emergency and municipal service tax while rejecting others; and

**WHEREAS**, the Home Rule Charter of the City of Allentown through narrowing the revenue raising authority of the municipal government limits the city to real estate taxes as the major means to pay for city services; and

**WHEREAS**, tax exempt properties in the city are not subject to the real estate tax; and

**WHEREAS**, it is in the interests of the residents of the City to review the equity, competitiveness, sustainability and efficiency of the revenue streams; and

**WHEREAS**, one major area of concern is understanding, reviewing and acting on the impact of tax exempt organizations on the city which is over 20% of the city's real estate base; and

**WHEREAS**, many municipalities – such as Lancaster, York, Williamsport, Reading, Pittsburgh, Providence, Boston and Lowell - have systematically examined the impact of tax exempt organizations and formed partnerships with organizations to deliver services or provide opportunities for their residents.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Allentown, hereby establishes an ad hoc committee to do such a systematic review and that this committee shall consist of three councilpersons, the Assistant Director of Finance and Director of the Health Bureau. The Managing Director shall serve as an ex-officio member.

**BE IT ALSO RESOLVED** that the Committee shall

- a. be assisted in their deliberations by the staffs of the Finance Department, Solicitor's Office and other relevant bureaus the committee finds appropriate;
- b. review the services the city already receives in lieu of taxes from tax exempt organizations;
- c. examine, evaluate and assess the impact of tax exempt properties;
- d. explore how other municipalities deal with tax exempt organizations;
- e. discuss with tax exempt organizations their potential role in forming partnerships with the city to provide services and other items that contribute to the core mission of the city, provide needed services to city residents and enhance the core mission of the not for profit organization.

**BE IT FINALLY RESOLVED** this Committee shall be authorized for the remaining calendar year subject to review of the new council and that the committee shall offer timely reports to the full council.