PERTINENT FACTS ABOUT THE CITY OF ALLENTOWN

GENERAL

The City of Allentown is the county seat of Lehigh County and, with 118,032 residents, according to the U.S. Census Bureau 2001 estimate, ranks as Pennsylvania's third largest city. The Allentown-Bethlehem Metropolitan Statistical Area, comprised of Carbon, Lehigh, and Northampton counties is the third largest urbanized area in the Commonwealth, with population estimated at 821,623. Only the Philadelphia and Pittsburgh areas have more residents. The City is strategically located within a 300-mile radius of the larger metropolitan areas of the eastern seaboard of the United States.

CITY GOVERNMENT

On April 23, 1996, the voters of the City of Allentown adopted a Home Rule Charter pursuant to the Home Rule Charter and Optional Plans Law, Act of April 13, 1972, P.L. 184, as amended, 53 P.S. Sections 2901 et seq. The City's Home Rule Charter took effect on the first Monday of January 1997. An elected Mayor with a four-year term serves as the chief executive of the City. A seven-member part-time City Council, elected at-large for four-year staggered terms, forms the legislative branch of the City government. The other elected City Official is the City Controller, who serves a four-year term. The City Council holds regular public meetings, at least twice a month, usually the first and third Wednesday of each month, in order to enact legislation in the form of ordinances and resolutions.

INDUSTRIES/LABOR FORCE

The Allentown area remains an attractive location for new and existing businesses. A number of major corporations, including Air Products and Chemicals, Inc., Boston Brewing, Lehigh Portland Cement, LSI, and PPL have selected Lehigh County as their headquarters or as the location of their principal plants. Other major industries include apparel, electrical and electronic equipment and fabricated metal products. Investments have remained strong in Allentown and the Lehigh Valley area relative to the state and northeast as a whole.

TRANSPORTATION

Interstate 78, U.S. Routes 22, 222, and 309 and several state highways radiate from the City and the Lehigh Valley, providing access to the major markets and ports of the East. The Northeast Extension of the Pennsylvania Turnpike is located approximately three miles west of the City. Railroads serving the Lehigh Valley area include the Consolidated Rail Corporation and the Canadian Pacific Railroad. Conrail has a large classification yard in the Allentown area. The Allentown yard can handle some 80 trains in and out each day, an average of one train every 18 minutes.

AMENITIES

The City of Allentown is home to a variety of cultural and educational facilities including two colleges, an art museum, two theatre companies, two symphony orchestras, a municipal opera company, the Allentown Band, and an expanded free public library. The City maintains 2,000 acres of park land, well above the national average. A minor league hockey arena was constructed in the downtown area in 2014 and major enterprises are being attracted to Hamilton Street.

BUDGET TERMINOLOGY GLOSSARY

ACCOUNT CODE

A numerical code, consisting of fourteen digits, formatted as follows, used to define the accounts of the City:

FFF-DD-BBBB-PPPP-AA

Digits 1-3	Fund
Digits 4-5	Department
Digits 6-10	Bureau
Digits 11-12	Program
Digits 13-14	Standard account

ACCOUNTING

The City uses a modified accrual method of accounting. Under this accounting method, revenues are recognized when received except for those susceptible to accrual (reimbursements from other governmental entities for services rendered and property and residence taxes). Expenditures are accrued when the liability is incurred, except for un-matured interest on general long-term debt, which is recorded when due.

APPROPRIATION

Approval of expenditure, authority with specific limitations as to the amount, purpose, and time.

ASSESSED VALUATION

The total taxable value placed on real estate as a basis for levying taxes (a fraction of market value). By City ordinance, assessed valuation is 50% of the appraised value. 2004 real estate taxes to support the 2004 budget will be based on an assessed valuation of 14.72 Mills which has been established through the County's assessment of all properties in Lehigh County.

BUDGET

Plan for the accomplishment of programs related to objectives and goals within a definite time period, including an estimate of the resources required, together with an estimate of the resources available.

BUREAU

An organizational grouping, within City departments, whose functions are similar. For example, within the Department of Public Works are the bureaus of Engineering, Streets, Storm Water, etc.

CAPITAL BUDGET

This budget represents the first year of a five-year program and deals with large expenditures for capital items and/or projects which are financed by borrowing over a twenty-year period.

CAPITAL IMPROVEMENTS

Expenditures of land acquisition, construction costs, or improvements to land or buildings.

CAPITAL OUTLAY

Expenditures for construction equipment, vehicles, or machinery that result in the acquisition of, or addition to, fixed assets.

DEPARTMENT

A basic organizational unit of the City, which is functionally unique in its delivery of services.

ENCUMBRANCE

Purchase orders, contracts, salaries, or other commitments which are chargeable to an appropriation and for which all or part of the appropriation is reserved.

ENTERPRISE FUND

A fund established to account for operations financed in a manner similar to a private business enterprise, where the costs of providing goods and services to the public are financed or recovered through user charges.

EXPENDITURE

The payment for goods and services received.

FISCAL YEAR

The fiscal year for the City of Allentown is January 1 – December 31.

F.O.P.

The Fraternal Order of Police, Queen City Lodge No.10.

FUND

A fiscal or accounting entity with a self-balancing set of accounts containing its own revenue and expenditure authorities. A fund is established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

GENERAL FUND

This fund is used to account for all financial transactions applicable to the general operations of the City. Revenues are derived principally from property taxes, earned income taxes, fees and fines, licenses and permits, and grants. This fund accounts for the general operating expenditures of the City, including police and fire protection, street repairs and maintenance, sanitation, parks and recreation, planning and development, and administration.

GENERAL FUND SERVICE CHARGE

Services rendered by the General Fund to bureaus/departments in other funds which generates a service charge paid to the General Fund. Examples of these services include billing, personnel, and accounts receivable.

GENERAL OBLIGATION DEBT

Long-term, non-electoral guaranteed debt in which the general taxing power of the jurisdiction is pledged to pay both principal and interest. Tax-supported general obligation debt is considered a superior form of debt by the market because of its standing as a full-faith obligation of the unit. This form of debt is used to finance capital projects.

GOLF COURSE FUND

This fund accounts for the operations and maintenance of the 18-hole Allentown Municipal Golf Course. The golf course is a self-supporting operation financed by greens fees and golf cart rentals. The course is open to the general public and season tickets are available.

GRANTS FUND

This fund is used to account for the pass-through grants the City is responsible for administering.

I.A.F.F.

International Association of Fire Fighters, Local No. 302.

INDIRECT COSTS

Costs associated with, but not directly attributable to, providing of a product or service. These costs are usually incurred by a department in the support of other operating departments.

LIABILITY

Debt or other legal obligations, arising out of transactions in the past, which are payable but not necessarily due.

LIQUID FUELS FUND

This fund records the financial activity of the City of Allentown's liquid fuels tax allocation from the Commonwealth of Pennsylvania. Tax monies are specially earmarked for street maintenance and repair and for street construction.

M.E.S.A.

Municipal Employees Supervisory Association.

MILL

One thousandth of a dollar, or $1.00 of tax per $1,000 assessed valuation.

OPERATING BUDGET

Budget which deals with everyday activities. Except for encumbrances, these appropriations lapse at the end of a fiscal year.

REVENUE BONDS

Long-term guaranteed debt payable from the earnings of a specific enterprise, such as water or sewer. Revenue bonds are not serviced from the general revenues of a state or local government; therefore they are not subject to the constitutional or statutory limitations imposed on the issuance of general obligation bonds.

S.E.I.U.

Service Employees International Union, AFL-CIO, Local 32 BJ.

SOLID WASTE FUND

This fund administers the contract for the collection and disposal of municipal waste and recyclables in the City of Allentown. The recycling program involves curbside collection, one recycling drop-off center, two yard waste drop-off centers, education programs, and enforcement. Other activities in this fund include weekly street sweeping and leaf collection from September through December. This fund is supported by an annual trash collection fee charged to all residential property owners and grant programs available through the Commonwealth's Department of Environmental Resources.

STANDARD ACCOUNT

Detailed accounts of expenditure. Standard accounts are separated into five broad categories and are numerically subdivided by level of detail: Personnel and Fringe Benefits (02-16); Services and Charges (20-50); Materials and Supplies (54-68); Capital Outlays (71-74); and Sundry (76-99). See the following pages of Standard Accounts, for definitions.

TREXLER FUND

This fund receives the annual trust distributions from the Springwood Trust of the Harry C. Trexler Estate. In accordance with the will's prerequisites, the award is used for the general maintenance of the 142-acre Trexler Park.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
		PERSONNEL AND FRINGE BENEFITS
02	Permanent Wages	Base wages including increment for all permanent employees. As of 1/1/2014, longevity pay is posted to a separate account.
03	Holiday Pay	Payments for holidays made to police officers and firefighters as a result of contract commitments.
04	Temporary Wages	Wages for all temporary employees.
05	Education Pay	Education incentive payments made to police officers per contract commitments.
06	Premium Pay	Supplemental wages including wage differential for temporary assignment in a higher paying job classification, and overtime wages including call-in and stand-by, and compensation per contract commitments for holidays.
07	Extra Duty Pay	Police officers may choose to work extra jobs outside of their City employment. The extra job pay is remitted through the City's payroll system. The City bills and collects the set fee for the service from the employer utilizing the services of the off-duty officer.
08	Longevity	Payments for longevity to qualifying employees based on years of service to the City of Allentown..
09	Uniform Allowance	Payments for uniform maintenance made to police officers as a result of contract commitments.
11	Shift Differential	Incremental supplemental wages earned for non-standard hours worked during night shift.
12	FICA/Medicare	Employer contributions to the Social Security Fund.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
14	Pension	Contributions made by the City to the various pension funds. This account does not include employee or other contributions to Pension Funds.
16	Insurance - Employee Group	Health insurance, life insurance and dental coverage for all permanent employees and retirees.
		SERVICES AND CHARGES
20	Electric Power	Electric power including that used for street lighting.
22	Telephone	Equipment, installation, line charge, and toll charges
24	Postage and Shipping	Outgoing mail and postage due on mail received plus shipping and handling cost of other carriers.
26	Printing	Printing, copying, duplicating or blue printing provided by commercial establishments (e.g., brochures, booklets, pamphlets, etc.).
28	Mileage Reimbursement	Reimbursement for the use of personal cars on City business except that covered under "Training & Professional Development".
30	Rentals	Rents or lease purchases for machinery, equipment, buildings, vehicles, land, etc.
32	Publications & Memberships	Subscriptions, books and association membership fees
34	Training & Professional Development	Registration, traveling expenses, lodging and meals
36	Insurance - Property and Casualty	Premiums for coverage in excess of self-insured program on fire, theft, accident, liability, honesty bonding, etc.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
37	Insurance - Health/Life	Health, dental, life insurance, long-term disability (for firefighters) and prescription drug coverage
38	Insurance - Other Employee	Worker's compensation, unemployment compensation, and Medicare
40	Civic Expenses	Contributions to local non-profit civic organizations.
42	Repairs & Maintenance	Repairs and maintenance to equipment, machinery, buildings and vehicles performed by commercial establishments and including the cost of service and maintenance agreements.
46	Contract/Services Fees	Any item of a contractual nature not elsewhere classified, including waste disposal, towing, construction, and curb and sidewalk contracts. Also professional services including consulting, legal, auditing and engineering fees.
48	Grant, Non-City Charges	Specific grants made to non-city agencies as "pass-through" grants.
49	Grant Administrative Charges	Administrative costs designated for and charged to grants.
50	Other Services and Charges	Advertising through any medium and district magistrate fees.
		MATERIALS AND SUPPLIES
54	Repair & Maitenance Supplies	Construction and paving materials; equipment parts and supplies; cleaning and sanitation supplies; paint, electrical and plumbing supplies; small tools and other repair and maintenance supplies
56	Uniforms	Any item of clothing purchased by the City, including safety shoes.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
62	Fuels, Oils & Lubricants	Fuels (excluding electricity) used for heating; and petroleum products used in vehicular operation and maintenance.
64	Pipe & Fittings	Pipe, tubing, elbows, valves, etc.
66	Chemicals	Chlorine, salt, acid, etc.
68	Operating Materials & Supplies	Office supplies, sign materials, laboratory supplies, safety equipment (safety goggles, back braces, etc), and other operating materials and supplies not elsewhere classified. This account also includes all equipment purchases which do not meet the capitalization criteria of Account 72.
		CAPITAL OUTLAYS
70	Pro Shop Inventory	Inventory purchased for re-sale in the Golf Course Pro Shop.
72	Equipment	Any unit of property having a useful life in excess of one (1) year and a unit cost in excess of: (a) $500 for individual pieces of furniture and equipment; or grouped assets of a like kind with a unit cost of less than $500; (b) $1,000 for maintenance equipment and machinery. (c) All computers, computer components, and computer peripheral equipment regardless of cost. (d) Machinery and equipment that meet the criteria for inclusion in the special purpose Equipment Fund (rolling stock).
74	Real Estate Acquisition	Land and/or building acquisition, surveying, and all associated purchasing costs.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
		SUNDRY
76	Construction Contracts	Project construction, including site preparation costs, performed by an outside contractor.
80	Self-Insured Losses	Insurance losses paid through the City's Risk Management Program or those losses not covered by existing policies or not collectible because of deductible limits.
81	Property Losses	Property insurance losses paid through the City's Risk Management Program for those losses not covered by existing policies or not collectible because of deductible limits.
82	Interest Expense	Interest charges on all types of indebtedness (bonds, loans, notes).
84	Capital Fund Contribution	Contribution from an operating fund to the Capital Project Fund to support capital improvement projects.
85	Auto Losses	Automobile insurance losses paid through the City's Risk Management Program or those losses not covered by existing policies or not collectible because of deductible limits.
86	General City Charges	Charges made by the General Fund to one of the other operating funds for services rendered by agencies or units which are financed from the General Fund.
87	Transfer to Pension Fund	Amount to be paid by the City to the various pension funds toward the unfunded pension liability as collected under ACT205. This account does not include employee or other contributions to Pension Funds.
88	Interfund Transfers	Amounts appropriated for transfer between budgetary funds.
89	Pension - Additional POB	Additional payment to the Pension Fund or the Pension Obligation Bonds.

STANDARD ACCOUNTS

A/C #	TITLE	EXPLANATION
90	Refunds	Refunds of overpayments, duplicate payments, and other authorized refunds.
91	Arbitrage Rebate	Penalty incurred for excess interest received on bond funds not expended within federally specified limits.
92	Minimum Charge Rebates	Amounts paid to qualified senior citizens pursuant to enabling legislation.
98	Debt Principal	Scheduled payments of principal on all debt obligations.
99	Prior Years Commitments	Appropriations carried over to the next fiscal year to cover prior fiscal year purchase commitments. Expenses in this account were budgeted in prior years, but is actually be paid out in the current year.

CITY OF ALLENTOWN

BUDGET EMPLOYEE POSITION TOTALS: 2011 - 2016

	2011	2012	2013	2014	2015	2016
GENERAL FUND (000)						
Elected	9	9	9	9	9	9
Municipal - S.E.I.U.	176	161	152	204	200	198
Non-Bargaining & Supervisory	101	97	98	117	120	120
Police - F.O.P.	206	216	216	216	222	222
Fire - I.A.F.F.	141	141	126	125	125	125
TOTAL GENERAL FUND	632	624	601	671	676	674
WATER FUND (002)	85	84	85	0	0	0
SEWER FUND (003)	96	97	97	0	0	0
LIQUID FUELS FUND (004)	21	21	21	21	25	28
TREXLER FUND (006)	14	14	14	14	13	13
RISK MANAGEMENT FUND (081)	2	2	2	3	2	2
SOLID WASTE FUND (085)	33	33	33	36	38	38
GOLF COURSE FUND (091)	6	6	6	6	6	6
HUD (700)	-	16	11	6	5	5
E 9-1-1 Fund (911)	32	33	33	33	33	31
TOTAL ALL POSITIONS	**921**	**930**	**903**	**790**	**798**	**797**

Source: City of Allentown Budgets

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
5	Clerk III Confidential
	Human Resources Coordinator
	Legal Administrative Assistant
6	Claims Coordinator
	Desktop Support Specialist
	EMS Billing Specialist
	Payroll Coordinator
7	Executive Secretary
	Purchasing Coordinator
8	Application Support Analyst
	Maintenance Foreperson
9	Adminstrative Supervisor
	Communications Shift Supervisor
	Education & Enforcement Manager
	EMS Billing Supervisor
	Executive Secretary to the Managing Director
	Legal Administrative Manager
	Office Manager
	Survey Tech 3

PAY GRADE	POSITION CLASSIFICATION TITLE
10	Buyer
	Codes Coordinator
	Deputy City Clerk
	Engineering Technician 3
	G.I.S. Analyst
	Human Relations Officer/Special Assistant to the Mayor
	Recreation Program Specialist
	Recycling Coordinator
11	Benefits Manager
	EMS Shift Supervisor
	Executive Secretary to the Mayor
	Housing Coordinator
	HUD Grants Monitor
	Maintenance Supervisor
	Recruitment Manager
12	Community Housing Coordinator
	EMS Operations Manager
	Human Resource Program Manager
	IT Service Coordinator
	Public Safety Analyst
	Senior Planner
	Systems Analyst

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
13	Accountant
	Cancer Prevention Program Manager
	Chief Maintenance Supervisor
	Chief Planner
	Clinical Service Manager
	Communicable Disease Manager
	Construction Codes Superintendent
	Construction Operations Manager
	Environmental Field Services Manager
	Golf Course Manager
	Housing Supervisor
	HUD Grants Accountant
	Injury Prevention Service Manager
	Internal Audit Manager
	Manager - Stormwater
	Nutrition & Physical Activity Program Manager
	Operations Manager
	Public Works Operations Manager
	Recreation & Special Events Coordinator
	SWEEP & Animal Control Manager
	Zoning Supervisor

PAY GRADE	POSITION CLASSIFICATION TITLE
14	Application Developer
	Associate Utility Engineer
	Business Development Liaison
	Chief Designer/Surveyor
	Communications Manager
	Compliance Auditor
	Environmental Health Associate Director
	Financial Analyst
	Grants Coordination Manager
	HUD Grants Manager
	IT Project Manager
	Labor Relations Manager
	Personal Health Associate Director
	Purchasing Agent
	Senior GIS Coordinator
	Senior Systems Analyst
15	Business Development Manager
	Finance Operations Manager
	Risk & Safety Manager

NON-BARGAINING UNIT CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
16	Communications Superintendent
	Database Administrator/Analyst
	Facilities Manager
	Manager - Recycling & Solid Waste
	Parks Superintendent
	Streets Superintendent
	TIS Operations Manager
	Traffic Control Superintendent
17	Assistant City Solicitor
	CD Operations Manager
	Director — Building Standards & Safety
	Health Director
	Planning Director
	Revenue and Audit Manager
	Senior Civil Engineer/Assistant City Engineer
18	Associate City Solicitor
	City Clerk
	Deputy Director - Finance & Treasury
	Deputy Director - Public Works
	Police Captain

PAY GRADE	POSITION CLASSIFICATION TITLE
20	City Solicitor (PT)
21	Chief Information Officer
	Community Development Director
	Deputy Director - Human Resources
	Deputy Fire Chief
	Finance Director
	Fire Chief
	Parks, Recreation, & Trails Director
	Police Chief
	Police Chief Assistant
	Public Works Director
22	Managing Director

CITY OF ALLENTOWN
2016 WAGE RANGE FOR NON-BARGAINING UNIT EMPLOYEES
Annual Salary Calculated on 2080 Hours per Year

GRADE	Minimum	Maximum	
01	33,295	42,322	Annual
	16.0072	20.3471	Hourly
02	34,769	44,358	Annual
	16.7159	21.3258	Hourly
03	36,286	46,444	Annual
	17.4452	22.3289	Hourly
04	37,880	48,606	Annual
	18.2115	23.3683	Hourly
05	39,561	50,860	Annual
	19.0197	24.4520	Hourly
06	41,301	53,165	Annual
	19.8563	25.5601	Hourly
07	43,169	55,616	Annual
	20.7543	26.7386	Hourly
08	45,079	58,100	Annual
	21.6726	27.9328	Hourly
09	47,082	60,684	Annual
	22.6356	29.1752	Hourly
10	49,174	63,363	Annual
	23.6413	30.4630	Hourly
11	51,351	66,382	Annual
	24.6880	31.9143	Hourly

GRADE	Minimum	Maximum	
12	53,675	69,543	Annual
	25.8053	33.4344	Hourly
13	56,083	74,980	Annual
	26.9630	36.0482	Hourly
14	58,626	80,019	Annual
	28.1856	38.4707	Hourly
15	61,262	81,141	Annual
	29.4529	39.0101	Hourly
16	64,027	84,150	Annual
	30.7822	40.4567	Hourly
17	66,941	89,709	Annual
	32.1832	43.1293	Hourly
18	69,991	93,723	Annual
	33.6495	45.0590	Hourly
19	73,219	95,121	Annual
	35.2014	45.7313	Hourly
20	76,582	99,378	Annual
	36.8183	47.7781	Hourly
21	80,531	142,800	Annual
	38.7168	68.6538	Hourly
22	93,127	153,000	Annual
	44.7727	73.5577	Hourly

MUNICIPAL EMPLOYEE CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
6	Clerk 2
	Clerk Stenographer 2
	Maintenance Worker 1
	Maintenance Worker 1 - Custodial
7	Para-Police
8	Clerk 3
	Inventory Control Clerk
	Line Locator
	Maintenance Worker 2
	Maintenance Worker 2 - Stock Clerk
	Permit Technician
	Printer Aide
9	Arborist 1
	Equipment Operator 2
	Maintenance Mechanic 1
10	Equipment Operator 3
	Maintenance Worker 3
11	Arborist 2
	Equipment Operator 3 - Specialist
	Maintenance Mechanic 3

PAY GRADE	POSITION CLASSIFICATION TITLE
12	Animal Control Officer
	Community Health Specialist
	Sweep Officer
13	911 Dispatcher
	Engineering Aide 3
	Financial Specialist
14	911 Lead Dispatcher
	Construction Inspector
	Equipment Operator 4
	Equipment Operator 4 - Specialist
	Housing Inspector
	Maintenance Mechanic - Specialist
	Paving Specialist
	Rehabilitation Specialist
	Telecommunications Technician
	Traffic Signal Technician 2
	Zoning Officer
15	Equipment Operator 5
	Tax Examiner
	Tradesman
	Waste & Recycling Operator
	Tradesman (Speciality)

MUNICIPAL EMPLOYEE CLASSIFICATIONS AND PAY GRADES

PAY GRADE	POSITION CLASSIFICATION TITLE
16	Communicable Disease Investigator
	Dietician
	Greenskeeper
	Senior Tax Examiner
	Tree Inspector
18	Building Inspector
	Electrical Inspector
	Plumbing/Mechanical Inspector
	Sanitarian
31	Community Health Nurse
	Paramedic FT

PAY GRADE	POSITION CLASSIFICATION TITLE

CITY OF ALLENTOWN

JUL 2015 - JUN 2016: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SHEDULE M

GRADE	A	B	C	D	E	F	G	H	
01	29,425	30,409	31,715	36,369	37,015	37,687	38,393	39,144	Annual
	1,131.74	1,169.59	1,219.81	1,398.80	1,423.64	1,449.52	1,476.67	1,505.54	Biweekly
	14.1467	14.6199	15.2476	17.4850	17.7955	18.1190	18.4583	18.8193	Hourly
	21.2201	21.9299	22.8714	26.2275	26.6933	27.1785	27.6875	28.2290	Overtime
02	29,980	30,977	32,309	37,015	37,687	38,393	39,144	39,921	Annual
	1,153.06	1,191.44	1,242.67	1,423.64	1,449.52	1,476.67	1,505.54	1,535.44	Biweekly
	14.4132	14.8930	15.5333	17.7955	18.1190	18.4583	18.8193	19.1930	Hourly
	21.6199	22.3394	23.3000	26.6933	27.1785	27.6875	28.2290	28.7895	Overtime
03	30,561	31,584	32,938	37,687	38,393	39,144	39,921	40,747	Annual
	1,175.41	1,214.75	1,266.84	1,449.52	1,476.67	1,505.54	1,535.44	1,567.18	Biweekly
	14.6926	15.1844	15.8355	18.1190	18.4583	18.8193	19.1930	19.5897	Hourly
	22.0390	22.7766	23.7533	27.1785	27.6875	28.2290	28.7895	29.3845	Overtime
04	31,167	32,206	33,589	38,393	39,144	39,921	40,747	41,608	Annual
	1,198.73	1,238.69	1,291.90	1,476.67	1,505.54	1,535.44	1,567.18	1,600.30	Biweekly
	14.9841	15.4836	16.1488	18.4583	18.8193	19.1930	19.5897	20.0037	Hourly
	22.4762	23.2254	24.2231	27.6875	28.2290	28.7895	29.3845	30.0056	Overtime
05	31,804	32,862	34,275	39,144	39,921	40,747	41,608	42,515	Annual
	1,223.22	1,263.94	1,318.29	1,505.54	1,535.44	1,567.18	1,600.30	1,635.20	Biweekly
	15.2903	15.7992	16.4786	18.8193	19.1930	19.5897	20.0037	20.4399	Hourly
	22.9354	23.6988	24.7179	28.2290	28.7895	29.3845	30.0056	30.6599	Overtime
06	32,479	33,563	35,001	39,921	40,747	41,608	42,515	43,466	Annual
	1,249.19	1,290.88	1,346.19	1,535.44	1,567.18	1,600.30	1,635.20	1,671.78	Biweekly
	15.6149	16.1360	16.8273	19.1930	19.5897	20.0037	20.4399	20.8972	Hourly
	23.4224	24.2040	25.2410	28.7895	29.3845	30.0056	30.6599	31.3459	Overtime

CITY OF ALLENTOWN

JUL 2015 - JUN 2016: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SHEDULE M

GRADE	A	B	C	D	E	F	G	H	
07	33,177	34,283	35,761	40,747	41,608	42,515	43,466	44,463	Annual
	1,276.03	1,318.58	1,375.43	1,567.18	1,600.30	1,635.20	1,671.78	1,710.10	Biweekly
	15.9504	16.4823	17.1928	19.5897	20.0037	20.4399	20.8972	21.3763	Hourly
	23.9256	24.7234	25.7893	29.3845	30.0056	30.6599	31.3459	32.0644	Overtime
08	33,920	35,051	36,559	41,608	42,515	43,466	44,463	45,509	Annual
	1,304.61	1,348.13	1,406.10	1,600.30	1,635.20	1,671.78	1,710.10	1,750.36	Biweekly
	16.3076	16.8516	17.5762	20.0037	20.4399	20.8972	21.3763	21.8795	Hourly
	24.4613	25.2774	26.3644	30.0056	30.6599	31.3459	32.0644	32.8192	Overtime
09	34,695	35,858	37,394	42,515	43,466	44,463	45,509	46,604	Annual
	1,334.41	1,379.15	1,438.24	1,635.20	1,671.78	1,710.10	1,750.36	1,792.45	Biweekly
	16.6801	17.2394	17.9779	20.4399	20.8972	21.3763	21.8795	22.4056	Hourly
	25.0201	25.8591	26.9669	30.6599	31.3459	32.0644	32.8192	33.6085	Overtime
10	35,512	36,695	38,275	43,466	44,463	45,509	46,604	47,762	Annual
	1,365.83	1,411.35	1,472.12	1,671.78	1,710.10	1,750.36	1,792.45	1,837.01	Biweekly
	17.0729	17.6419	18.4015	20.8972	21.3763	21.8795	22.4056	22.9626	Hourly
	25.6094	26.4629	27.6023	31.3459	32.0644	32.8192	33.6085	34.4439	Overtime
11	36,367	37,579	39,196	44,463	45,509	46,604	47,762	48,973	Annual
	1,398.74	1,445.34	1,507.53	1,710.10	1,750.36	1,792.45	1,837.01	1,883.59	Biweekly
	17.4843	18.0667	18.8441	21.3763	21.8795	22.4056	22.9626	23.5448	Hourly
	26.2265	27.1001	28.2662	32.0644	32.8192	33.6085	34.4439	35.3173	Overtime
12	37,266	38,510	40,163	45,509	46,604	47,762	48,973	50,246	Annual
	1,433.29	1,481.16	1,544.73	1,750.36	1,792.45	1,837.01	1,883.59	1,932.52	Biweekly
	17.9161	18.5144	19.3091	21.8795	22.4056	22.9626	23.5448	24.1566	Hourly
	26.8742	27.7717	28.9637	32.8192	33.6085	34.4439	35.3173	36.2348	Overtime

CITY OF ALLENTOWN

JUL 2015 - JUN 2016: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SHEDULE M

GRADE	A	B	C	D	E	F	G	H	
13	38,206	39,481	41,176	46,604	47,762	48,973	50,246	51,579	Annual
	1,469.47	1,518.50	1,583.71	1,792.45	1,837.01	1,883.59	1,932.52	1,983.80	Biweekly
	18.3684	18.9813	19.7964	22.4056	22.9626	23.5448	24.1566	24.7975	Hourly
	27.5526	28.4719	29.6946	33.6085	34.4439	35.3173	36.2348	37.1962	Overtime
14	39,193	40,500	42,243	47,762	48,973	50,246	51,579	52,986	Annual
	1,507.43	1,557.69	1,624.74	1,837.01	1,883.59	1,932.52	1,983.80	2,037.93	Biweekly
	18.8429	19.4711	20.3093	22.9626	23.5448	24.1566	24.7975	25.4742	Hourly
	28.2644	29.2066	30.4639	34.4439	35.3173	36.2348	37.1962	38.2113	Overtime
15	40,192	41,518	43,308	48,973	50,246	51,579	52,986	54,392	Annual
	1,545.85	1,596.83	1,665.71	1,883.59	1,932.52	1,983.80	2,037.93	2,092.02	Biweekly
	19.3232	19.9604	20.8214	23.5448	24.1566	24.7975	25.4742	26.1502	Hourly
	28.9848	29.9405	31.2320	35.3173	36.2348	37.1962	38.2113	39.2254	Overtime
16	41,181	42,538	44,372	50,246	51,579	52,986	54,392	55,801	Annual
	1,583.87	1,636.07	1,706.63	1,932.52	1,983.80	2,037.93	2,092.02	2,146.21	Biweekly
	19.7984	20.4508	21.3329	24.1566	24.7975	25.4742	26.1502	26.8276	Hourly
	29.6976	30.6762	31.9994	36.2348	37.1962	38.2113	39.2254	40.2414	Overtime
18	43,363	44,740	46,575	52,986	54,392	55,801	57,185	58,569	Annual
	1,667.80	1,720.77	1,791.34	2,037.93	2,092.02	2,146.21	2,199.44	2,252.65	Biweekly
	20.8475	21.5096	22.3917	25.4742	26.1502	26.8276	27.4929	28.1581	Hourly
	31.2712	32.2644	33.5876	38.2113	39.2254	40.2414	41.2394	42.2372	Overtime
31	-	-	-	49,863	51,607	53,415	55,284	57,217	Annual
	-	-	-	1,917.82	1,984.87	2,054.42	2,126.31	2,200.66	Biweekly
	-	-	-	23.9728	24.8109	25.6802	26.5789	27.5082	Hourly
	-	-	-	35.9592	37.2163	38.5203	39.8683	41.2623	Overtime

CITY OF ALLENTOWN

JUL 2016 - JUN 2017: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SHEDULE M

GRADE	A	B	C	D	E	F	G	H	
01	29,867	30,866	32,191	36,914	37,570	38,253	38,969	39,731	Annual
	1,148.71	1,187.14	1,238.10	1,419.78	1,445.00	1,471.26	1,498.82	1,528.13	Biweekly
	14.3589	14.8392	15.4763	17.7472	18.0625	18.3908	18.7352	19.1016	Hourly
	21.5384	22.2589	23.2144	26.6209	27.0937	27.5861	28.1028	28.6524	Overtime
02	30,429	31,442	32,794	37,570	38,253	38,969	39,731	40,520	Annual
	1,170.36	1,209.31	1,261.31	1,445.00	1,471.26	1,498.82	1,528.13	1,558.47	Biweekly
	14.6294	15.1164	15.7663	18.0625	18.3908	18.7352	19.1016	19.4809	Hourly
	21.9442	22.6745	23.6495	27.0937	27.5861	28.1028	28.6524	29.2214	Overtime
03	31,019	32,057	33,432	38,253	38,969	39,731	40,520	41,358	Annual
	1,193.04	1,232.98	1,285.85	1,471.26	1,498.82	1,528.13	1,558.47	1,590.68	Biweekly
	14.9130	15.4122	16.0731	18.3908	18.7352	19.1016	19.4809	19.8835	Hourly
	22.3695	23.1183	24.1096	27.5861	28.1028	28.6524	29.2214	29.8253	Overtime
04	31,634	32,689	34,093	38,969	39,731	40,520	41,358	42,232	Annual
	1,216.71	1,257.27	1,311.28	1,498.82	1,528.13	1,558.47	1,590.68	1,624.30	Biweekly
	15.2089	15.7158	16.3910	18.7352	19.1016	19.4809	19.8835	20.3038	Hourly
	22.8133	23.5738	24.5865	28.1028	28.6524	29.2214	29.8253	30.4557	Overtime
05	32,281	33,355	34,790	39,731	40,520	41,358	42,232	43,153	Annual
	1,241.57	1,282.89	1,338.06	1,528.13	1,558.47	1,590.68	1,624.30	1,659.72	Biweekly
	15.5196	16.0362	16.7257	19.1016	19.4809	19.8835	20.3038	20.7465	Hourly
	23.2795	24.0543	25.0886	28.6524	29.2214	29.8253	30.4557	31.1198	Overtime
06	32,966	34,066	35,526	40,520	41,358	42,232	43,153	44,118	Annual
	1,267.93	1,310.25	1,366.38	1,558.47	1,590.68	1,624.30	1,659.72	1,696.86	Biweekly
	15.8491	16.3781	17.0798	19.4809	19.8835	20.3038	20.7465	21.2107	Hourly
	23.7737	24.5671	25.6196	29.2214	29.8253	30.4557	31.1198	31.8160	Overtime

CITY OF ALLENTOWN

JUL 2016 - JUN 2017: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SHEDULE M

GRADE	A	B	C	D	E	F	G	H	
07	33,675	34,797	36,298	41,358	42,232	43,153	44,118	45,130	Annual
	1,295.18	1,338.36	1,396.06	1,590.68	1,624.30	1,659.72	1,696.86	1,735.76	Biweekly
	16.1897	16.7295	17.4507	19.8835	20.3038	20.7465	21.2107	21.6969	Hourly
	24.2845	25.0943	26.1761	29.8253	30.4557	31.1198	31.8160	32.5454	Overtime
08	34,429	35,577	37,107	42,232	43,153	44,118	45,130	46,192	Annual
	1,324.17	1,368.35	1,427.19	1,624.30	1,659.72	1,696.86	1,735.76	1,776.61	Biweekly
	16.5522	17.1044	17.8399	20.3038	20.7465	21.2107	21.6969	22.2077	Hourly
	24.8283	25.6566	26.7598	30.4557	31.1198	31.8160	32.5454	33.3115	Overtime
09	35,215	36,396	37,955	43,153	44,118	45,130	46,192	47,303	Annual
	1,354.42	1,399.84	1,459.81	1,659.72	1,696.86	1,735.76	1,776.61	1,819.34	Biweekly
	16.9303	17.4980	18.2476	20.7465	21.2107	21.6969	22.2077	22.7417	Hourly
	25.3954	26.2470	27.3714	31.1198	31.8160	32.5454	33.3115	34.1126	Overtime
10	36,044	37,246	38,849	44,118	45,130	46,192	47,303	48,479	Annual
	1,386.32	1,432.52	1,494.21	1,696.86	1,735.76	1,776.61	1,819.34	1,864.56	Biweekly
	17.3290	17.9065	18.6776	21.2107	21.6969	22.2077	22.7417	23.3070	Hourly
	25.9935	26.8598	28.0164	31.8160	32.5454	33.3115	34.1126	34.9605	Overtime
11	36,913	38,142	39,784	45,130	46,192	47,303	48,479	49,708	Annual
	1,419.73	1,467.02	1,530.14	1,735.76	1,776.61	1,819.34	1,864.56	1,911.84	Biweekly
	17.7466	18.3377	19.1268	21.6969	22.2077	22.7417	23.3070	23.8980	Hourly
	26.6199	27.5066	28.6902	32.5454	33.3115	34.1126	34.9605	35.8470	Overtime
12	37,825	39,088	40,765	46,192	47,303	48,479	49,708	50,999	Annual
	1,454.79	1,503.37	1,567.90	1,776.61	1,819.34	1,864.56	1,911.84	1,961.51	Biweekly
	18.1849	18.7922	19.5987	22.2077	22.7417	23.3070	23.8980	24.5189	Hourly
	27.2773	28.1882	29.3981	33.3115	34.1126	34.9605	35.8470	36.7783	Overtime

CITY OF ALLENTOWN

JUL 2016 - JUN 2017: WAGE SCALE FOR MUNICIPAL (S.E.I.U.) EMPLOYEES

Annual Salary Calculated on 2080 Hours per Year

Based on 1.5% increase

SHEDULE M

GRADE	A	B	C	D	E	F	G	H	
13	38,779	40,073	41,794	47,303	48,479	49,708	50,999	52,352	Annual
	1,491.51	1,541.28	1,607.47	1,819.34	1,864.56	1,911.84	1,961.51	2,013.55	Biweekly
	18.6439	19.2660	20.0933	22.7417	23.3070	23.8980	24.5189	25.1694	Hourly
	27.9659	28.8990	30.1400	34.1126	34.9605	35.8470	36.7783	37.7541	Overtime
14	39,781	41,107	42,877	48,479	49,708	50,999	52,352	53,781	Annual
	1,530.05	1,581.05	1,649.11	1,864.56	1,911.84	1,961.51	2,013.55	2,068.50	Biweekly
	19.1256	19.7632	20.6139	23.3070	23.8980	24.5189	25.1694	25.8563	Hourly
	28.6884	29.6447	30.9209	34.9605	35.8470	36.7783	37.7541	38.7844	Overtime
15	40,795	42,140	43,958	49,708	50,999	52,352	53,781	55,208	Annual
	1,569.04	1,620.78	1,690.69	1,911.84	1,961.51	2,013.55	2,068.50	2,123.40	Biweekly
	19.6130	20.2598	21.1337	23.8980	24.5189	25.1694	25.8563	26.5425	Hourly
	29.4195	30.3896	31.7005	35.8470	36.7783	37.7541	38.7844	39.8137	Overtime
16	41,798	43,176	45,038	50,999	52,352	53,781	55,208	56,638	Annual
	1,607.63	1,660.61	1,732.23	1,961.51	2,013.55	2,068.50	2,123.40	2,178.40	Biweekly
	20.0954	20.7576	21.6529	24.5189	25.1694	25.8563	26.5425	27.2300	Hourly
	30.1430	31.1364	32.4794	36.7783	37.7541	38.7844	39.8137	40.8451	Overtime
18	44,013	45,411	47,273	53,781	55,208	56,638	58,043	59,447	Annual
	1,692.82	1,746.58	1,818.21	2,068.50	2,123.40	2,178.40	2,232.43	2,286.44	Biweekly
	21.1602	21.8323	22.7276	25.8563	26.5425	27.2300	27.9053	28.5805	Hourly
	31.7403	32.7484	34.0914	38.7844	39.8137	40.8451	41.8580	42.8707	Overtime
31	-	-	-	50,611	52,381	54,216	56,113	58,075	Annual
	-	-	-	1,946.59	2,014.64	2,085.23	2,158.21	2,233.67	Biweekly
	-	-	-	24.3324	25.1830	26.0654	26.9776	27.9208	Hourly
	-	-	-	36.4986	37.7745	39.0981	40.4663	41.8812	Overtime

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2016 WAGE SCHEDULE
PATROL OFFICER

** Based on 0% increase over 2015 wages, pending contract updates.*

*** Based on 12 holidays Not included: Flag Day, Emp Birthday*

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	**Holiday
1	52,200	-	52,200	2,007.70	200.770	25.0962	2,409.24
2	54,685	-	54,685	2,103.25	210.325	26.2907	2,523.91
3	57,173	-	57,173	2,198.98	219.898	27.4872	2,638.77
4	69,546	-	69,546	2,674.84	267.484	33.4355	3,209.81
5	69,805	425	70,230	2,701.17	270.117	33.7646	3,241.40
6	69,805	525	70,330	2,705.01	270.501	33.8127	3,246.02
7	69,805	625	70,430	2,708.86	270.886	33.8608	3,250.63
8	69,805	725	70,530	2,712.71	271.271	33.9088	3,255.25
9	69,805	825	70,630	2,716.55	271.655	33.9569	3,259.86
10	69,805	925	70,730	2,720.40	272.040	34.0050	3,264.48
11	69,805	1,025	70,830	2,724.25	272.425	34.0531	3,269.09
12	69,805	1,125	70,930	2,728.09	272.809	34.1011	3,273.71
13	69,805	1,225	71,030	2,731.94	273.194	34.1492	3,278.33
14	69,805	1,325	71,130	2,735.78	273.578	34.1973	3,282.94
15	69,805	1,425	71,230	2,739.63	273.963	34.2454	3,287.56
16	69,805	1,525	71,330	2,743.48	274.348	34.2935	3,292.17
17	69,805	1,625	71,430	2,747.32	274.732	34.3415	3,296.79
18	69,805	1,725	71,530	2,751.17	275.117	34.3896	3,301.40
19	69,805	1,825	71,630	2,755.01	275.501	34.4377	3,306.02
20	69,805	1,925	71,730	2,758.86	275.886	34.4858	3,310.63
21	69,805	2,025	71,830	2,762.71	276.271	34.5338	3,315.25
22	69,805	2,125	71,930	2,766.55	276.655	34.5819	3,319.86
23	69,805	2,225	72,030	2,770.40	277.040	34.6300	3,324.48
24	69,805	2,325	72,130	2,774.25	277.425	34.6781	3,329.09
25	69,805	2,425	72,230	2,778.09	277.809	34.7261	3,333.71

Differential: Middle Shift $0.35/Hour
Night Shift $0.40/Hour

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2016 WAGE SCHEDULE
"SERGEANT A"

** Based on 0% increase over 2015 wages, pending contract updates.*

*** Based on 12 holidays Not included: Flag Day, Emp Birthday*

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	**Holiday
1	68,883	-	68,883	2,649.34	264.934	33.1167	3,179.21
2	71,255	-	71,255	2,740.57	274.057	34.2571	3,288.68
3	73,621	-	73,621	2,831.59	283.159	35.3948	3,397.90
4	73,621	-	73,621	2,831.59	283.159	35.3948	3,397.90
5	73,881	425	74,306	2,857.92	285.792	35.7240	3,429.50
6	73,881	525	74,406	2,861.76	286.176	35.7720	3,434.12
7	73,881	625	74,506	2,865.61	286.561	35.8201	3,438.73
8	73,881	725	74,606	2,869.46	286.946	35.8682	3,443.35
9	73,881	825	74,706	2,873.30	287.330	35.9163	3,447.96
10	73,881	925	74,806	2,877.15	287.715	35.9644	3,452.58
11	73,881	1,025	74,906	2,880.99	288.099	36.0124	3,457.19
12	73,881	1,125	75,006	2,884.84	288.484	36.0605	3,461.81
13	73,881	1,225	75,106	2,888.69	288.869	36.1086	3,466.42
14	73,881	1,325	75,206	2,892.53	289.253	36.1567	3,471.04
15	73,881	1,425	75,306	2,896.38	289.638	36.2047	3,475.65
16	73,881	1,525	75,406	2,900.23	290.023	36.2528	3,480.27
17	73,881	1,625	75,506	2,904.07	290.407	36.3009	3,484.89
18	73,881	1,725	75,606	2,907.92	290.792	36.3490	3,489.50
19	73,881	1,825	75,706	2,911.76	291.176	36.3970	3,494.12
20	73,881	1,925	75,806	2,915.61	291.561	36.4451	3,498.73
21	73,881	2,025	75,906	2,919.46	291.946	36.4932	3,503.35
22	73,881	2,125	76,006	2,923.30	292.330	36.5413	3,507.96
23	73,881	2,225	76,106	2,927.15	292.715	36.5894	3,512.58
24	73,881	2,325	76,206	2,930.99	293.099	36.6374	3,517.19
25	73,881	2,425	76,306	2,934.84	293.484	36.6855	3,521.81

Differential: Middle Shift $0.35/Hour
Night Shift $0.40/Hour

"Sergeants A" applies to Sergeants with less than two (2) years in grade

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2016 WAGE SCHEDULE
"SERGEANT B"

** Based on 0% increase over 2015 wages, pending contract updates.*

*** Based on 12 holidays Not included: Flag Day, Emp Birthday*

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	**Holiday
1	75,611	-	75,611	2,908.13	290.813	36.3516	3,489.76
2	75,611	-	75,611	2,908.13	290.813	36.3516	3,489.76
3	75,611	-	75,611	2,908.13	290.813	36.3516	3,489.76
4	75,611	-	75,611	2,908.13	290.813	36.3516	3,489.76
5	75,611	425	76,036	2,924.48	292.448	36.5560	3,509.37
6	75,611	525	76,136	2,928.32	292.832	36.6040	3,513.99
7	75,611	625	76,236	2,932.17	293.217	36.6521	3,518.60
8	75,611	725	76,336	2,936.02	293.602	36.7002	3,523.22
9	75,611	825	76,436	2,939.86	293.986	36.7483	3,527.83
10	75,611	925	76,536	2,943.71	294.371	36.7964	3,532.45
11	75,611	1,025	76,636	2,947.55	294.755	36.8444	3,537.07
12	75,611	1,125	76,736	2,951.40	295.140	36.8925	3,541.68
13	75,611	1,225	76,836	2,955.25	295.525	36.9406	3,546.30
14	75,611	1,325	76,936	2,959.09	295.909	36.9887	3,550.91
15	75,611	1,425	77,036	2,962.94	296.294	37.0367	3,555.53
16	75,611	1,525	77,136	2,966.79	296.679	37.0848	3,560.14
17	75,611	1,625	77,236	2,970.63	297.063	37.1329	3,564.76
18	75,611	1,725	77,336	2,974.48	297.448	37.1810	3,569.37
19	75,611	1,825	77,436	2,978.32	297.832	37.2290	3,573.99
20	75,611	1,925	77,536	2,982.17	298.217	37.2771	3,578.60
21	75,611	2,025	77,636	2,986.02	298.602	37.3252	3,583.22
22	75,611	2,125	77,736	2,989.86	298.986	37.3733	3,587.83
23	75,611	2,225	77,836	2,993.71	299.371	37.4214	3,592.45
24	75,611	2,325	77,936	2,997.55	299.755	37.4694	3,597.07
25	75,611	2,425	78,036	3,001.40	300.140	37.5175	3,601.68

Differential: Middle Shift $0.35/Hour
Night Shift $0.40/Hour

"Sergeants B" applies to Sergeants with two (2) or more years in grade (on second (2nd) anniversary date of promotion)

CITY OF ALLENTOWN
FRATERNAL ORDER OF POLICE - QUEEN CITY LODGE NO. 10
JANUARY TO DECEMBER 2016 WAGE SCHEDULE
"LIEUTENANT"

** Based on 0% increase over 2015 wages, pending contract updates.*

*** Based on 12 holidays Not included: Flag Day, Emp Birthday*

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	**Holiday
1	79,393	-	79,393	3,053.56	305.356	38.1696	3,664.28
2	79,393	-	79,393	3,053.56	305.356	38.1696	3,664.28
3	79,393	-	79,393	3,053.56	305.356	38.1696	3,664.28
4	79,393	-	79,393	3,053.56	305.356	38.1696	3,664.28
5	79,393	425	79,818	3,069.91	306.991	38.3739	3,683.89
6	79,393	525	79,918	3,073.76	307.376	38.4220	3,688.51
7	79,393	625	80,018	3,077.60	307.760	38.4700	3,693.12
8	79,393	725	80,118	3,081.45	308.145	38.5181	3,697.74
9	79,393	825	80,218	3,085.30	308.530	38.5662	3,702.35
10	79,393	925	80,318	3,089.14	308.914	38.6143	3,706.97
11	79,393	1,025	80,418	3,092.99	309.299	38.6623	3,711.59
12	79,393	1,125	80,518	3,096.83	309.683	38.7104	3,716.20
13	79,393	1,225	80,618	3,100.68	310.068	38.7585	3,720.82
14	79,393	1,325	80,718	3,104.53	310.453	38.8066	3,725.43
15	79,393	1,425	80,818	3,108.37	310.837	38.8547	3,730.05
16	79,393	1,525	80,918	3,112.22	311.222	38.9027	3,734.66
17	79,393	1,625	81,018	3,116.06	311.606	38.9508	3,739.28
18	79,393	1,725	81,118	3,119.91	311.991	38.9989	3,743.89
19	79,393	1,825	81,218	3,123.76	312.376	39.0470	3,748.51
20	79,393	1,925	81,318	3,127.60	312.760	39.0950	3,753.12
21	79,393	2,025	81,418	3,131.45	313.145	39.1431	3,757.74
22	79,393	2,125	81,518	3,135.30	313.530	39.1912	3,762.35
23	79,393	2,225	81,618	3,139.14	313.914	39.2393	3,766.97
24	79,393	2,325	81,718	3,142.99	314.299	39.2873	3,771.59
25	79,393	2,425	81,818	3,146.83	314.683	39.3354	3,776.20

Differential: Middle Shift $0.35/Hour
Night Shift $0.40/Hour

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2016
FIRE FIGHTERS

**** No base increase only longevity***

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	46,265	-	46,265	1,779.40	254.20	21.1834	3,304.61
2	48,579	-	48,579	1,868.42	266.92	22.2431	3,469.92
3	50,893	-	50,893	1,957.44	279.63	23.3026	3,635.24
4	63,333	-	63,333	2,435.87	347.98	28.9986	4,523.76
5	63,333	1,175	64,508	2,481.06	354.44	29.5365	4,607.69
6	63,333	1,275	64,608	2,484.91	354.99	29.5823	4,614.83
7	63,333	1,325	64,658	2,486.83	355.26	29.6051	4,618.40
8	63,333	1,375	64,708	2,488.76	355.54	29.6280	4,621.97
9	63,333	1,475	64,808	2,492.60	356.09	29.6738	4,629.12
10	63,333	1,525	64,858	2,494.52	356.36	29.6967	4,632.69
11	63,333	1,575	64,908	2,496.45	356.64	29.7196	4,636.26
12	63,333	1,675	65,008	2,500.29	357.18	29.7654	4,643.40
13	63,333	1,725	65,058	2,502.22	357.46	29.7883	4,646.97
14	63,333	1,775	65,108	2,504.14	357.73	29.8112	4,650.55
15	63,333	1,875	65,208	2,507.99	358.28	29.8570	4,657.69
16	63,333	1,925	65,258	2,509.91	358.56	29.8799	4,661.26
17	63,333	1,975	65,308	2,511.83	358.83	29.9028	4,664.83
18	63,333	2,075	65,408	2,515.68	359.38	29.9486	4,671.97
19	63,333	2,125	65,458	2,517.60	359.66	29.9714	4,675.55
20	63,333	2,325	65,658	2,525.29	360.76	30.0630	4,689.83
25	63,333	2,825	66,158	2,544.52	363.50	30.2920	4,725.55

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2016
LIEUTENANT / INSPECTOR

**** No base increase only longevity***

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	68,720	-	68,720	2,643.06	377.58	31.4650	4,908.54
5	68,720	1,175	69,895	2,688.25	384.05	32.0030	4,992.48
6	68,720	1,275	69,995	2,692.10	384.59	32.0488	4,999.61
7	68,720	1,325	70,045	2,694.02	384.86	32.0717	5,003.17
8	68,720	1,375	70,095	2,695.94	385.13	32.0946	5,006.74
9	68,720	1,475	70,195	2,699.79	385.68	32.1404	5,013.90
10	68,720	1,525	70,245	2,701.71	385.96	32.1633	5,017.47
11	68,720	1,575	70,295	2,703.64	386.23	32.1861	5,021.04
12	68,720	1,675	70,395	2,707.48	386.78	32.2319	5,028.18
13	68,720	1,725	70,445	2,709.41	387.06	32.2548	5,031.75
14	68,720	1,775	70,495	2,711.33	387.33	32.2777	5,035.32
15	68,720	1,875	70,595	2,715.17	387.88	32.3235	5,042.48
16	68,720	1,925	70,645	2,717.10	388.16	32.3464	5,046.05
17	68,720	1,975	70,695	2,719.02	388.43	32.3693	5,049.62
18	68,720	2,075	70,795	2,722.87	388.98	32.4151	5,056.74
19	68,720	2,125	70,845	2,724.79	389.26	32.4380	5,060.31
20	68,720	2,325	71,045	2,732.48	390.35	32.5296	5,074.61
25	68,720	2,825	71,545	2,751.71	393.10	32.7585	5,110.31

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2016
CAPTAIN

**** No base increase only longevity***

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	71,247	-	71,247	2,740.28	391.47	32.6223	5,089.08
5	71,247	1,175	72,422	2,785.47	397.92	33.1603	5,173.01
6	71,247	1,275	72,522	2,789.31	398.47	33.2061	5,180.15
7	71,247	1,325	72,572	2,791.24	398.75	33.2290	5,183.73
8	71,247	1,375	72,622	2,793.16	399.02	33.2519	5,187.30
9	71,247	1,475	72,722	2,797.01	399.57	33.2977	5,194.44
10	71,247	1,525	72,772	2,798.93	399.85	33.3206	5,198.01
11	71,247	1,575	72,822	2,800.85	400.12	33.3435	5,201.58
12	71,247	1,675	72,922	2,804.70	400.67	33.3893	5,208.73
13	71,247	1,725	72,972	2,806.62	400.95	33.4122	5,212.30
14	71,247	1,775	73,022	2,808.54	401.22	33.4351	5,215.87
15	71,247	1,875	73,122	2,812.39	401.77	33.4808	5,223.01
16	71,247	1,925	73,172	2,814.31	402.04	33.5037	5,226.58
17	71,247	1,975	73,222	2,816.24	402.32	33.5266	5,230.15
18	71,247	2,075	73,322	2,820.08	402.87	33.5724	5,237.30
19	71,247	2,125	73,372	2,822.01	403.14	33.5953	5,240.87
20	71,247	2,325	73,572	2,829.70	404.24	33.6869	5,255.15
25	71,247	2,825	74,072	2,848.93	406.99	33.9158	5,290.87

CITY OF ALLENTOWN
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS - LOCAL 302
EFFECTIVE JANUARY THROUGH DECEMBER 2016
BATTALION CHIEF

**** No base increase only longevity***

Years Service	* Base	Longevity	Gross	Bi-Weekly	Daily	Hourly	Holiday
1	73,783	-	73,783	2,837.81	405.40	33.7835	5,270.23
5	73,783	1,175	74,958	2,883.00	411.86	34.3214	5,354.14
6	73,783	1,275	75,058	2,886.85	412.41	34.3672	5,361.29
7	73,783	1,325	75,108	2,888.77	412.68	34.3901	5,364.86
8	73,783	1,375	75,158	2,890.69	412.96	34.4130	5,368.43
9	73,783	1,475	75,258	2,894.54	413.51	34.4588	5,375.57
10	73,783	1,525	75,308	2,896.46	413.78	34.4817	5,379.15
11	73,783	1,575	75,358	2,898.39	414.06	34.5046	5,382.71
12	73,783	1,675	75,458	2,902.23	414.60	34.5504	5,389.85
13	73,783	1,725	75,508	2,904.15	414.88	34.5733	5,393.43
14	73,783	1,775	75,558	2,906.08	415.15	34.5962	5,397.00
15	73,783	1,875	75,658	2,909.92	415.70	34.6420	5,404.14
16	73,783	1,925	75,708	2,911.85	415.98	34.6648	5,407.72
17	73,783	1,975	75,758	2,913.77	416.25	34.6877	5,411.29
18	73,783	2,075	75,858	2,917.62	416.80	34.7335	5,418.43
19	73,783	2,125	75,908	2,919.54	417.08	34.7564	5,422.00
20	73,783	2,325	76,108	2,927.23	418.18	34.8480	5,436.29
25	73,783	2,825	76,608	2,946.46	420.92	35.0769	5,472.00

ARTICLE 130
FINANCIAL PROCEDURES

130.01 Fiscal Year
130.02 Submission of Balanced Budget and Capital Program
130.03 Budget Message
130.04 Budget
130.05 City Council Action on Budget
130.06 Revised Budget (removed pursuant to charter amendment)
130.07 Amendments After Adoption
130.08 Lapse of Appropriations
130.09 Administration of the Budget and Capital Plan
130.10 Capital Plan
130.11 City Council Action on Capital Plan
130.12 Public Records
130.13 Independent Audit
130.14 Appropriations
130.15 Contributions
130.16 Contracts
130.17 Out Sourcing
130.18 Warrants: Form and Signature
130.19 Deposits; Co-Mingling; Negative Cash Balances
130.20 Temporary Investment of Funds
130.21 Annual Audit
130.21 Vacancy Report
130.22 Limitations on Expenditure of City Funds
130.24 Sale of City Land
130.25 Dedicating City Assets
130.26 City Funds Prohibited to Delinquents
130.27 Settlements
130.28 Stabilization Fund
130.29 State and Federal Funded Construction Projects

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)

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. (15076 §1 6/7/13)

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 15th 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)

130.10 CAPITAL PLAN

A. Submission to City Council. The Mayor shall prepare and submit to the City Council a five (5) year capital program no later than the final date for submission of the budget. (Art. VIII, §811)

B. Contents of Capital Plan. The capital plan shall include:

1. A clear general summary of its contents;

2. A list of all capital improvements and other capital expenditures which are proposed to be undertaken during the five (5) fiscal years next ensuing, with appropriate supporting information as to the necessity for each;

3. Cost estimates and recommended time schedules for each improvements or other capital expenditure;

4. Method of financing, upon which each capital expenditure is to be reliant;

5. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired; and

6. All Capital Projects must be included in the Capital Plan Budget. (Art. VIII, §811)
The above shall be revised and extended each year with regard to capital improvements still pending or in the process of construction or acquisition. (Art. VIII, §811)

C. Financing Capital Projects. Financing for Capital Projects shall be obtained by Competitive Bidding. (Art. VIII, §811)

D. Capital Projects Approved. Proposed Capital Projects in the Capital Plan must be considered on their own individual merits by the Director of Finance, the City Controller, and the Proposer of the project. The procedures to approve the individual Capital Projects are:

1. **Preliminary Feasibility Study** (Art. VIII, §811)

The Capital Project preliminary feasibility study shall include:

a. A clear general summary of its purpose and justification.

b. The cost estimates and time schedule for the Capital Project including the cost of the Post Project Completion Audit.

c. The method of financing and sources upon which this Capital Project is reliant.

d. The annual cost of operating and maintaining the project to be constructed or acquired. (Art. VIII, §811)

The Council approval of Capital Projects in this preliminary feasibility study will require a simple majority vote in order to move on to a final approval and funding acceptance. (Art. VIII, §811)

2. **Final Proposal and Financing (Art. VIII, §811)**

The Final Capital Project proposal and financing shall include:

a. A clear general summary of its purpose and justification. (Art. VIII, §811)

b. The cost estimates and time schedule for the Capital Project including the cost of the Post Project Completion Audit. (Art. VIII, §811)

c. The method of financing and sources upon which this Capital Project is reliant. (Art. VIII, §811)

d. The annual cost of operating and maintaining the project to be constructed or acquired. (Art. VIII, §811)

e. This final Capital Project Proposal will be published and made available for the public to review (Use Notice and Hearing Notice - Section 812). Capital Project replaces Capital Program. The final Council approval of Capital Projects will require five (5) votes to approve. (Art. VIII, §811)

f. No expenditure for any capital project shall take place unless a specific authorization has been approved by Council that contains a specific revenue source except in the case of a declared emergency by the Mayor and or his designee. (15146 § 9/3/14)

3. **Capital Project Reporting (Art. VIII, §811)**

a. Current Projects. All Capital Projects in process must be reported on a quarterly basis and provide an update on cost, completion date, and estimated revised operating costs. This information is to be supplied by the Director of Finance and the Project Manager to the City Council in such a form that it is available to the public. (Art. VIII, §811)

b. Extended Projects. If commencement of a Capital Project does not begin by end of the fiscal year, following the year in which final approval is obtained, the project must go through Section 811(D)(1) and (2). (Art. VIII, §811)

c. Status Reports to Council:

1. Bi-weekly Report: A bi-weekly report of the active capital improvement projects shall be distributed to the City Controller and City Council upon their request.

2. Report to Council: In addition, the Administration shall provide quarterly reports (March, June, September and December) to City Council. The report shall be delivered to Council, and the Controller, no later than two weeks or the first business day thereafter at the close of the month. The report shall include the project number,

name, start date, funding source, authorizing legislation, initial authorization, adjustments to the original authorization, encumbrances, remaining balance, and projected completion date. (13401 §1 6/7/96; 15145 § 9/3/14)

3. No later than forty-five days after the completion of a capital project, the Administration shall prepare and submit to City Council and the Controller, a report on the completed capital project. The report shall include the project number, name, start date, funding source, authorizing legislation, initial authorization, adjustments to the original authorization, encumbrances, remaining balance, and completion date. The report shall include a review of the estimated cost of the project with the final cost, and explain any deviation between the actual and estimated costs. The report shall be submitted with the monthly financial reports. (13401 §1 6/7/96; 15145 § 9/3/14)

4. **Capital Project Transfers.** Once a capital project is completed, the authorization for that capital project shall cease and the "appropriate surplus" shall not apply to any other project. There shall be no transfer of funds from any capital projects unless specifically approved by Council as an amendment to the capital budget. (13401 §1 6/7/96)

5. **Post Project Completion Audit.** Following completion of the Capital project, a complete and detailed audit must be published and made available to the public. This Post Audit is to be completed by an independent auditor appointed by the Council. The purpose of the Post Audit is to confirm the estimates of costs and explain any deviation between actual and estimated costs. (Art. VIII, §811)

130.11 CITY COUNCIL ACTION ON CAPITAL PLAN

A. Public Access to Capital Plan. The proposed Capital Plan shall be available for public inspection at City Hall and copies shall be available for the public at a reasonable fee to be set by the Council. (Art. VIII, §812)

B. Adoption. Council must adopt an annual Capital Plan, with or without amendment, no later than December 15th of the fiscal year, currently ending. If Council fails to adopt a Capital Plan by December 15th then the Mayor's original Capital Plan shall become the official Capital Plan of the City for the ensuing fiscal year. (Art. VIII, §812)

130.12 PUBLIC RECORDS

Copies of the budget, capital plan and appropriation and revenue ordinances shall be public records and shall be made available to the public at City Hall and at the Allentown Public Library. (Art. VIII, §813)

130.13 INDEPENDENT AUDIT

The Council shall provide for an annual independent audit to be completed and submitted to the Mayor within one hundred eighty (180) days of the close of the fiscal year. It shall include City receipts, expenditures, accounts and reports by a Pennsylvania Certified Public Accountant or a Certified Public Accounting firm, experienced in municipal finance, having no personal interest, direct or indirect, in the fiscal affairs of the City or any of its elected or appointed personnel. The Council may provide for more frequent audits at its discretion. Within thirty (30) days of completion, the Mayor shall present to the Council, the results of the annual audit and a financial statement of the fiscal affairs of the City, with the results of the independent auditor's survey of internal control and any recommendations thereon. The evaluation of the internal control shall take the form of a Management Letter. This Management Letter shall be submitted to the City Council after every audit. A summary of the annual audit of the independent auditor shall be published at least once in one or more newspapers of general circulation in the City within thirty (30) days after submission to the Mayor. The annual audit shall be conducted in accordance with generally accepted auditing standards. The financial report shall be prepared in accordance with generally accepted accounting principles, and shall include a balance sheet for each fund, and on a consolidated fund basis reflecting all current assets, current liabilities and fund balances. The Council shall designate such accountant or firm annually or for a period not exceeding three (3) years. Such accountant or firm shall not serve for more than six (6) consecutive years. (Art. VIII, §814)

130.14 APPROPRIATIONS

No monies shall be paid out of the City treasury except upon appropriation previously made by Council and upon warrant pursuant thereto, which warrant shall explicitly state the purpose for which the money is to be drawn. No work shall be hired to be done, no materials purchased, no contracts made, and no order issued for the payment of any monies in any amount which will cause the sums appropriated to specific purposes to be exceeded. In an emergency, however, defined as a situation which endangers or has the potential to endanger the life, safety or well-being of persons, and where expedient action must be taken to preserve and protect property and to avoid a significant potential for financial loss to the City as determined by the City's Emergency Management Committee and based upon the action recommended by them subject to the approval of the Mayor, the Director of Finance shall have the authority to transfer funds from the unappropriated balance of the various funds of the City to a maximum of $50,000 per emergency to the appropriate bureau(s) responsible for responding to the emergency situation. Within twenty-four (24) hours of the decision by the Emergency Management Committee to respond to an emergency as outlined above, a representative of the Committee shall notify the President of City Council of its action. Within ten (10) days from the time of this appropriation, the Director of Finance shall submit a written report to City Council referencing the full details of the emergency, the effect on public safety resulting from this emergency, the action taken to correct the emergency, and the estimated cost of the required action. At no time, except as herein detailed, shall this action be utilized to circumvent the normal appropriation powers and procedures of City Council. (12592 §1 2/1/84; 12979 §2 6/20/90)

130.15 CONTRIBUTIONS

A. The Administration shall furnish, to City Council, a list of all contributions of any nature, cash or non-cash, made to the City. The list shall be furnished on a quarterly basis.

B. The Administration shall not accept any contributions which contain a spending restriction and causes an expenditure of City funds unless specifically authorized by City Council by a Resolution passed at a Council meeting. (13209 §1 8/4/93)

[Editors Note: The section providing for Budget Reconciliation was repealed by Ordinance 13203 passed on June 16th 1993.]

130.16 CONTRACTS

A. Administration

1. Contract administration for the City including but not limited to authority as to preparation of specifications, letting of bids, award of contracts and payment of bills, shall be vested in the Mayor and the Department of Finance to be exercised in accordance with procedures adopted by the Mayor, on file with City Council, and consistent with the requirements set forth herein. (12497 §1 1/20/82).

(a) For the award of contracts or the engagement of professional services, coordination with and approval by Resolution of City Council prior to contract or engagement execution is required. In the case of contracts or the engagement of professional legal services exempted from Council approval under provisions of the Home Rule Charter, the Administration and Solicitor's Office shall forward a memo to the Clerk's Office informing Council of the service. The memo shall include the name of the provider of service, projected rates and estimated total costs for such services, the terms of the contract, and the budgetary allocation. (15224 §1 9/16/15)

(b) For the award of all contracts over $40,000 that are required to be bid, recommendation of the lowest responsible bidder by the Department of Administration and approval by Resolution of City Council prior to contract execution are required. (15224 §1 9/16/15)

(c) For all contracts over $40,000 that are required to be bid whenever an increase by 10% or more is recommended by the Administration, resubmission to City Council and approval by Resolution prior to execution of any increase are required. (15224 §1 9/16/15)

(d) For purposes of this Article, when calculating the dollar value of a contract with renewal clauses, the maximum amount of all renewals provided for beyond the original term shall be included as if all renewals were exercised. (15224 §1 9/16/15)

(e) The Administration shall make available to the City Clerk's Office a list by Department of each duly executed purchase order, identifying the vendor, the product or service purchased and the amount of each purchase order. (15224 §1 9/16/15)

(f) The Administration shall establish and maintain an ongoing prioritized contract monitoring function consistent with established best practices to ensure that the objectives of city contracts are accomplished and vendors meet their responsibilities. The Administration shall make available to Council and the Clerk's Office all information relating to this section. (15224 §1 9/16/15)

(g) The Administration shall request City Council approval of a Contract Award or change order above the 10% threshold as established by City Ordinance on a form supplied to the Administration by Council Office. The form shall include, but not be limited to the type of contract or change order, funding source, name and address of the recommended Contract/Vendor/Professional Service Provider/Lowest Responsible Bidder, term of the contact, estimated completion date, description of the project or scope of services, the actual or estimated price and payment schedule, renewal options, maximum dollar value of all renewals if applicable, and reasons for recommendation. (15224 §1 9/16/15)

(h) All bid, contract and engagement contracts with the exception of legal counsel exempt under the provisions of the Home Rule Charter shall contain language noting such engagement is subject to Council approval by resolution at a public meeting.
(14407 §1 7/31/06; 15224 §1 9/16/15)

B. Bidding Process

1. Whenever the estimated cost of any construction, erection, installation, completion, alteration, repair of, or addition to, any project subject to the control of the City shall exceed Forty Thousand ($40,000) Dollars; it shall be the duty of the City to have such work performed pursuant to a contract awarded to the lowest responsible bidder, after advertisement for bids. Every such contract shall contain a provision obligating the contractor to the prompt payment of all material furnished, labor supplied or performed, rental for equipment employed, and services rendered by public utilities in or in connection with the prosecution of the work, whether or not the said material, labor, equipment or service enter into and become component parts of the work or improvement contemplated. Such provision shall be deemed to be included for the benefit of every person, partnership, association or corporation who, as subcontractor or otherwise, has furnished material, supplied or performed labor, rented equipment or services in or in connection with the prosecution of the work as aforesaid, and the inclusion thereof in any contract shall preclude the filing by any such person, partnership, association or corporation of any mechanics' lien claim for such material, labor or rental of equipment. (Art. VIII, §815; 13596 §1 8/21/9; 14684 §1 2/23/09)

2. Whenever the estimated costs of any purchase of supplies, materials or equipment or the rental of any equipment, whether or not the same is to be used in connection with the construction, erection, installation, completion, alteration, repair of, or addition to, any project subject to the control of the City, shall exceed Forty Thousand ($40,000) Dollars, it shall be the duty of the City to have such purchase or rental made pursuant to a contract awarded to the lowest responsible bidder, after advertisement for bids, such advertisement including but not limited to any of the following: newspaper advertisements, internet and trade publications, and shall be posted on the City Website. The City shall make every effort to use available resources to secure the most cost effective responsible bid and this shall include but not be limited by the internet, buying groups, co-ops, consortiums, e-commerce, and reverse auctions. (Art. VIII, §815; 13596 §1 8/21/97; 14684 §1 2/23/09)

a. The City shall not evade the provisions of subsection (a) or (b) as to advertising for bids by purchasing materials or contracting for services piecemeal for the purpose of obtaining prices under Forty Thousand ($40,000) Dollars upon transactions which should, in the exercise of reasonable discretion and prudence, be conducted as one transaction amounting to more than Forty Thousand ($40,000) Dollars. This provision is intended to make unlawful the practice of evading advertising requirements by making a series of purchases or contracts,

each for less than the advertising requirement price, or by making several simultaneous purchases or contracts, each below said price, when, in either case, the transactions involved should have been made as one transaction for one price. (Art. VIII, §815; 13596 §1 8/21/97; 14684 §1 2/23/09)

b. Written or telephonic price quotations from at least three (3) qualified and responsible contractors or vendors shall be requested for all contracts that exceed Ten Thousand ($10,000) Dollars but are less than the amount requiring advertisement and competitive bidding or, in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, the construction, reconstruction, repair, maintenance or work which was the subject of the quotation and the price. Written price quotations and written records of telephonic price quotations and memoranda shall be retained for a period of three (3) years. (Art. VIII, §815; 14684 §1 2/23/09)

3. The City shall require as a condition of the award of any contract, pursuant to Subsection (a) or (b) of this section, that the contractor give to the City any bond or Letter of Credit (including bonds for the performance of the contract, and for the prompt payment by the contractor for material, supplies, labor, services and equipment) which are prescribed by law for contracts awarded by cities of the Third Class. (Art. VIII, §815)

4. All contracts, change orders and leases shall be on file in the office of the City Controller and shall be available for public inspection during normal business hours. (Art. VIII, §815; 13596 §1 21/8/97; 14684 §1 2/23/09)

5. Resident Preference:

a. For the purposes of this section, "Resident Business" means one which maintains its principal place of business in the City of Allentown or maintains an office which employs at least five (5) employees in the City of Allentown.

b. When bids are received from both non-resident and resident businesses, or for a product manufactured in Allentown or manufactured by an entity headquartered in Allentown, and products which are not, and the lowest responsible bid is from a non-resident business or not manufactured in Allentown or by an entity headquartered in Allentown, the contract shall be awarded to the responsible resident business or the product manufactured in Allentown or manufactured by an entity headquartered in Allentown, whose responsible bid is nearest to the bid price of the otherwise low non-resident bidder, if the bid price of the resident bidder is made lower than the bid price of such non-resident business when multiplied by a factor .95. (Residence Preference provision was approved in a Charter Referendum, November 4, 1997)

c. In order to qualify for the preference set forth in Subsection B., above, the resident business or manufacturer must be properly licensed to do business in the City of Allentown and in compliance with all City Ordinances and regulations.

d. This section shall not apply to bids for the construction of public improvements in excess of $50,000, or where the difference between the lowest non-resident bid and the lowest resident bid is in excess of $2,500, or where otherwise prohibited by law or state or federal regulation. (13650 §1 3/5/98)

C. Emergency Purchases. The bidding requirements of this section shall not apply to emergency purchases. An emergency purchase shall mean a purchase necessary for the public safety or to avoid a significant financial loss to the City. *14684 §1 2/23/09)*

Emergency purchases shall be determined by the Mayor, Managing Director, or designee and within one week after the purchase of any goods, equipment or services described in the above, the Finance Director shall submit to the City Controller a report detailing the justification for excluding said purchase from advertised bidding requirements, the vendor selected for the purchase, the price paid for the goods, equipment or services purchased, and any additional information as the City Controller may require. (13596 §2 8/21/97; *14684 §1 2/23/09)*

D. Sweatshop Prohibition: The City is prohibited, to the extent possible, from purchasing, leasing, renting or taking on consignment goods produced under sweatshop conditions. (13591 §1 7/17/97)

The City is directed to notify the City's suppliers of this policy in writing.

Vendors or suppliers must authorize a statement verifying they have made a good faith effort to ascertain such information about the factories which manufacture their products.

To the extent possible, goods from suppliers who will not state that their products are not made under sweatshop conditions will not be purchased.

The criterion spelled out below shall be included in every City purchase as part of the contract stipulating that said vendor has made a good faith effort to ascertain such information about the factories which manufacture their products.

Such a compliance form must also be submitted from each vendor that desires to go on any bidding list.

The following criterion shall be used to qualify goods as not being procured under sweatshop conditions:

1. Child Labor. The factory does not employ anybody younger than the legal age for children to work in the country in which the factory is located, and regardless of the legal age, does not employ anybody younger than age 15.

2. Forced Labor. The factory does not use forced labor of any kind -- prison labor, indentured labor or bonded labor.

3. Wages and Benefits. The factory pays a wage which enables its employees to meet their basic needs for food, shelter, clothing and medical care and to set aside money for future purchases. The factory also provides all benefits required by law in their country and compensates workers for overtime.

4. Hours of Work. Employees are not required to work more than 48 hours per week or less if the law of the country in which the factory is located sets a shorter work week.

5. Workers' Rights. The factory is a workplace free from physical, sexual or verbal harassment. Employees have the right to speak up about conditions in the factory without fear or retaliation and have the right to form unions of their own choosing without employer intimidation.

6. Health and Safety. The factory provides a safe and healthy working environment. (13591 §1 7/17/97)

E. Purchase of Professional Services

1. Unless otherwise prescribed or superseded by the City Charter, any purchase of professional services (excluding those related to public debt offerings or other borrowing) in any amount that exceeds Forty Thousand ($40,000) Dollars shall be made by written contract and shall be conducted as follows (12497 §1 1/20/82; 13351 §1 9/22/95; 13351 §1 9/22/95; 13445 §1 5/20/98; *14684 §1 2/23/09)*

Requests for professional consulting services (excluding those related to public debt offerings or other borrowing) shall be advertised in any of the following: Newspaper advertisements, internet and trade publications, and shall be posted on the City website. The City shall make every effort to use available resources to secure the most cost effective responsible bid, and this shall include but not be limited by the internet, buying groups, co-ops, consortiums, e-commerce, and reverse auctions. *14684 §1 2/23/09)*

a. The advertisement shall be in one of two alternative formats. First, it may simply serve notice that a Request for Proposal (RFP) is available for review listing all basic information necessary to elicit responses. Second, the advertisement may briefly summarize the nature of the requested services and solicit statements of qualifications from firms interested in providing the requested services to the City. As a result of the information provided in this phase, selected qualified firms will be asked to respond to a detailed RFP. *14684 §1 2/23/09)*

b. The Request for Proposal shall clearly describe the desired services and shall include, but not be limited to the following information:

1. General background information pertinent to the requested services.

2. Nature and scope of requested services including minimum tasks and activities to be performed together with prescribed completion schedule.

3. Methodology and technical approach to be used in accomplishing the requested work.

4. Description of reports required.

5. Documentation of qualifications and experience in similar work and resumes of staff members to be assigned to the engagement.

6. Compensation information including detailed cost information itemizing hours and rates of each class of staff to be utilized, overhead and profit (if not included in such rates), and out-of-pocket expenses such as travel, telephone, publication and duplication.

7. Estimated utilization of City resources necessary to complete the engagements.

8. Information on the City's evaluation and selection process. (12432 §1 10/1/80; 13351 §1 9/22/95)

2. The selection process shall be based on the objective criteria contained in the RFP and shall be conducted by a Selection Committee composed of the Director of Finance, Department Head, Bureau Manager, and any other staff deemed appropriate. (12497 §1 1/20/82)

3. Unless otherwise prescribed or superseded by the City Charter, whenever fewer than three (3) proposals are received from qualified and responsible vendors for professional services of more than Ten Thousand ($10,000) Dollars but less than the amount requiring advertisement and competitive bidding Forty Thousand ($40,000) Dollars, the administrative

documentation that requests execution of any resulting contract shall provide the reason(s) for not obtaining three (3) proposals. The contract and the administrative documentation shall be kept on file at the City Controller's Office. (*14684 §1 2/23/09)*

F. Policy and Procedures for Engineering By Consultants For State and Federally Funded Projects (15013 §1 8/15/12)

The following procedures shall be used for the orderly determination of the need to use consulting engineering firms, the qualifications and selection of firms, and general administration and monitoring of engineering agreements.

Upon being notified of the need to initiate engineering services on a project, the City Engineer shall analyze the City of Allentown forces to determine if the services of a consulting firm are necessary. The analysis regarding the need to engage consultants will be documented in the project file.

A detailed scope of work describing the project, its location, and services required, will be prepared. An engineering cost estimate will be prepared to compare with the consultant's proposal. A Disadvantaged Business Enterprise (DBE) Goal Request will be submitted to PennDOT's Consultant Agreement Section. The request for letters of interest from consulting firms interested in performing the required engineering services will be advertised in the following: Newspaper advertisements, internet and trade publications, and shall be posted on the City Website. The request for letters of interest must appear in at least two newspapers, of wide local circulation, for one advertisement cycle as required by municipal codes, other statutes or home rule charters. The City of Allentown will submit their advertisements for approval and publishing in Engineering and Construction Management System (ECMS) to either:

Paper copy		Electronically
Department of Transportation Bureau of Project Delivery Highway Delivery Division Contract Management Section 400 North Street, 7th Floor Harrisburg, PA 17120	or	ECMS_Local_Advertisements@pa.gov

The City shall make every effort to use available resources to secure the most cost effective responsible bid and this shall include but not be limited by the internet, buying groups, co-ops, consortiums, e-commerce, and reverse auctions.

The advertisement will include the following information:

a) Location and brief description of the required engineering services.
b) Indication of the method of procurement as competitive negotiations;
c) A statement that the City of Allentown encourages responses from small firms, minority firms, and firms who have not previously performed work for the City.
d) The Disadvantaged Business Enterprise Goal, if any, or nondiscrimination provisions to encourage the prime to notify_DBE subconsultants of contracting opportunities associated with the agreement and solicit their participation, if DBE Goals are not required for the agreement.
e) A statement that indicates whether the modified or standard selection method will be used.
f) A list, in order of importance, of the selection criteria against which the letters of interest will be reviewed.

g) A request for special requirements U.S. General Services Administration (GSA) Form 330.
h) Contact information for project discussions.
i) Cut-off time for response to the advertisement (minimum of two weeks).

Three consultants will be selected from those consultants who submit letters of interest. A qualification selection committee, consisting of a minimum of three people:

a. Director of Public Works or designee,
b. Utility Engineer or designee,
c. Assistant City Engineer or designee,
d. Construction Manager or designee

shall review the qualifications of consultants who submit letters of interest as well as their responsiveness to the requirements of the advertisement. Documentation of consultants considered and the committee's recommendation shall be maintained in the project file. The committee shall document the reasons for their recommendations.

For selecting a consultant to perform bridge inspection, construction inspection agreements, or non- complex or selected moderately complex projects as defined in DM1, or for selecting a consultant as a Municipal Engineer a modified process may be used, and a ranking will be determined based on a review of the statements of interest.

For all other Agreements the normal selection method will be used. The Director of Public Works shall review the recommendations of the qualification committee and select three firms to be recommended to the Pennsylvania Department of Transportation (herein after called the Department) as the consultants to prepare a proposal. Upon receipt of the approval of the consultants from the Department, a technical proposal shall be requested from the consultants.

The request for technical proposals shall include a brief written scope of work. The consultants will be invited to a scope of work meeting at which time the project will be explained in detail. Representatives from the Department will be invited to the meeting. The consultants will be advised of the applicable Federal regulations, review procedures, contract format, and administration. A copy of the Department's Publication 442 will be supplied that the specifications will be made a part of the contract. The City of Allentown's limitations of profit, wages, etc. will be explained. The consultants will be given a name and phone number to contact in case they would have any questions during the preparation of their proposal.

Upon receipt of the technical proposals from the consultants, the qualification committee shall review the technical proposals and make a recommendation for the ranking of the shortlisted consultants for the purpose of negotiating an engineering agreement. The committee shall document the reasons for their recommendation.

The City of Allentown shall conduct discussions with the firms to consider anticipated concepts and compare alternative methods for furnishing services.

For both modified and standard methods of selection, the Director of Public Works shall review the recommendation of the qualification committee and in order of preference, rank the firms. The ranking will be recommended to the Department for approval. Documentation supporting the ranking of the consultants shall be forwarded to the Department when requesting approval of the consultant's ranking. The Department shall approve and/or comment on the municipalities recommended ranking.

The City of Allentown will request a price proposal from the approved first ranked firm and submit the appropriate number of copies to the Department.

The Department will conduct the pre-award evaluation and schedule and hold negotiations, if necessary.

The agreement will be prepared by the Department and circulated for signatures.

It is understood that the consultant cannot begin work until the Federal authorization has been obtained, and both the engineering Agreement and the Reimbursement Agreement have fully executed, and notification of this fact has been received by the City of Allentown.

The City Council designates the Public Works Director to perform liaison activities between the City of Allentown, the Department, and the consultant.

The City of Allentown will enter into a reimbursement agreement with the department setting forth the methods for reimbursing the federal funds to the City of Allentown. The reimbursement agreement will be prepared by the Department.

During the life of the engineering agreement, monthly (or at other appropriate times) meetings will be held with the consultant and the designated liaison person. The Department will be invited to attend these meetings. Documentation of these meetings will be included in the project file.

Partial payment invoices for work performed will be processed as provided by Publication 442. After review of the invoices by the Public Works Director, or his designee, it will be paid. The invoice will in turn be forwarded to the Department with recommendation for reimbursement of the Federal and/or State share.

Prior to termination of services and payment of the final invoice, a joint review will be made by the Department and the City of Allentown to insure the propriety of claims and that all terms and conditions of the contract have been satisfied. Documentation of these findings will be submitted to the Department with the final invoice.

The City of Allentown's designated liaison person will complete copies of the Form D-429, "Past Performance Report for Consultant Engineers", see Appendix 7G or Form D-429 CI, "Past Performance Report for consultant Engineers Construction Inspection", see Appendix 7H.

It is understood and made part of these procedures that the employees of the City of Allentown will neither solicit nor accept gratuities, favors, or anything of monetary value from consultants or contractors or potential consultants or contractors. Violators of said standards will be subject to dismissal from their employment with the City of Allentown by order of the City Council. City Council. (15013 8/21/2012)

G. List of Subcontractors Required

Contractors that are awarded a bid shall provide a list of all subcontractors if they will engage in any work on the project. The list shall be part of the contract that shall be on file in the Controller's Office. (14428 §1 10/6/06)

H. Campaign Prohibitions and Regulations on Non-Competitive Bid Contracts or Financial Assistance in excess of $2,500 (15237 §1 10/7/15)

If an individual or business make a contribution in excess of $250.00 inclusive of in-kind services in the aggregate (family members with a financial interest in the business, business associates, subcontractors, contribution to a PAC which makes a candidate contribution, consultants) during a calendar year, to a candidate for any elective city office or to an elected city office incumbent during the incumbent's term of office, the individual or business shall not be eligible to apply for or enter into any non-competitive bid contract or be eligible to be a sub-contractor for a non-competitive bid contract or to receive financial assistance (grants, tax incentive, etc.) from the city.

1. This section applies to non-competitive bid contracts or financial assistance in excess of $2,500.00 excluding contracts or financial assistance for pass through grants, non-profit organizations, and federal grants such as CDBG allocations.

2. City agencies must notify the Purchasing Office of such opportunities using a form developed by Purchasing.

3. The Purchasing Office must develop procedures to implement this ordinance including a form for notifying potential applicants of contract or financial assistance opportunities.

4. Applicants for such opportunities must disclose all aggregate campaign contributions to city elective office candidates or incumbents.

5. An applicant must provide the name, employer and address of any planned sub-contractors and/or consultants to be used by the applicant.

6. The disclosure forms from all applicants must be made available to the public.

7. Agreements must include a copy of the disclosure forms.

8. Agreement must state that the contribution rules apply during the term of the contract.

9. Breach of such contribution rules shall be cause to void the contract.

10. A voided contract shall make the contractor liable for liquidated damages of 10% of the maximum payment to the contractor.

11. The provisions of this section shall not be applicable where compliance with provisions may lead to loss of federal, state or similar grant funding or where a delay in the award of a contract would pose a threat to public safety. (15237 §1 10/7/15)

130.17 OUT-SOURCING

City Council must approve, by Resolution, all contracts for service, to do work or provide City services, which is currently being performed or provided for by City workers as of the effective date of this Ordinance except for temporary emergency service assistance of a duration not to exceed one week. (13355 §1 9/28/95; 13655 §1 3/4/98)(13655 was vetoed by the Mayor and Resolution 27396 was passed on 3/18/98 to override the Mayor's veto.)

130.18 WARRANTS: FORM AND SIGNATURE

A. Warrants are to be issued on forms approved by the City Treasurer, the City Controller and the Director of Finance.(12497 §1 1/20/82)

B. Prior to a warrant being presented to the City Treasurer, it must be signed by the head of the department or office issuing such warrant and countersigned by the City Controller. Upon compliance herewith, such warrant shall be sufficient authority for the City Treasurer to issue a check or draft for payment thereof. (9917 §1,2 10/2/62)

130.19 DEPOSITS; CO-MINGLING; NEGATIVE CASH BALANCES

A. Monies received by the Department of Administration and Finance shall be deposited daily in such banks or other financial institutions designated as legal depositories by the Commonwealth of Pennsylvania for cities of the Third Class.

B. Deposits shall be made in the name of the City and credited to the proper fund(s). Such amounts shall not be co-mingled provided, however, that interfund borrowing to eliminate temporary cash shortages and "pooling" of available cash balances for investment purposes pursuant to Section 130.20 shall not be construed as co-mingling. The Administration shall provide to Council and the Controller, on a monthly basis, the status of any interfund borrowing. (12620 §6 9/5/84; 14218 §1 10/6/04)

C. The Administration must notify Council and the Controller of any negative cash balance in any budgeted fund account within seven (7) days of such occurrence. (14218 §1 10/6/04)

130.20 TEMPORARY INVESTMENT OF FUNDS

The Director of Finance, or designee, shall be authorized to invest any available monies in instruments and securities designated as legal investments by the Commonwealth of Pennsylvania for cities of the Third Class. For purposes of making such investments, any available cash balances may be combined or "pooled" provided, however, that the interest earned on such investments shall be properly pro-rated among the respective funds. (12711 §1 5/21/86)

There shall be an Investment Advisory Committee composed of four (4) members. One (1) member shall be the Manager, Treasury and Accounting Operations, one (1) member shall be the Council President or his/her designee and two (2) members with substantial investment experience who shall be appointed by the Mayor with the advice and consent of Council. The initial members of the Committee shall have staggered terms of one, two and three years. Each succeeding term shall be for a period of three (3) years. During the terms of membership on the Committee, the respective firms, if any, of the two (2) members appointed by virtue of their substantial investment experience shall be ineligible to participate in the solicitation, placement, or receive any investments of the City of Allentown. (12711 §1 5/21/86)

The Investment Advisory Committee shall meet quarterly or as often as necessary to review and make recommendations of the investments, if needed, and shall provide City Council with a copy of the minutes of these meetings. (12711 §1 5/21/86)

The Investment Advisory Committee shall periodically review the investment policy for the City of Allentown. (12711 §1 5/21/86)

130.21 VACANCY REPORT

A. The Administration shall furnish to City Council a list of all position vacancies in each fund on a monthly basis. The list shall include the fund that supports the position, the Department and Bureau wherein the position is vacant, the position, pay class, annual wage, vacancy date and savings.

B. After reviewing the report and consulting with the Administration, Council reserves the right to state their opinion on filling the position with a resolution which demonstrates their intention to delete the position from the budget. (13210 §1 8/4/93)

130.22 LIMITATIONS ON EXPENDITURE OF CITY FUNDS

A. No City funds shall be expended for the purchase of any newspaper which is not a specialized professional journal.

B. For the purposes of this section, a general circulation newspaper shall not constitute a specialized professional journal. (13231 §1 12/16/93)

130.24 SALE/LEASING OF CITY LAND

City owned real estate shall not be sold, conveyed, transferred or leased for a term in excess of five years without the prior authorization of City Council in the form of a resolution adopted at a public meeting. (13253 §1 4/7/94)

130.25 DEDICATING CITY ASSETS

A. Purpose

This policy is to encompass the naming of any City assets including parks, open spaces, facilities, recreation elements, streets and other municipal buildings or properties. The final decision for naming of assets will rest with City Council, including naming opportunities as a result of gifts and sponsorships. The naming of a particular asset is important for public awareness, promotion and emergency access. Therefore, naming will be consistent with the City of Allentown's vision and will not contravene any policy of the City nor reflect negatively on the City's public image.

B. Intent

The intent of this policy is to:

- Begin a practice of naming municipal property, buildings and recreation and park elements after significant geographical, neighborhood and historical elements;
- Recognize on an exception basis, significant contributions that organizations or individuals have made to the public life and the well-being of the people of Allentown;
- Provide direction of how to apply for approval to name, rename or dedicate municipal property, buildings or park elements.

C. Policy Statements

1. There are four main types of naming situations this policy intends to address:
   - Opening of a new City asset or reopening of a City asset following refurbishment
   - Honoring individuals or groups
   - Recognizing international, national or provincial events/competitions
   - Providing recognition of gifts, sponsorships and joint ventures

2. The selection of a name will be based on a number of criteria including but not limited to:
   - A longstanding local area identification with the residents
   - Understandable to the majority of citizens in Allentown
   - Consistent with any other applicable policies and naming guidelines
   - Assists with emergency response situations by being consistent with street names and geographical locations and meeting the requirements of Allentown Fire Department, Police, and EMS
   - Consistent with sponsorship levels

3. Preference will be given to names that:

- Give a sense of place, continuity and belonging reflecting the geographic location, community, neighborhood or street where the City asset is located and/or;
- Recognize the historical significance of the area and/or;
- Reflect unique characteristics of the site and/or;
- Reflect the type of service offered and/or;
- Are in keeping with a selected theme and/or;
- Honor individuals, living or deceased, who have made a significant contribution to the community

4. Names will not be chosen that:
- Cause confusion due to duplication or names sounding similar to existing locations within Allentown;
- Are the names of tobacco companies;
- Lend themselves to inappropriate short forms or modifications
- Are discriminatory or derogatory considering race, gender, creed, political affiliation, or other similar factors;
- Recognize the birth, marriage or anniversary of specific individuals (this can be done through individual dedications of benches and trees though Parks and Arenas).

5. Names of persons, organizations, corporations, foundations or their families will be considered when they have made a significant contribution to the City by:
- Enhancing the quality of life and well-being of the City
- Contributing to the historical or cultural preservation of the City
- Contributing toward the acquisition, development or conveyance of land or building
- Achieving excellence in their endeavors and representing Allentown in a meritorious manner and/or
- Where there is a direct relationship or association that exists between former place of residence of the person or group and the asset to be named

6.. Where the name of an individual is recommended after a discussion, consent shall be obtained from the individual or their next of kin prior to Council's public consideration.

7. Where the naming opportunity is as a result of a sponsorship or gift the following factors must be considered:

- The significance of the contribution made relative to the construction and operating costs of the item being named
- The cost of establishing the naming option (e.g. cost of the signage to be paid by the applicant unless the City has made the request for the name change)
- Sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received.

8. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organization previously named, the cost and impact of changing existing signage, rebuilding community recognition and updating records (i.e. letterhead, databases, promotional materials) Each application will be considered on a case-by-case basis.

D. Application Review and Approval Process

1. Applicant(s) shall submit a written request for civic naming to the City Clerk. The written request shall provide the following:

- Background information concerning the rationale for consideration of the request;
- Biographical information if named after an organization or individual; and
- Documentation including letters from organizations and individuals providing substantial support for the request.

2. Each application for naming/renaming shall undergo a process which will:

- Review the application for conformity with this policy
- Circulate the application to the appropriate internal stakeholders for comment on the suitability of the application
- Discuss any naming in recognition of an individual prior to discussing it with the individual or next of kin.
- Consult with external stakeholders in the community to the level of support or identify possible objections to the requested civic naming
- Determine whether or not a special event is planned to coincide with the formal naming

3. An asset shall only be named or renamed upon the approval of at least five (5) of the seven (7) members of City Council. (13734 §1 2/18/99; 14467§1 2/8/07)

130.26 CITY FUNDS PROHIBITED TO DELINQUENTS

The City shall not distribute any funds to any business or organization that is delinquent in taxes, assessments, or any other municipal fee or charge that is due to the City or any agency created by the City, provided that this section does not violate state or federal laws or requirements. This section shall not prohibit the acquisition of an interest in real estate. (14068 §1 (3/20/03)

130.27 SETTLEMENTS

Council shall be given notice of any legal settlement that entails Fifty Thousand ($50,000) Dollars or more in City funds within thirty (30) days of the settlement. (14433 §1 11/7/06)

130. 28 STABILIZATION FUND

1. The Administration shall consolidate $4.8 million as reserves into one fund entitled, the Stabilization Fund, from the proceeds of the bank note authorized by Ordinance No. 14422;

2. The Stabilization Fund shall only be comprised of unreserved, undesignated reserves;

3. All transfers from the Stabilization Fund shall be upon approval of City Council, however this will not preclude the use of the funds for cash flow purposes by other City Funds during a given budget year, provided documented revenue receivables for the borrowing Fund exceed budgeted expenditures and the monies transferred, and all such borrowed monies are returned to the Stabilization Fund before the close of the applicable budget year. Transfers for cash flow purposes shall be allowed provided that they do not go beyond a fiscal year. Council shall be notified that this has occurred within seven (7) days of the "borrowing." (14493 §1 6/10/07)

4. The annual budget documents submitted by the Mayor shall disclose the beginning and ending balance of the Stabilization Fund for the fiscal year;

5. In addition to adopting the budget and setting the rate of taxation for the fiscal year, City Council's ordinance to adopt a budget shall state the beginning and ending balance of the Stabilization Fund for the fiscal year;

6. Once established, the historical data of the Stabilization Fund shall be included as an appendix in all future budgets submitted by the Mayor;

7. The Mayor shall distribute copies of this ordinance to the proper officers and other personnel of the City of Allentown whose action is required to achieve the purpose of this ordinance;

8. As a part of any resolution seeking the authority of City Council to sell City owned real property, the Mayor shall include a proposed Fund distribution of monies to be received from such sale, and at least ten (10%) percent shall be committed toward repayment of this loan beginning in 2008. (14434 §1 11/7/06;14493 §1 6/10/07)

9. The debt incurred to create the Stabilization Fund shall be paid off prior to the expiration of the fixed interest rate of the loan or within ten (10) years, whichever occurs sooner. (14434 §1 11/7/06)

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